



THE CATHOLIC INSTITUTE
OF AOTEAROA NEW ZEALAND
Te Pūtahi Katorika ki Aotearoa

Employee Health and Safety Handbook

Compiled by Susan Wilson, Head of Student and Business Support
Information obtained from the following websites:
ACC; WorkSafe, and Get Thru
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Health and Safety Policy

Rationale

The Catholic institute is committed to providing and maintaining a safe and healthy workplace for all staff, students, volunteers, contractors and visitors. TCI will provide staff with the information, resources, training and supervision reasonably needed to achieve this.

Responsibilities

Employer

TCI management will

- take responsibility for health and safety procedures. These procedures can be found in *The Health and Safety Policy and Procedure Manual*.
- audit practices periodically. Health and Safety issues will be included in regular communications at all levels of the institute.
- respond promptly to any staff concerns or identified hazards.
- arrange for the employee-elected Health and Safety Representative to attend WorkSafe approved training in Health and Safety.
- ensure there are staff with current First Aid certificates.

All Employees

TCI employees need to be aware of their responsibilities and comply with the institute's health and safety policy and procedures. Each employee is encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- being involved in the workplace health and safety system
- adhering to correct procedures as set out in *The Health and Safety Policy and Procedure Manual* and *The Employee Health and Safety Manual*
- reporting any pain or discomfort as soon as possible
- ensuring any accidents and incidents are reported
- assisting new employees, students and visitors to understand relevant safety procedures and why they exist
- immediately inform the Head of Student and Business Support at national office or the site coordinator at a diocesan office if there are any health and safety concerns

Teaching Staff

Follow the guidelines in the Lecturers' Manual to ensure the health and safety of students.

Conclusion

TCI management and staff will promote safe working and learning environments by implementing Health and Safety procedures and demonstrating respect for the inherent dignity of each person and respect for our work environments.

Introduction

This manual is to be read in conjunction with the TCI Health and Safety Policy and Procedure Manual. A copy of the Health and Safety Policy and Procedure Manual is at the National Office, at each diocesan site and available on Office 365.

Purpose

The purpose of this Employee Health and Safety Manual is to provide you as a member of staff with information on health and safety and more specifically what you need to do to ensure TCI remains a safe place to work for you and your colleagues, and a safe environment for students, contractors and visitors.

TCI Council and the Leadership team are committed to the health and safety of all staff, students and visitors. There is an expectation that staff will work together and engage with the procedures that are in place to ensure a favourable work environment. The systematic approach adopted to focus on health and safety, is not primarily about compliance and ticking boxes (although there are policies and procedures to comply with and boxes to be ticked), it is about creating consistency across the sites and maintaining a healthy workplace.



As many of you will know, **Rerum novarum** (New things) promulgated by Pope Leo XIII in 1891, is regarded as the first encyclical to deal with social issues. This encyclical addressed the conditions experienced by workers in the throes of the Industrial Revolution.

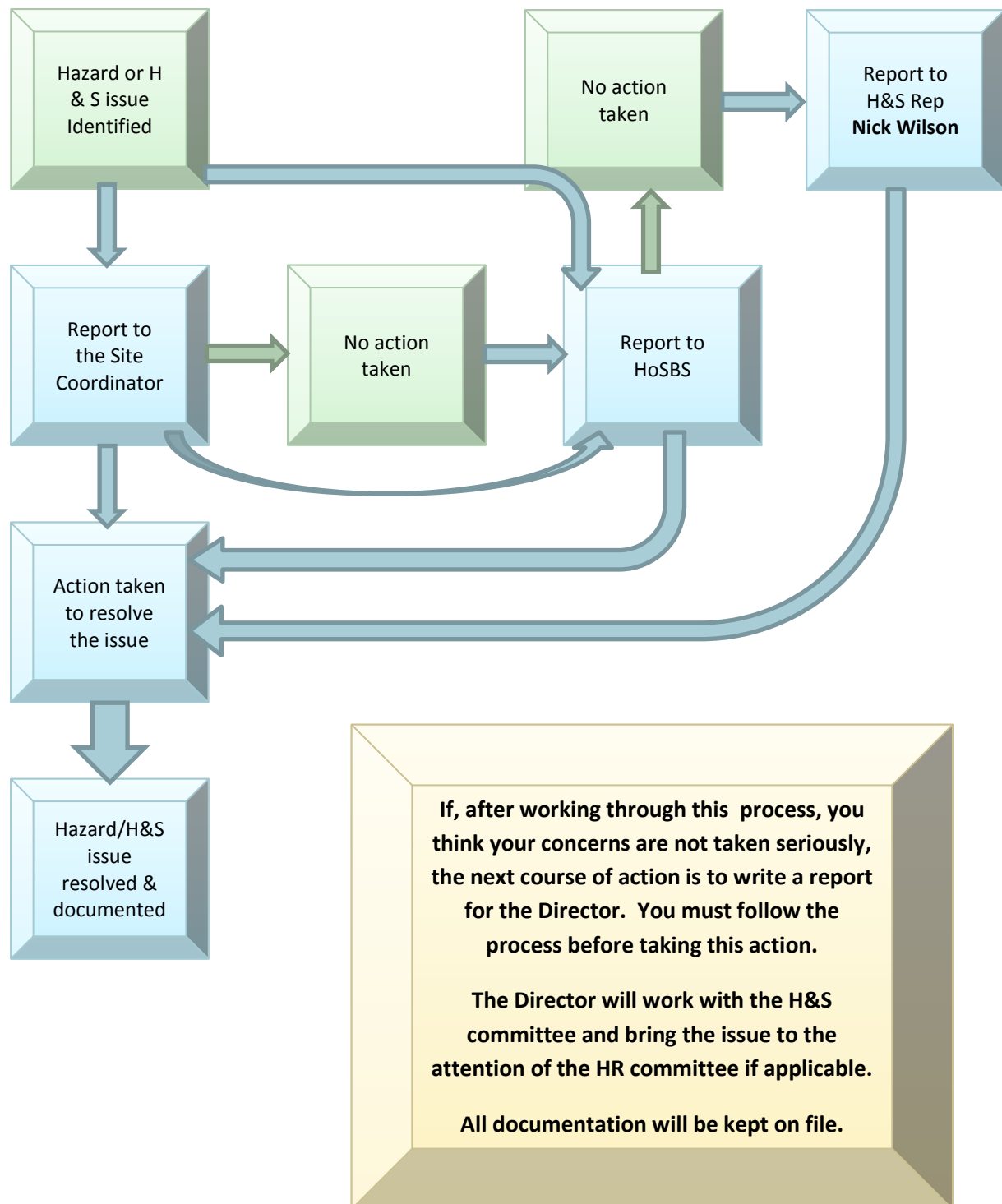
The spotlight is on health and safety in the workplace at the moment due to the appalling injury/death rate for employees in some industries in New Zealand and because the Health and Safety Reform Act (effective 16 April 2016) has new penalties and wider responsibilities for employers. However, for Catholics, the working conditions of the ordinary person has been important for centuries.

