

Health and Safety

Manual for

HeadsUp Adventures

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This information is a guide only and may not be accurate for all situations.
It should not be used as a substitute for legal or other expert advice.



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Health and Safety Policy Statement

HeadsUp Adventures is committed to maintaining a safe and healthy working environment for our workers and other persons in the workplace and meeting our obligations under the Health and Safety at Work Act 2015, Standards, Regulations and Approved Codes of Practice as applicable.

Health and Safety is everyone's business, and everyone is expected to share in our commitment to prevent all accidents and incidents which may cause personal injury, property damage or loss of any kind.

Every worker is expected to act safely at all times to ensure their own welfare and that of their fellow workers and others in the workplace.

We will ensure the safety of workers by:

- Providing and maintaining a safe working environment
- Providing facilities for health and safety
- Ensuring all plant and equipment is safe
- Ensuring all workers (including any mobile workers), and other people at (or in the vicinity) of the place of work are not exposed to unmanaged or uncontrolled hazards or risks
- Developing and implementing emergency and evacuation procedures

To achieve this we will:

1. Systematically identify and control all risks and hazards in our workplace. We will take all reasonably practicable steps to eliminate or minimise these risks/hazards to prevent any injury or damage.
2. Inform all workers of these risks, hazards and the hazard controls.
3. Ensure all workers are properly trained and supervised.
4. Inform all workers of emergency and evacuation procedures.
5. Record all incidents and accidents in our workplace and take all reasonably practicable steps to prevent these events from happening.
6. Investigate any incident that harmed, or could have harmed, any person or property.
7. Carry out planned self-inspections to monitor health and safety issues and facilitate continuous improvement.
8. Ensure all workers are given reasonable opportunities to participate effectively in on-going processes for the improvement of health and safety in our workplace.
9. Provide a rehabilitation programme, where appropriate, to assist a safe, timely return to work after injury.

Signed: 
The Manager/Owner

Dated: 02nd of October 2024

Goals for 2025 – 2026 year:

1. Establish/review an up-to-date personalised health and safety system

Date completed: 01st of May 2025

Signed off by:



2. Complete a H&S training workshop

Date completed: 01st of May 2025

Signed off by:



3. Develop/review 3-6 SOPs for identified high-risk tasks.

Title/Date completed: SOP#2024001 / 01st of May 2025

Signed off by:



Title/Date completed: SOP#2024002 / 01st of May 2025

Signed off by:



Title/Date completed: SOP#2024003 / 01st of May 2025

Signed off by:



Title/Date completed:

Signed off by:

Title/Date completed:

Signed off by:

Title/Date completed:

Signed off by:

Safety Management Tools Available On Site

Tools Required	Process	Actions
Accident Register	Record all accidents and review regularly (e.g. monthly and annually) to identify any patterns in occurrences.	■ All accidents/incidents recorded in the register. ■ All accidents and incidents recorded and investigated. ■ Outcomes feedback is provided to all workers via monthly H&S or toolbox meeting. ■ Always available on site ■
First Aid Kit		■ Ensure first aid kit is kept accessible. ■ Ensure kit is stocked and maintained to meet the requirements of the work at hand. ■
Safety Data Sheets (SDS)		■ Ensure these are available where chemicals are stored (including vehicles), and current (within 5 years of publication) – obtain from supplier of substance. ■ Always NZ SDS (these have specific emergency contacts information) ■ Check the first aid guidance and be prepared. ■ Ensure all PPE and other safety requirements are complied with at all times. ■
Event Notification forms		■ Electronic link on WorkSafe NZ web site www.worksafe.govt.nz ■
Accident/incident investigation forms		■ www.worksafe.govt.nz use for every incident that harmed or could have harmed any person. ■
Emergency communications systems	All emergency management systems are recorded and communicated by the PCBU. Ensure all PCBUs and workers understand the process for the site.	■ Co-ordinated for the site and communicated to all on site e.g. via inductions, meetings, posters etc ■ Emergency evacuation drills (ensure access, egress, communications etc. identified for multiple scenarios e.g. fire, earthquake, injury), including all PCBUs on site. ■ Identify First Aiders and fire wardens on site. ■ Site hazard/risk ID completed for each work area. ■ Personnel attendance board updated daily. ■
Standard operating procedures (SOPs)	SOP for each high-risk task	■ Safe operating protocols for quick reference for workers to ensure they are familiar with the expected process. ■ Useful training data ■ Reviewed annually or after any associated incident. ■