What does the new legislation mean for you?

Some of the changes you will notice:

- All staff employment contracts will have a Health and Safety clause added
- All staff will be required to undertake Health and Safety training annually (for example, the Habit at Work training and assessment)
- Complying with any Health and Safety requirement is mandatory
- Workplaces will be assessed to ensure they meet the requirements
- The Health and Safety committee will meet every three months
- Health and Safety will be an agenda item at every staff meeting and professional development days
- The Council (via the HR Committee) will require an annual report.

Reporting a health and safety issue



Office/general work environment safety

Hazards in office environments are generally considered low risk but can and do result in harm to staff. Most of these hazards are foreseeable and can be prevented. Read how you can manage and control these hazards.

Computer safety

Most staff will use a computer on a daily basis in order to conduct their work. Such technology is vital for every aspect of our work. Because of this we spend many hours of work at our computers whether it is a desktop computer or laptop. This can result in potential discomfort, pain and possible injury to the operator.

There are a number of preventative steps that can be taken to avoid this potential harm. The following information should be referred to for advice and guidance.

- **ACC's Habit At Work** www.habitatwork.co.nz

As well as offering guidance, this website has a training module on preventing discomfort, pain and injury for those who work in an office environment. There is also an assessment.

All staff are to study the training module, complete the assessment and send the Certificate generated at the end of the test to the Head of Student and Business Support. Please retry the test until you pass (each new test will be different).



You will notice there are exercises and helpful advice on how to reduce risk as well as alleviate symptoms if they develop. Therefore, this site is worth visiting on a regular basis.

Reference documents that are useful:

ACC's Short guidelines for using computers: Preventing and managing discomfort, pain and injury (don't be fooled by the title – 'short' is still 34 pages) All sites have a copy of this document. It is also available at:

http://www.acc.co.nz/PRD_EXT_CSMP/groups/external_ip/documents/publications_promotion/wpc097189.pdf

If you are feeling pain and discomfort and need to seek advice from a treatment provider, these are the steps you need to follow:

1. You should seek assistance from a GP - ensure that you advise them that the injury appears to be related to your work.
2. Complete the ACC Form.
3. Complete TCI's Accident Report Form.
4. TCI will engage a work assessment professional to provide an in-depth workstation assessment and provide recommendations.

Lifting and manual handling

- It is important to get assistance if you need to lift heavy objects
- Use trolleys to move boxes of paper or books
- Make several trips rather than carry a heavy load
- Please advise the site coordinator or the Head of Student and Business Support if you find you need to lift heavy items without assistance



Slips, and falls prevention

The most common accidents that occur to staff working in office environments involve tripping, slipping and falling.

Most of these accidents occur on the same level and as a result people can suffer fractured wrists, open wounds and possible head injury. This results in significant pain and incapacity, lengthy rehabilitation and the risk of long term injury that will never completely heal. On most occasions slips, and falls are foreseeable and preventable.

Situations that may cause slips and falls.