STEP 1: HAZARD/RISK IDENTIFICATION AND CONTROL PROCEDURES

It is our intention to systematically identify and control all risks and hazards in our workplace. We will take all reasonably practicable steps to:

Eliminate the hazard,

OR

Minimise the hazard

Where the hazards may only be minimised, we will ensure:

- Protective clothing and equipment is provided and used by all workers, at all times necessary,
- Good work practices are used and maintained,
- Workers are properly trained and/or supervised,
- Where appropriate, and with worker's consent, health monitoring in relation to exposure to significant hazards is undertaken,
- Any new hazards and risks identified are incorporated into the Risk/Hazard Register and all workers informed,
- Any new machinery/equipment/plant/tasks/chemicals/poisons are assessed before use, and safety controls/practices are established,
- All hazards and the hazard controls will be regularly assessed in conjunction with a risk assessment,
- All workers are aware of emergency and evacuation procedures.

Risk Rating Table

Likelihood of injury or harm to health	Consequences of injury or harm to health			
	Insignificant <i>no injuries</i>	Moderate <i>first aid and/or medical treatment</i>	Major <i>extensive injuries</i>	Catastrophic <i>fatalities</i>
Very likely	High	Extreme	Extreme	Extreme
Likely	Moderate	High	Extreme	Extreme
Moderate	Low	High	Extreme	Extreme
Unlikely	Low	Moderate	High	Extreme
Highly unlikely (rare)	Low	Moderate	High	High

Extreme = immediate action

Hazard/Risk Register

Workplace/location: **Office/Admin/General Wellbeing**

Hazards/Risks Identified	Potential Harm	E	M	Risk	Controls	Residual Risk	SOP#
Computer/IT	Muscular-skeletal disorder, visual impairment		X	Moderate	■ Assess workstations & review annually. ■ Alternate screen use with other activities e.g. drinking water, stretching, deep breathing, to ensure regular posture change ■ Ensure adequate lighting ■ Ensure adequate ventilation/temperature ■ Health monitoring (e.g. vision testing, self-assessment of pain or discomfort for those who regularly work 4-8hours/day at a computer). ■	Low	
Access/egress	Slip and fall injuries, trapping during emergencies - death		X	Unlikely	■ All entry ways kept clear ■ Identified through clear signage ■ Efficient lighting – alternate power source ■ Wet surfaces managed immediately ■ Document emergency drill/s for a range of scenarios (e.g. fire, tsunami, earthquake, medical emergency) 6monthly in meeting minutes with any agreed improvement plans ■ Manage any damaged surfaces immediately ■	Low	
Facilities, general hygiene	Infection, various injuries	X		Unlikely	■ Kept clean and tidy. ■ Rubbish bins with lid. ■ Hot and cold water. ■ Adequate toilet/hygiene facilities ■ First aid facilities ■ Trained first aiders when possible (all workers may benefit from this training). ■ Hand sanitiser in vehicles ■ Follow MOH guidelines for Covid 19 ■	Low	
Stress and Fatigue	Distress, illness -various		X	Unlikely	■ Refer to WorkSafe NZ – H&S publications, "Stress and Fatigue" and "Healthy Work" ■ Policy clearly defined in Employment Agreement. ■ Ensure hours of work, environment, on-call and driving are all considered in the allocation of work. ■ Self-reporting of known challenges when they arise ■	Low	
Bullying	Distress, illness - various	X		Unlikely	■ Refer to WorkSafe NZ BPG, Preventing and Responding to Workplace Bullying ■ Policy clearly defined in Employment Agreement. ■ Management process described during induction. Ensure all workers are provided with information on the management and prevention of bullying, and the alternative lines of support available within the organisation. (At least 2 x people available). ■ Consider using an external investigator if issues arise. ■	Low	
Harassment	Distress, illness - various	X		Unlikely	■ Policy clearly defined in Employment Agreement. ■ Addressed under its own legislation, harassment may be sexual or psychological. Clear policies and procedures and education will assist in limiting the risk of occurrence. ■ Two identified support persons. ■ Consider using an external investigator for reported incidents. ■	Low	
Drugs/Alcohol	Illness and injury	X		Unlikely	■ Policy clearly defined in Employment Agreement. ■ Pre-employment screening/tests	Low	

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					■ Random drug test with due cause or after accident/incident that harmed or could have harmed any person ■		
Vehicles and trailers	Physical Injury - various		X	Unlikely	■ Current WOF/Registration ■ Appropriate driver licence ■ Police check ■ Defensive driving training where indicated ■ Training in safe use of trailers including loading, unloading, reversing, parking etc ■	Low	
Chemicals Fuels/oils	Toxic effects Dermatitis Burns Eye injury Spills	X		Unlikely	■ Complete register of all substances ■ Ensure NZ Safety Data Sheets (containing NZ emergency numbers etc) are available (and dated within 5 years of current date). ■ Ensure correct storage (incl. incompatibles) ■ Ensure all workers are trained. ■ Spill kit available where applicable (quantity etc). ■ Develop emergency procedures/drills. ■	Low	
Air compressor	Air embolism		X	Unlikely	■ Training required ■ No blowing down on skin (air embolism) ■ Scheduled maintenance ■	Low	

E = Eliminate

M = Minimise

Hazard/Risk Register
Workplace / Location: Terrain / Environment / Outdoors

Hazards Identified	Potential Harm	E	M	Risk	Hazard Controls	Residual Risk	SOP#
Tracks	various		X	Likely	■ Check after excessive wet weather for surface damage, erosion, slips and overhead hazards e.g., hung branches. ■ Consider terrain and vehicles in use. ■ Highlight any temporary fences. ■ Prevent access until safe. ■	Moderate	2024001
Waterways	Infection, drowning, contamination	X		Unlikely	■ Maintain clear waterways. ■ Do not spray herbicides etc near waterways ■ Do not enter even shallow flood waters without appropriate PPE e.g., wading boots, waterproof clothing, life jacket etc ■	Low	
Weather conditions	various		X	Moderate	■ Review weather forecast prior to working in flood-prone areas. ■ Ensure drinking water in all vehicles. ■ Close down tracks if safety in doubt. ■	Low	
Underground wasp nests/bees	Stings, allergic reaction, other injury		X	Unlikely	■ Assess terrain regularly for underground and above ground risk. ■ Alert workers and clients to the risk. They may carry their own antihistamine. ■ Encourage clients to carry their own antihistamine if they know they are allergic. ■ Ensure communications systems are active – advise of destination and return time. ■	Low	
Steep slopes, uneven surfaces	Various		X	Moderate	■ Map the area, including no-go areas and graded competence requirements for visitors and staff. ■ Controlled access for vehicles. ■ All vehicle training for workers. ■	Low	2024001
Falling trees	Physical injury	X		Moderate	■ Check overhead after storms. ■ Check overhead both before and while working amongst trees. ■	Low	2024001
Exposure to (Ultra Violet Rays) Sun	Melanoma, heat exhaustion		X	Likely	■ Limit exposure during high intensity where able ■ Appropriate clothing / hat ■ Sunscreen / sun block ■ Fresh drinking water ■	Moderate	
Dehydration	Headaches, confusion, bladder problems, general ill health	X		Unlikely	■ Carry drinking water in all vehicles and to all locations. ■ Drink water frequently throughout the day to compensate loss from heat etc (dark urine indicates inadequate water intake) ■	Low	
Zoonotic diseases	Leptospirosis – carried by feral and domestic animals e.g., rats, possums, pigs		X	Unlikely	■ Ensure good hygiene – cover cuts and abrasions ■ Use rubber gloves when cleaning items exposed to animal urine, flood waters etc ■ See: https://www.worksafe.govt.nz/topic-and-industry/agriculture/working-with-animals/prevention-and-control-of-	Low	