- Wet or greasy floors
- Uneven walking surfaces
- Loose flooring, carpeting or mats
- Missing or uneven floor tiles
- Damaged or irregular steps; no handrails
- Sloped walking surfaces
- Shoes with wet, muddy, or oily soles
- Clutter
- Electrical cords or cables
- Open desk or file cabinet drawers
- Weather hazards – rain, sleet, ice, snow, hail, frost
- Wet leaves



Guidelines to prevent workplace slips, and falls

1) Good Maintenance

If our work environment is noticeably clean and well organized, it is one indication that our overall safety program is effective as well.

2) Reduce Wet or Slippery Surfaces

Walking surfaces account for a significant portion of injuries. The most frequently reported types of surfaces where these injuries occur include

- Car parks
- Footpaths

- Food preparation areas
- Floors in general

Traction on outdoor surfaces can change considerably when weather conditions change.

- Ensure the building owner keeps carparks and footpaths in good repair including removal of leaves etc.

Indoor measures can help reduce the incidence of slips and falls.

- Use moisture-absorbent mats in entrance areas.
- Clean up spills immediately.

3) Avoid creating obstacles in hallways and stairwells

Injuries can result from trips caused by obstacles, clutter, materials and equipment in corridors, entranceways and stairwells.

- Keep all work areas, passageways, storerooms and service areas clean and orderly.
- Ensure all cords and cables are secured to the wall/under desks and not in areas where people walk.
- In office areas, put away boxes, files or briefcases so they cannot be tripped over.
- Close file cabinet drawers after use and picking up loose items from the floor.
- Conduct periodic inspections for slip and trip hazards.

4) Good lighting

Poor lighting in the workplace is associated with an increase in accidents.

- Use proper lighting in staircases, hallways, basements, and parking areas.
- Keep work areas well lit.
- Keep areas around light switches clear and accessible.
- Repair fixtures, switches and cords immediately if they malfunction.

5) Your own Behaviour

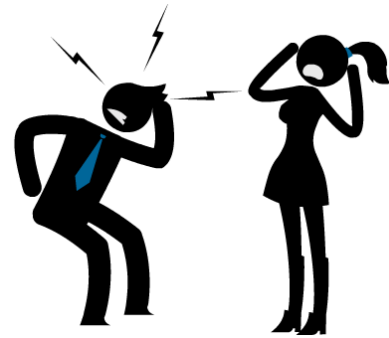
It is human nature to let our guard down for two seconds and be distracted by random thoughts or multiple activities. Being in a hurry will result in walking too fast or running which increases the chances of a slip, or fall. Taking shortcuts, not watching where one is going, using a cell phone, carrying materials which obstructs the vision, and speed are common elements in many on-the-job injuries.

It's ultimately up to each person to plan, stay alert and pay attention.

Stress

Some common signs of stress are:

- headaches, feeling tired, or difficulty sleeping
- worrying a lot, feeling anxious and tense
- having difficulty concentrating, finding it hard to make decisions
- lower level of confidence, making mistakes, forgetting things
- feeling impatient and irritable, drinking more alcohol, smoking more etc.



Organisational stressors can be grouped into three categories:

- Physical – the physical environment in which you works, e.g. temperature, office design, noise, lighting etc.
- Task – the nature of the work / specific activities e.g. budget management.
- Interpersonal – the social, personal and working relationships that exist.

Reduce stress by:

- managing your time and realistically prioritising tasks
- taking scheduled breaks during the day
- taking your annual leave
- maintaining set working hours so you do not get behind
- working long hours should be occasional rather than normal
- asking for help if you are unable to manage your workload
- discussing your work with a colleague or the person you report to
- talking to a member of the leadership team if you are stressed
- seeking advice and help from others – talk to partner, friends, counsellor

Note:

TCI has a legal obligation to provide a healthy work environment which includes one where reasonable steps are taken to ensure staff are not unduly stressed. This does not mean there will be no stress. If a staff member is:

- under-performing, doing their work incorrectly, not working their set hours, failing to complete work, etc. they will be required to improve work performance
- this is a legitimate expectation even if you find it stressful.

Obligation to others

All staff are responsible to reduce stress in the workplace. You cause stress for others if you

- do not complete your work in a timely manner
- require on-going reminders from staff waiting for something from you
- produce work that needs to be redone
- speak negatively or inappropriately to others

Health and safety away from the office

Teaching

See the lecturers' manual for instructions around health and safety when teaching. You will need to know the safest way to evacuate your students in the event of a fire in the building in which you are teaching, and where the assembly point is. It is essential the attendance record is complete before the class begins so you know who is in the class in the event of an emergency.

The guidelines for other natural events found in this manual are applicable to the teaching environment.

After class:

- When teaching at night, make sure you leave the classroom with the students rather than after them.
- Ensure students are not waiting around alone in the dark for their ride.
- Do not meet with a student after the class by themselves. Either arrange to meet them in the classroom before class or meet them in the office where there are other people around.

Travelling for work

- Obviously keep to the road rules
- Most people have a cell phone and they are invaluable if something happens when driving some distance Don't use while driving however.
- if you are driving long distances it is good practice to let someone know when you leave, when you expect to arrive and what route you are taking. Text them when you arrive.

If, at any time, you feel unsafe out of the office, talk to the site coordinator, the Head of Student and Business Support or the Health and Safety representative to work out a resolution.