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					■ leptospirosis/gpgg		
Other people in the place of work	Various injuries		X	Unlikely	■ Restrict access through clear signage ■ Visitor/contractor identification and escorting procedures consistently maintained. ■ Main PCBU (induction and sign in, attend pre-start toolbox meetings including for high risk activities or equipment, monthly meeting on long contracts) ■ Sub-Contractors are they following induction guidance by the PCBU ■ Our sub-contractors – regular monitoring and feedback ■ Following all PCBU guidance and recording any incidents that may occur ■ SOPs for all high risk activities ■ Always ask for and use a spotter when planning entry into danger zones ■ Follow the main PCBU traffic management plan ■ Report any incidents immediately ■ Health monitoring, hearing test <u>if noise consistent exposure (over 85dBA) indicates</u> the requirement. ■ Maintain Controls for pandemic restriction as per Govt/Ministry of Health updates ■	Low	2024001 2024002
Weed spraying	Allergies, poisoning, eye damage etc	X		Unlikely	■ Use the least harmful spray options if spraying must be undertaken. ■ Identify spray area and advise persons who may be in the vicinity. ■ Ensure the wind direction is away from people areas and waterways. ■ Consider alternatives e.g. native planting in areas where there is gorse. Gorse will act as a protective nursery for natives and will die off as the sunlight is obstructed as the trees grow. Over time this will also help to stabilise hillsides from erosion and slips. ■ Read the SDS prior to use of chemical. Wear the personal protective equipment identified on the SDS. Ensure that all equipment is washed down in a safe area prior to being dried and stored. ■	Low	

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Hazard/Risk Register

Workplace / Location: Vehicles

Hazards Identified	Potential Harm	E	M	Risk	Hazard Controls	Residual Risk	Training/ SOP
4wheel drive trucks	Road accident injuries, other injuries	x	x	Moderate	■ Only trained operators with proper license ■ Scheduled maintenance programme (WOF, Registration) ■ First aid kit and SOPs on board ■ Fire extinguisher – in date ■ ■	Low	
Vans/shuttles and trailers	Various injuries, road accident injuries, other injuries		x	Moderate	■ Approved qualified drivers with proper license only – trailer use capability confirmed/signed off ■ Up-to-date WOF/COF (scheduled maintenance) ■	Low	
Scooters			x	Unlikely	■ Scheduled maintenance ■ Front and back brakes working ■ No cracks in frame ■ All damage reported immediately – out of action until repaired. ■	Low	2024003
Bikes	No longer available for access	x			■ Scheduled maintenance ■ Front and back brakes in good order ■ No cracks in frame ■ All damage reported immediately – out of action until repaired ■	Low	
Mule - Ranger	Various injuries, road accident injuries, other injuries		x	Unlikely	■ Only approved qualified drivers only ■ Scheduled maintenance ■ Risk assessment undertaken before taking a passenger ■ A competent passenger will sit beside operator ■	Low	
Traffic management	Impact injuries		x	Unlikely	■ Use only marked roadways ■ Signage for customer parking ■ Markings to identify parking areas ■ Signage indicating traffic movement across walk-way (e.g. 'moving vehicles' or 'reversing vehicles') ■ Secure the drop-off areas near the café ■	Low	

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Hazard/Risk Register
Workplace / Location: **Café and toilet facilities.**

Hazards/Risks Identified	Potential Harm	E	M	Risk	Hazard/Risk Controls	Residual Risk	SOP#
Coffee machine	Heat/burns		x	Unlikely	■ Trained operators only ■ Clear space to work in ■ Cold water/ice available ■ Clean regularly with approved cleaning agent ■	Low	
Wet floors/spills	various	x		Unlikely	■ Wipe all surfaces immediately after spills ■ Use signs to indicate wet areas. ■	Low	
Air Fryer	Burns		x	Unlikely	■ Trained operators ■ Clean regularly (identify appropriate cleaner) ■ Check cord daily before use ■ Electrical checks annually ■	Low	
Blender			x	Unlikely	■ Trained operators ■ Regular cleaning ■ Check cord daily before use ■ Electrical checks annually ■	Low	
Furniture	Fall injuries	x		Unlikely	■ Regularly check (daily) ■ Remove any damaged items until repair is completed ■	Low	
Moulds in damp areas	Allergies and infections		x	Moderate	■ Ensure all café areas (including walls and blinds) are cleaned with food-safe cleaning solutions and tables wiped down with disinfectant after each use with appropriate cleaners, using correct PPE e.g., waterproof gloves – see safety data sheet (SDS) for instructions. ■	Low	
Toilets		x		Unlikely	■ Ensure the toilets are checked regularly throughout the day and cleaned with appropriate cleaners using waterproof gloves – see safety data sheet (SDS) for instructions. ■	Low	
					■		

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Hazard/Risk Register

Workplace / Location: Paintball

Hazards/Risks Identified	Potential Harm	E	M	Risk	Hazard/Risk Controls	Residual Risk	SOP#
Masks	Infection, injury, wear and tear	x	x	Unlikely	■ Ensure all masks are cleaned with suitable cleaner before and after use ■ Ensure all masks are fitted for safety ■ Ensure all masks are checked before and after each use to ensure there are no cracks or other damage. ■ Change parts and fitted the parts properly before use. ■	Low	2024002
Objects on the grounds	Trip/fall injuries	x		Moderate	■ Check the grounds prior to each paintball event to ensure no fallen branches blocking exit pathways etc ■	Low	2024002
Paintball Gun	Various faulties, wear and tear	x		Unlikely	■ Checking that the gun work properly ■ Clean the gears within the gun and check for faulties, wear and tears. ■ Replay any piece that are weared down ■ Always remove any extra ball in the paintball storing compartment	Low	2024002
Gun Air tank	Blow up, regulator leaking	x		Unlikely	■ Always check the air pressure in the tank and decompress the tank before control for faulties. ■ Check the regulator fitted firmly with no leakage. ■ Check and maintain the pressure on the regulator at a normal to low pressure to decrease any potential risk, wear and tear	Low	2024002
High Pressure Compressor	Various faulties, wear and tear, high air pressure	x	x	Unlikely	■ Operates under trained operator ■ Yearly check for filter, oil. ■ Yearly electrical service	Low	2024002

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Hazard/Risk Register
Workplace / Location: **Bikes/Scooters**

Hazards/Risks Identified	Potential Harm	E	M	Risk	Hazard/Risk Controls	Residual Risk	SOP#
Falls from bikes/scooters	Head injury, scratches, various injury		x	High	■ Scheduled maintenance of equipment. ■ Control quality of Helmets ■ Offer bike gloves or knee protection ■ Cleaned before and after use ■ Size and fit appropriate for wearer/user. ■	Moderate	2024001 2024003
Low or unknown competence of rider	Fall injuries, various injury		x	High	■ Signed agreement with discussion for understanding risks ■ Assistance in fitting safety equipment when necessary. ■ Clear directions to tracks of correct skill level ■ Balance test the rider, and train to maintain speed and brake ■	Low	2024001 2024003
					■		
					■		

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STEP 2: INFORMATION AND TRAINING FOR WORKERS

INFORMATION

Worker's Responsibilities

Every worker shall take all reasonably practicable steps to ensure:

- Their own safety while at work; and
- That no action or inaction of the worker while at work, causes harm to any other person(s); and
- That all personal protective clothing (and equipment) is worn (as identified by hazard management controls)

No untrained workers will be permitted to perform any task, operate any machinery, or deal with any substance or material without prior experience (unless closely supervised by some with such experience).

All workers are to be aware of:

- The risks and hazards they will be exposed to in the workplace, and the hazard controls or procedures to be taken to prevent any harm or damage to themselves, other person(s) and property.
- What to do in an emergency.
- Where all necessary safety gear or safety equipment and materials are kept.

To ensure that we are complying and maintaining this system, we will:

1. Ensure new, and existing staff read and understand this Manual.
2. Ensure Manual is available and accessible to all new and existing workers.
3. Review this Manual at least annually, or as need be after any incident.
4. Maintain records to ensure all staff have read and understood this Manual.

TRAINING

Training of workers.

All training that workers are required to carry out (listed on training record template attached) need a task analysis conducted to identify the risks and hazards associated with that particular task or machinery.

Written instructions for these tasks – Standard Operating Procedures (SOPs) need to be established to ensure that all workers are being shown and told the same thing. Included in written instructions should be

1. Correct set up procedure.
2. Hazards/risks associated with task/machinery.
3. Procedures in case of emergency, malfunction, or machinery jam (lockout/tag out or isolation procedures)
4. Safe working methods (include safe methods of cleaning and maintaining equipment where necessary)
5. Correct finishing/shut down procedures (where necessary)

The worker needs to be conversant with the above before they are signed off as being competent in the particular task or activity.

Worker Participation

As an employer we will provide reasonable opportunities for workers to participate in ongoing processes for improving health and safety e.g., toolbox meetings, monthly H&S committee meetings, system reviews, development of SOPs.