Natural hazards

The information on the following pages comes from the <http://www.getthru.govt.nz> website.

It has been adapted and included here because:

- You need to know what to do *before* a disaster happens
- In the event of an earthquake, flood, storm, etc. it is likely the power will be out and the internet may not be available
- New Zealand does have quite a few of these events. E.g.
 - Christchurch earthquakes (and other earthquakes)
 - Floods this year in a number of sites
 - storms this year



Main Points:

In a **fire** – get out quickly

For all other disasters leaving the building may **not** be the safest action (find out what is in the following pages)

A battery-operated **radio** tuned to a local station will be necessary to find out what is happening in the emergency

Keep the **staff emergency kit** stocked (make sure the water containers are filled)

Have your **personal emergency kit** in an accessible place

Fire

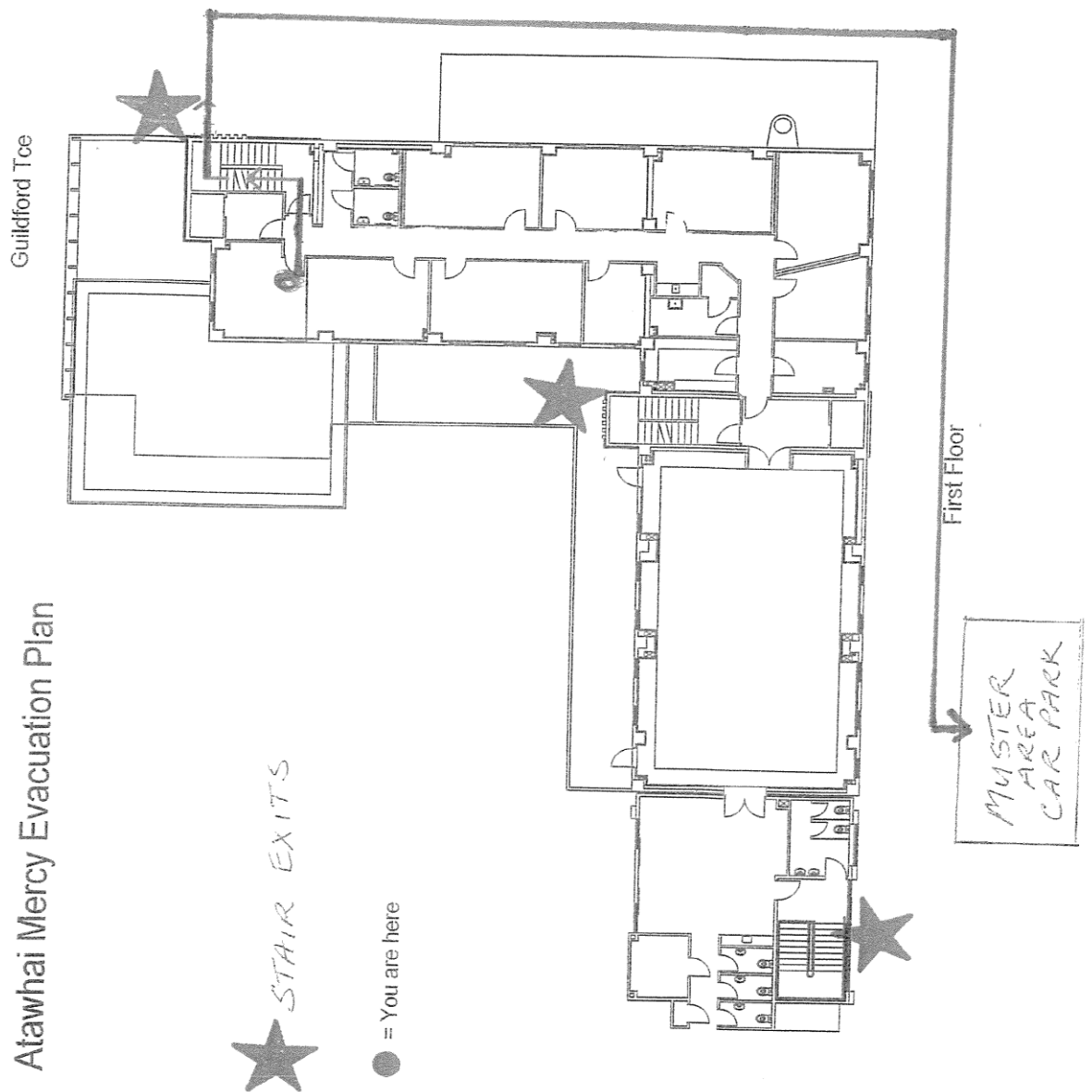
Building owners are required by the Fire Safety & Evacuation of Buildings Regulations 2006 to establish and maintain evacuation schemes (related to fire threat). The regulations also enforce tenants responsibility for compliance with a landlord provided evacuation scheme.

It is the responsibility of all site coordinators to include the Fire Evacuation scheme for their offices in their site copy of the manual and to send a copy of this to the National Office.