Worker Induction / Training Record

Worker's Name: _____

Started on: _____

I N D U C T I O N			
	Date Induction Completed	Trainee Signed	Trainer Signed
Introduction			
Safety Rules – employment agreement Bullying, drugs, alcohol etc			
Hazards and Emergencies			
Accident and Incident Reporting and Recording			
Vehicle use			
Manual handling			
Track coding and maintenance			
Communication tools			

T R A I N I N G						
Under Training				Fully Competent		
	Date	Trainee Signed	Trainer Signed	Date	Trainee Signed	Trainer Signed
Assessing/stopping the activities						
Chemical Management						
Manual Handling						
Track maintenance						
Bike maintenance						
Vehicle maintenance						
Coffee machine						
First Aid						

UNDER TRAINING means: Received instruction on safety rules and hazards including safe operating procedures & practices. Must work under supervision.

FULLY COMPETENT means: Fully trained and able to operate unsupervised.

STEP 3: ACCIDENT AND INCIDENT RECORDING, REPORTING AND INVESTIGATION PROCEDURES

- All accidents and incidents must be notified to the Manager or Supervisor immediately. If any accident or incident is not notified on the day it happens, it may not be accepted as a work related injury.
- All incidents and accidents must be recorded on the Accident/Incident Register included in this Safety Manual.
- If there has been a death, call WorkSafe immediately. **Call 0800 030 040 (24/7)**
- Do not disturb the scene! Seek approval by a WorkSafe New Zealand Inspector before releasing or disturbing scene of a Notifiable Event.
- All Notifiable Events such as harm to any person (and other specified notifiable events) are to be notified to WorkSafe NZ as soon as reasonably practicable, on 0800 030 040. Note: The main PCBU associated with the work site and the PCBU involved in the incident, must each report all notifiable events to WorkSafe New Zealand.
- A "Notifiable event" form found at www.worksafe.govt.nz is to be forwarded to WorkSafe New Zealand as soon as practicably possible, using the online form.
- Conduct your own company internal investigation using the online form https://worksafe.govt.nz/search/SearchForm/?Search=investigation+template&action_results=Go&Topic=&Industry=
- Forward a copy of your accident investigation to WorkSafe New Zealand once it is completed.
- Inform all workers of the outcome of the accident/incident investigation, i.e. new risk or hazard identified and the controls.

From the HSWAct 2015

23 Meaning of notifiable injury or illness

(1) In this Act, unless the context otherwise requires, a **notifiable injury or illness**, in relation to a person, means—

(a) any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):

(i) the amputation of any part of his or her body:

(ii) a **serious** head injury:

(iii) a **serious** eye injury:

(iv) a **serious** burn:

(v) the separation of his or her skin from an underlying tissue (such as degloving or scalping):

(vi) a spinal injury:

(vii) the loss of a bodily function:

(viii) **serious** lacerations:

(b) an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment:

(c) an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance:

(d) any **serious** infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work—

(i) with micro-organisms; or

(ii) that involves providing treatment or care to a person; or

(iii) that involves contact with human blood or bodily substances; or

(iv) that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or

(v) that involves handling or contact with fish or marine mammals:

(e) any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.

(2) Despite subsection (1), **notifiable injury or illness** does not include any injury or illness declared by regulations not to be a notifiable injury or illness for the purposes of this Act.

(3) In this section,—

animal has the same meaning as in [section 2\(1\)](#) of the Animal Welfare Act 1999

fish has the same meaning as in [section 2\(1\)](#) of the Fisheries Act 1996

marine mammal has the same meaning as in [section 2\(1\)](#) of the Marine Mammals Protection Act 1978.

24 Meaning of notifiable incident

(1) In this Act, unless the context otherwise requires, a *notifiable incident* means an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a **serious** risk to that person's health or safety arising from an immediate or imminent exposure to—(a) an escape, a spillage, or a leakage of a substance; or

(b) an implosion, explosion, or fire; or

(c) an escape of gas or steam; or

(d) an escape of a pressurised substance; or

(e) an electric shock; or

(f) the fall or release from a height of any plant, substance, or thing; or

(g) the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or

(h) the collapse or partial collapse of a structure; or

(i) the collapse or failure of an excavation or any shoring supporting an excavation; or

(j) the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or

(k) the interruption of the main system of ventilation in an underground excavation or tunnel; or

(l) a collision between 2 vessels, a vessel capsizes, or the inrush of water into a vessel; or

(m) any other incident declared by regulations to be a notifiable incident for the purposes of this section.

(2) Despite subsection (1), **notifiable incident** does not include an incident declared by regulations not to be a notifiable incident for the purposes of this Act.

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25 Meaning of notifiable event

In this Act, unless the context otherwise requires, a **notifiable event** means any of the following events that arise from work:

- (a) the death of a person; or
- (b) a notifiable injury or illness; or
- (c) a notifiable incident.

Accident / Incident Register

Name	Time and Date	Description of Injury	When and How Accident or Incident Happened	Recorded into Hazard/Risk Register	
				Yes ✓	No

NB: All Notifiable events must be notified to WorkSafe as soon as reasonably practicable, recorded on a "Notifiable Event" form forwarded to WorkSafe New Zealand.

Hazardous Substances Register

Chemical Name	Trade Name	Quantity Stored on Site	Used For	Containers Labelled [X]	SDS available [X]	Safety Equipment Required [please state]

STEP 4: EMERGENCY AND EVACUATION PROCEDURES

In the event of any emergency, or natural disaster, the following will happen:

1. Prevention of harm to all persons on site.
2. Raise the alarm.
3. Contact Emergency Services on 111 (as required).
4. Do not put yourself or anyone else at any unnecessary risk!
5. Evacuate from building or area.
6. Assemble all personnel at [CAR PARK BEFORE EXIT] .
7. Check all persons are accounted for.

We will ensure fire drills and evacuation procedures *for a variety of emergency situations* are practised at least 6 monthly.

Site Location: HEADSUP ADVENTURES CAR PARK NEXT TO CAFÉ

Site Address: 211 Whangarei Heads Road, Whangarei

Site Phone Number: 021 089 090 96

STEP 5: DUTIES TO “OTHERS IN THE WORKPLACE”

We have a duty to ensure the following persons are NOT HARMED:

- People in the vicinity of the workplace
- People who are lawfully at work
- People who are in the place with express or implied consent, and have paid to be here, or are buying or inspecting goods

We have a duty to ensure the following persons are advised of any risks or hazards that they would not reasonably expect to find on the premises:

- Persons who are authorised to be here
- Persons who are on site under the authority of an Act, e.g. TrustPower, WorkSafe NZ, ACC

We do not have a duty to:

- Trespassers
- Persons on site solely for recreation or leisure (unless they were authorised to be here)

Volunteers

We are required to take all reasonably practicable steps to ensure the health and safety of volunteers (who are also workers) whilst undertaking any work activities.

Trainees / Loaned Workers / Persons Carrying out Work Experience

Trainees, loaned workers and persons doing work experience are all workers under the HSWA 2015 and are all owed the same duties of care for health and safety.

STEP 6: CONTRACTORS AND SUB-CONTRACTORS

17 Meaning of PCBU

(1) In this Act, unless the context otherwise requires, a **person conducting a business or undertaking** or **PCBU**—

(a) means a person conducting a business or undertaking—

(i) whether the person conducts a business or undertaking alone or with others; and

(ii) whether or not the business or undertaking is conducted for profit or gain; but

(b) does not include—

(i) a person to the extent that the person is employed or engaged solely as a worker in, or as an officer of, the business or undertaking;

(ii) a volunteer association;

(iii) an occupier of a home to the extent that the occupier employs or engages another person solely to do residential work;

(iv) a statutory officer to the extent that the officer is a worker in, or an officer of, the business or undertaking;

(v) a person, or class of persons, that is declared by regulations not to be a PCBU for the purposes of this Act or any provision of this Act.

A PCBU is a 'person conducting a business or undertaking'. While a PCBU may be an individual person or an organisation, in most cases the PCBU will be an organisation (for example, a business entity such as a company).

As a PCBU, we are required to take all reasonably practicable steps for a contractor's safety (and the safety of any workers of that contractor).

To achieve this, all contractors will be advised of:

1. All specific risks/hazards they may be exposed to, and the hazard controls, whilst the contractor is undertaking work on our premises.
2. Emergency and evacuation procedures.

Our policy is that:

- Contractors (who are also a PCBU) shall be informed they are responsible for any risks/hazards that they may create while on our premises;
- Contractors must advise us (the contracting PCBU) of all notifiable events in the place of work;
- The contractors must provide documentation to confirm they have complied with their own responsibilities under the Health and Safety at Work Act 2015;
- Ensure the following is given to all contractors / sub-contractors:
 1. Letter to Contractor / Sub-contractor;
 2. Safety Requirements for Contractors;
 3. Conditions of Contract.