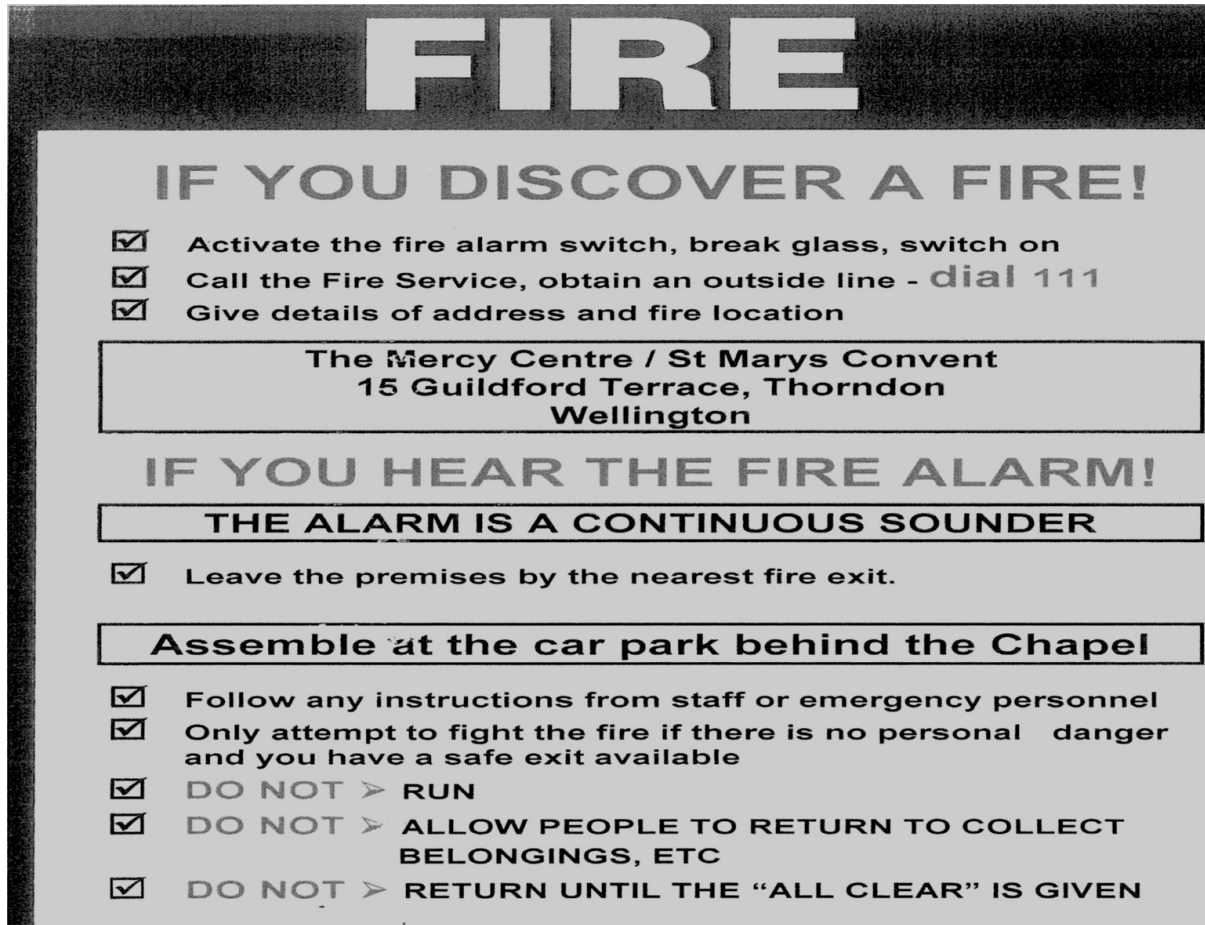
National Office Plan (Site substitute your own)

Fire Warden	John Kleinsman
Building Manager	Brian Adams
Evacuation plan	All offices have an evacuation plan on the wall with the fastest route for the particular office highlighted
Safest escape	The stairs near the toilets have an exterior wall and are safer than the internal stairs near the liftwell. Only use the internal stairs if it is unsafe to walk to the other stairs.
Assembly point	Carpark behind the Mercy Centre
Fire Drills	Held twice yearly as required by law
Information signs	There are 8 information signs on what to do in the event of a fire in the TCI National office.

Evacuation Plan



Fire Notice

A fire notice sign with a black header containing the word 'FIRE' in large white letters. Below the header, the text 'IF YOU DISCOVER A FIRE!' is followed by three bullet points with checkmarks. A box contains the address 'The Mercy Centre / St Marys Convent, 15 Guildford Terrace, Thorndon, Wellington'. Below this, 'IF YOU HEAR THE FIRE ALARM!' is followed by a box stating 'THE ALARM IS A CONTINUOUS SOUNDER' and a bullet point. Another box states 'Assemble at the car park behind the Chapel', followed by five bullet points with checkmarks.

FIRE

IF YOU DISCOVER A FIRE!

- ☒ Activate the fire alarm switch, break glass, switch on
- ☒ Call the Fire Service, obtain an outside line - **dial 111**
- ☒ Give details of address and fire location

**The Mercy Centre / St Marys Convent
15 Guildford Terrace, Thorndon
Wellington**

IF YOU HEAR THE FIRE ALARM!