Contractor's Agreement

Date:

Dear _____

re: **CONTRACT FOR [_____]**

To comply with the Health and Safety at Work Act 2015, we require all contractors who wish to tender for contracts or maintain a service agreement/remain a preferred contractor/supplier to provide the following information:

1. Health and Safety Management Plan that includes:
 - Safety policy;
 - Risks, hazards and the hazard controls; and
 - Accident reporting procedures
2. Contractors are reminded that all work is subject to the provisions of the Health and Safety at Work Act 2015. In particular:
 - Contractors are to comply with all regulations, enactments, codes of practice (approved or voluntary) applying to the trade or profession within which they operate;
 - We, as the contracting PCBU, are to be advised of any and all hazardous plant, equipment, machinery or substances which are brought into the workplace;
 - All people utilised are fully trained in the work to be undertaken or are closely supervised by someone who is.
 - Any accident or incident which harms or may have harmed any person in the workplace, in addition to being recorded and notified as required under the Health and Safety at Work Act 2015, are to be reported to us, the PCBU.
 - All safety clothing/equipment required to minimise the risk of injury is to be provided for, accessible to and used by any person engaged in the workplace.
3. Before commencing work on our premises, all contractors must ensure that any workers of the contractor, subcontractors on our premises, or if an individual, they are conversant with:
 - Emergency procedures (to be followed in the event of an emergency);
 - Safety rules and procedures;
 - Risks and hazards which have been identified, and the hazard controls.
4. We as the PCBU to the contract, retain the right to inspect the contract operation at any time, to ensure all safety procedures and rules are being followed. Failure to follow such rules and procedures may result in the contract being terminated immediately.

PCBU's Name.....

PCBU's Signature.....

Date.....

I agree to abide by all the above conditions, on behalf of:

Company Name:

Contractor's Name and Signature:

Date:

Contact Phone / Fax Number(s):

Sign the attached copy and return with your Health and Safety Management Plan / Manual.

Worker Acknowledgement

I have **read and understand**, this Health and Safety Manual. In particular:

- Hazards and risks I may be exposed to (including hazard control measures);
- Accident / Incident reporting requirements; and
- Emergency procedures.

Signed: _____

Date: _____

Name: _____

Position: _____

.....
Signed: _____

Date: _____

Name: _____

Position: _____

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Signed: _____

Date: _____

Name: _____

Position: _____

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Signed: _____

Date: _____

Name: _____

Position: _____

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Signed: _____

Date: _____

Name: _____

Position: _____

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Signed: _____

Date: _____

Name: _____

Position: _____



WorkSafe NZ

– Contact number, email & website

☐ Phone: 0800 030 040

☐ Notify online @ <http://www.worksafe.govt.nz>

<https://worksafe.govt.nz/notify-worksafe/>

☐ Email : HealthSafety.Notification@worksafe.govt.nz

When sending notifications to WorkSafe NZ please go directly to the electronic version on:

<http://www.worksafe.govt.nz>

Tool for assessing whether to notify:

<https://worksafe.govt.nz/notifications/notifiable-event/what-is-a-notifiable-event/>

Some Relevant Publications:

Either click on the title or copy and paste to search.

<https://worksafe.govt.nz/notify-worksafe/>

https://worksafe.govt.nz/search/SearchForm/?Search=investigation+template&action_results=Go&Topic=&Industry=

https://worksafe.govt.nz/search/SearchForm/?Search=computers&action_results=Go

https://worksafe.govt.nz/search/SearchForm/?Search=contractors&action_results=Go

https://worksafe.govt.nz/search/SearchForm/?Search=emergency+management&action_results=Go

https://worksafe.govt.nz/search/SearchForm/?Search=stress+and+fatigue&action_results=Go

https://worksafe.govt.nz/search/SearchForm/?Search=bullying&action_results=Go

https://worksafe.govt.nz/search/SearchForm/?Search=tool+kit+construction+site&action_results=Go&Topic=&Industry=

https://worksafe.govt.nz/search/SearchForm/?Search=emergency+procedures&action_results=Go

<https://worksafe.govt.nz/topic-and-industry/working-at-height/working-at-height-in-nz/>

https://worksafe.govt.nz/search/SearchForm/?Search=working+at+height&action_results=Go

<https://www.worksafe.govt.nz/managing-health-and-safety/managing-risks/how-to-manage-work-risks/>

<https://www.worksafe.govt.nz/topic-and-industry/agriculture/working-with-animals/prevention-and-control-of-leptospirosis/gpg/>