THE ALARM IS A CONTINUOUS SOUNDER

- ☒ Leave the premises by the nearest fire exit.

Assemble at the car park behind the Chapel

- ☒ Follow any instructions from staff or emergency personnel
- ☒ Only attempt to fight the fire if there is no personal danger and you have a safe exit available
- ☒ **DO NOT > RUN**
- ☒ **DO NOT > ALLOW PEOPLE TO RETURN TO COLLECT BELONGINGS, ETC**
- ☒ **DO NOT > RETURN UNTIL THE "ALL CLEAR" IS GIVEN**

Flood

Floods are New Zealand's number one hazard in terms of frequency, losses and declared civil defence emergencies. Floods can cause injury and loss of life, damage to property and infrastructure, and contamination of water and land.

Floods are usually caused by continuous heavy rain or thunderstorms but can also result from tsunamis and coastal storm inundation. Getting ready before a flood strikes will help reduce damage to your home and business and help you survive.

Before a Flood

- Find out from your local council if your workplace is at risk from flooding. Ask about:
 - evacuation plans and local public alerting systems
 - how you can reduce the risk of future flooding to your home
- Know where the closest high ground is and how to get there.
- Have an evacuation plan.
- Each office has an Emergency kit as well as a portable getaway kit.

During a flood or if a flood is imminent

- Listen to your local radio stations as emergency management officials will be broadcasting the most appropriate advice for your community and situation.
- Be prepared to evacuate quickly if it becomes necessary.
- Lift valuable items and chemicals as high above the floor as possible.
- Fill storage containers with clean water in case water becomes contaminated.
- Turn off utilities if appropriate (usually the building manager will do this)
- Unplug all electrical equipment to avoid damage from power surges.
- Do not attempt to drive or walk through floodwaters unless it is absolutely essential.

After a flood

- It may not be safe to go home even when the floodwaters have receded. Continue to listen to your local radio station for civil defence instructions.
- Help others if you can, especially people who may require special assistance.
- Throw away food including canned goods and water that has been contaminated by floodwater.
- Avoid drinking or cooking with tap water until you are certain it is not contaminated. If in doubt, check with your local council or public health authority.
- Look for and report broken utility lines to appropriate authorities.

<http://www.getthru.govt.nz/disasters/flood/>

Earthquake

Evacuation of staff immediately following an earthquake is likely to increase the risk of death or injury in many cases. The Ministry of Civil Defence states:

Do NOT rush outside after an earthquake

Unless a building is showing obvious signs of distress, stay inside. Glass and masonry falling into streets cause terrible casualties. A major after-shock would be tragic for those who leave buildings and are standing in the street.

When you eventually evacuate, take your wallet, coat, bag, etc. and your getaway kit. Each office in earthquake prone areas needs a plan for what to do immediately after a major earthquake, assuming serious damage. Include the plan for your site in this manual. In the case of smaller, more common, earthquakes such a plan can be scaled back. The plan needs to focus on what staff should do and include:

- **Drop, Cover and Hold** – This is what to do during an earthquake. (Staff who are away from their workplace and outside when an earthquake strikes should move no more than a few steps then Drop, Cover and Hold.)
- On your floor – After the shaking stops, gather together and care for injuries. If the appointed civil defence person is not in the office, make sure one person is in charge.
- Do it together – check on staff from other organisations in the building and support each other after the earthquake.
- Gather information – about your building (e.g. are the stairs to the ground level useable) and what is happening around your area and elsewhere in town.
- Have a radio (although laptops will have battery power if the power is cut, the internet will probably be down) to find out what is happening in the rest of the area.
- Staff priorities – Family, children, medical needs, essential work etc.
- If necessary evacuate – Use previously identified routes to move away from the building. Take bags, phones, wallets and any emergency supplies you have (“go bag”).
- If practicable keep a register of staff present, log when they leave and their intentions (e.g. fetch children from day-care, walk home etc.). Arrange to travel in groups.
- When/if it is safe for staff to go home, consider what route to take avoiding roads by the sea or harbour – go inland if possible and avoid areas where slips may have occurred.¹

¹ <http://www.civildefence.govt.nz/get-ready/at-work/do-not-run-outside-during-an-earthquake/>

Volcanoes

The three main types of volcanoes found in New Zealand are cone volcanoes (e.g. Mounts Ruapehu and Taranaki;) volcanic fields such as the ones found in the Auckland area; and calderas (Lake Taupo). Volcanoes produce a wide variety of hazards that can kill and destroy property nearby as well as hundreds of kilometres away. Hazards include widespread ashfall, fast moving hot gases and volcanic rock, and massive lahars.

GNS Science is responsible for monitoring volcanic activity. If a life-threatening eruption is likely to occur, a civil defence emergency will be declared and the areas at risk will be evacuated.

Before a volcanic eruption

- Find out about the volcanic risk in your community. Ask your local council about emergency plans and how they will warn you of a volcanic eruption.
- Work out an emergency plan and an evacuation plan with members of staff.
- You will have your Civil Defence office kit and portable getaway kit.

When a volcanic eruption threatens

- Listen to your local radio stations as this is the best source of information.
- Put your emergency plan into action.
- If possible cover computers, printers, etc. to protect them from ash.
- Work with others in your building.

During a volcanic eruption

- Listen to the radio for civil defence advice and follow instructions.
- If outside at the time of eruption, seek shelter in a car or a building. If caught in volcanic ashfalls, wear a dust mask or use a handkerchief or cloth over your nose and mouth.
- Stay indoors as volcanic ash is a health hazard, especially if you have respiratory difficulties.
- Close windows and doors to limit the entry of ash and put damp towels at thresholds.
- Do not tie up phone lines with non-emergency calls.
- If you have to go outside use protective gear (masks, goggles) and keep skin covered.
- Stay out of designated restricted zones.

After a volcanic eruption

- Listen to your local radio stations for civil defence advice and follow instructions.
- Stay indoors and away from volcanic ashfall areas as much as possible.
- Avoid driving in heavy ashfall as it stirs up ash that can clog engines and damage your car.
- Use a mask or a damp cloth and eye protection when cleaning up.

<http://www.getthru.govt.nz/disasters/volcano/>

Storms

Major storms affect wide areas and can cause damage to property and infrastructure, disrupt essential services, and cause coastal inundation. Severe weather watches and warnings are issued by the MetService.

Before a storm

- Develop an Emergency Plan. Assemble and maintain your Emergency Survival Kit for your office as well as a portable getaway kit.
- List items that may need to be secured or moved indoors when strong winds are forecast.

When a warning is issued and during a storm

- Stay informed on weather updates. Listen to your local radio stations as civil defence authorities will be broadcasting the most appropriate advice for your community and situation.
- Put your emergency plan into action and check your getaway kit in case you have to leave in a hurry.
- Secure all items that could get blown about and cause harm in strong winds.
- Close windows, external and internal doors. Pull curtains over unprotected glass areas to prevent injury from shattered or flying glass.
- If the wind becomes destructive, stay away from doors and windows and shelter further inside the building.
- Water supplies can be affected so it is a good idea to store drinking water in containers.
- Don't walk around outside and avoid driving unless absolutely necessary.
- Power cuts are possible in severe weather. Unplug all computers and office machines which may be affected by electrical power surges.

Tornadoes

Tornadoes sometimes occur during thunderstorms in some parts of New Zealand. Warning signs include a long, continuous roar or rumble or a fast approaching cloud of debris which can sometimes be funnel shaped.

- Alert others if you can.
- Take shelter immediately. A basement offers the greatest safety. If underground shelter is not available, move to an interior room without windows on the lowest floor.
- If caught outside, get away from trees if you can. Lie down flat in a nearby gully, ditch or low spot and protect your head.
- If in a car, get out immediately and look for a safe place to shelter. Do not try to outrun a tornado or get under the vehicle for shelter.

After a storm

- Listen to your local radio stations Check for injuries and help others if you can.
- Look for and report broken utility lines to appropriate authorities.
- Contact your local council if your building has been severely damaged.
- If your property or contents are damaged take notes and photographs and contact your insurance company. Inform your landlord if there is damage to the property.

General Health and Safety Requirements: Work Environment Checklists

Site:

Checked by (Site coordinator):

Date:

Stairs and Floors			
Specific Controls and Checks	Y/N N/A	Specific Location/Site	Identified Hazard/Comments
Are stairs in good repair?			
Is lighting adequate for people to use stairs safely?			
Is the stair surface suitable to prevent potential slips?			
Are handrails and safety barriers in a good condition and secure?			
Are floors even and in good repair?			
Is floor surface adequate to prevent slips?			
Carpet is not frayed and does not pose a tripping hazard.			
Are mezzanine floors fitted with handrails/solid barrier to prevent falls?			
Are barriers in good repair?			
Are changes in floor surface level suitably marked?			
Are walkways and corridors free from obstructions or protruding items?			

Storage and Shelving			
Specific Controls and Checks	Y/N N/A	Specific Location/Site	Identified Hazard/Comments
Are storage shelves secured and not overloaded?			
Are stored items/contents adequately secured within and on shelves? E.g. are items overhanging shelves, or heavy items placed at an easier access height?			
Is the shelving structure in good condition?			

Kitchenettes/Toilets/Bathrooms			
Specific Controls and Checks	Y/N N/A	Specific Location/Site	Identified Hazard/Comments
Are kitchenettes clean?			
Are cooking appliances clean and hygienic?			
Are rubbish bins present and are they clean? Is rubbish regularly removed?			
Are tea towels clean and regularly changed?			
Are toilet areas clean?			
Are soap dispensers adequate?			
Are hand drying facilities adequate?			

Environmental Conditions			
Specific Controls and Checks	Y/N N/A	Specific Location/Site	Identified Hazard/Comments
Are temperatures in office/classrooms generally remaining within comfort zones? If excessive, please note when this occurs and for how long.			
Is adequate fresh air ventilation being received?			
Is lighting adequate?			
Are fans and portable heaters in good repair? Have they been electrically checked and tagged as per the Safety Testing and Inspection of Electrical Appliances policy?			

General Health and Safety Requirements: Work Environment	
Corrective Actions Taken to Rectify Hazard	Date Completed
Comments:	

Computer Safety			
Specific Controls and Checks	Y,N, N/A	Specific Site	Identified Hazard/Comments
Are chairs fully adjustable for: <ul style="list-style-type: none"> • Seat height • Back height and angle • Staff know how to adjust them? 			
Are chairs functional and in good repair?			
Are desks in good order?			
Is there adequate leg room below the desk to allow the operator freedom to move? E.g. no items stored below desk			
Are footrests available where required?			
Are operators without footrests able to comfortably place feet flat on floor to provide a supportive posture?			
Are screens adjusted to the correct height?			
Are systems in place to monitor fatigue and workload?			
Is task variety encouraged to minimise static posture?			
Are staff aware of symptoms and signs of discomfort, pain and injury, and early injury reporting?			
Are staff aware of the need for micro-pauses and breaks?			
Do staff demonstrate good keyboard/mouse technique?			
Do staff know how to adjust their workstation, chair and monitor?			

Manual Handling Safety

Specific Controls and Checks	Y,N, N/A	Specific Location/Site	Identified Hazard/Fault/Comments
Have staff received training on how to safely lift items?			
Are appropriate devices available to assist with lifting? E.g. trolleys.			
Do repetitive and high load problems exist with certain tasks?			
Are operators comfortably able to reach items to avoid back strain or injury?			
Have steps been taken to reduce the weight of loads people may have to lift? E.g. parcels and storage boxes are not too heavy.			
Have items been placed at height levels to allow staff to correctly lift and not incur strain injuries?			
Are reminders in place to inform staff to consider team lifting when certain items are not easily lifted alone?			

TCI Accident form

To be completed by the site coordinator and injured person and sent to the manager within 48 hours of the event.

Is it an ☐ Accident ☐ Incident/Near Miss ☐ Condition (e.g. DPI)

Surname:

First name(s):

Residential address:

.....

.....

Phone:

Gender: ☐ M ☐ F

Date of event: Time: am/pm

Date reported:

If DPI – date of visit to doctor:

Hours worked since arrival at work:

Shift ☐ Day ☐ Evening ☐ Night

Location where event occurred:

.....

Occupation or position of injured person:

.....

Type of employment:

☐ Full-time ☐ Part-time ☐ Non-employee

Period of employment:

☐ 1st week

☐ 1st month

☐ 1-6 months

☐ 7 months-1 yr

☐ 1-5 years

☐ Over 5 years

Nature of injury or disease:

☐ No injury

☐ Superficial

☐ Sprain or strain

☐ Open wound

☐ Head injury

☐ Poisoning/toxic effect

☐ Fracture, spine

☐ Other fractures

☐ Multiple injuries

☐ Foreign body

☐ Puncture wound

☐ Internal injury, trunk

☐ Chemical reaction

☐ Occupational hearing loss

☐ Burns

☐ Bruising/crushing

☐ Mental disorder

☐ Amputation, including eye loss

☐ Nerves/spinal cord

☐ Dislocation

☐ Disease skin

☐ Disease circulatory system

- ☐ Disease nervous system
- ☐ Disease musculo-skeletal system
- ☐ Disease digestive system
- ☐ Disease infectious or parasitic
- ☐ Disease respiratory system
- ☐ Tumour (malignant or benign)
- ☐ Damage artificial aid
- ☐ Fatal

Injured part of body:

- ☐ Trunk ☐ Neck
- ☐ Head ☐ Internal organs
- ☐ Upper limb(s) ☐ Lower limb(s)
- ☐ Multiple locations

Mechanism of event:

- ☐ Fall, trip or slip
- ☐ Sound or pressure
- ☐ Biological factors
- ☐ Body stressing
- ☐ Mental stress
- ☐ Being hit by moving objects
- ☐ Heat, radiation or energy
- ☐ Chemicals or other substances
- ☐ Hitting objects with part of the body

Was a 'Significant Hazard' involved?

☐ Yes ☐ No

Type of treatment given:

- ☐ Nil ☐ First aid
- ☐ Doctor ☐ Hospital

Agency of injury:

- ☐ Machinery or (mainly) fixed plant
- ☐ Mobile plant or transport
- ☐ Tools, appliances, equipment (powered)
- ☐ Tools, appliances, equipment (non-powered)
- ☐ Chemical or chemical products
- ☐ Material or substance
- ☐ Environmental agency
- ☐ Animal, human or biological agency (not bacterial/virus)
- ☐ Bacterial or virus

THE INVESTIGATION: Describe what happened.

ANALYSIS: What caused the event?

PREVENTION: What action has or will be taken to prevent a recurrence?

By whom?..... By when?

Were ACC forms completed? o Yes o No

Has time been lost from work? o Yes o No

If yes, how many days?.....

Manager (Name).....

Signature Date

Consent (in the case of an ACC claim)

I authorise the {CEO or Health and Safety Representative} to obtain medical and any other records that are, or may be, relevant to this claim.

I authorise disclosure to any accident insurer of personal information and health information held by other parties relating to the claim.

I authorise disclosure of my health and other information relating to this claim to: my employer, ACC, contracted health or rehabilitation providers, employee representatives.

Injured Person:

Signature Date