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***Attention all  
Members,  
Visitors  
and  
Sub-Contractors.***

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*Health & Safety Plan*

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## *Health and Safety Policy*

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Ashburton Menzshed is committed to providing a healthy and safe working environment for all members, visitors, and contractors.

**Anyone who refuses to comply to shed H & S policies, safe working practise, or fails to follow specific safety risks plans, or instructions, will be asked to leave the site.**

Our aim is to:

- Provide and maintain facilities for the health and safety of all workplace personnel contractors' customers and the general public
- Ensure all personnel are aware of their responsibilities for the safety of themselves, their fellow Members, and the public.
- Develop procedures for identifying and controlling hazards.
- Ensure that personnel are not exposed to uncontrolled hazards and are informed of any hazards, which exist.
- Provide and enforce the mandatory use of protective safety clothing and equipment.
- Ensure all personnel are informed of and are aware of emergency and accident procedures.
- Provide personnel with adequate training and supervision.
- Ensure there is active member involvement in all Health and Safety matters.
- Ensure that all current legislation is adhered to Including shed H & S documentation file and all subcommittee meeting notes.

I have read and understood the Health and Safety Plan of the Ashburton Menzshed.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

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## *Health and Safety Responsibilities*

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### ***Management***

#### **The Management is responsible for:**

- Ultimate responsibility for all aspects of H & S within the Ashburton Menzshed
- Ensure Health and Safety programme and requirements are adequately funded.
- All record keeping being kept up to date by H & S Officer & or deputy.
- All accident or near miss investigations must be completed according to the Act by Duty Supervisor, H & S Officer & Representative.
- Ensure new or relocated members are given the correct training required to operate efficiently and safely.
- Ensure accident/near miss report forms (as attached) are filled out for any injury or near miss that occurs on site and participate in the subsequent investigation by Duty Supervisor, H & S Officer & or Representative.
- Annually review and alter, if needed, the Health and Safety Plan
- Review Health and Safety Programme when new practices are introduced.
- Ensure that all safety personnel are known by members and that each person is aware of their duties and responsibilities.
- Identify and control hazards in consultation with Members including investigating any matter concerning safety and health brought up by a Member and ensuring that remedial action is taken when necessary, within the Act.
- Ensure that all Members fully understand and observe all aspects of the Health and Safety Plan.
- Ensure all safety aids & PPE are used when needed.

### ***Members***

#### **All Members are responsible for:**

- Observe all safety and health rules.
- If a Hazard is identified members must advise the Duty Supervisor of all dangerous situations & or H & S Officer & or Representative at the time.
- Inspect all tools and equipment before each use.
- Duty Supervisors, H & S Officer or Member must advise any visitors of dangers that may exist and make sure they do not enter any areas that could be dangerous to them or their property.
- Report all accidents and injuries to the Duty Supervisor, H & S Officer & or Representative as soon as possible after the event and fill in the appropriate accident/near miss report form (as attached).
- Follow all correct procedures in the operation of machinery and plant and carry out all work in a safe and efficient manner.
- Wear and use all personal protective safety equipment as required and instructed.
- If any tool or machinery is found to be defective or unsafe it must be reported to Duty Supervisors and removed from further use until repaired. That may require power cut out or machine locked off but certainly a notice stating out of use.

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## *Induction & Toolbox Meetings*

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Each new member shall receive an introduction to the organisation and the current generic hazards identified at time of enrolment. Shed rules and H & S Policy must be signed and accepted pre membership being approved.

All members will be briefed on each new works site or job: i.e., Toolbox Meetings.

- The scope of the work on the site or job
- Hazards associated with the site and/or job and respective controls.
- Involved in the Job safety analysis generation for the site or job.
- Specific H&S considerations for the site.

Toolbox meetings will be held as required each day for each work site subject to work being undertaken. Such meetings to be conducted by Duty Supervisor, or H & S Officer.

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## *Personal protective Equipment*

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Members will have available shed personal protection equipment (PPE): but may prefer to provide their own personal items applicable to their wishes and work being undertaken.

Recommended PPE subject to work type demand

- a. hard hat
- b. pair of safety glasses
- c. set of earmuffs
- d. safety overalls
- e. Safety boots/shoes maybe required in Engineering workshop and maybe required on some external projects.

Protective eyewear safety glasses or goggles will be required to be always worn when eye hazards exist or when the Duty Supervisor or H & S Officer requires.

The member is responsible for the care of the personal protection equipment issued and is to have it available for use and in good condition whenever it is required.

The member is to comply with the Health and Safety Manual and instructions from Duty Supervisor, H & S Officer & or Representative, as to the use of their personal protection equipment.

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## *First Aid Cabinet*

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First Aid Cabinet is provided in Ashburton Menzshed.

The shed will maintain a current list of qualified current First Aid Certified holders which is attached to the First Aid Cabinet.

Use of the First Aid Cabinet will require accident form to be completed and assessment by approved First Aid holder.

First Aid Cabinet shall be inspected 3 monthly or after use, and the Duty Supervisor, H & S Officer & or Representative, if replacement articles are needed.

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### *Machinery & hand tools*

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All machinery is to be inspected before use whether owned or brought into Ashburton Menzshed. A monthly safety check is to be carried out by the H & S Officer.

Record of such checks must be filed in H & S document file cabinet by month and submitted to H & S committee for signing off & implementing applicable action.

A registered electrician must inspect electrical equipment and attach inspection tag.

Members should always be conscious of their role in health and safety and be alert to dangers that may arise during the period between inspections and report any defects on the day to Duty Supervisor & or H & S Officer & or Representative.

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### *Hazard Identification*

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All members shall be involved in identifying hazards within all sites that Ashburton Menzshed are working on.

Hazard Identification forms are available as required. Any newly identified hazard must, if it cannot be immediately eliminated, be brought to the attention of the Duty Supervisor or the H & S Officer, who shall take appropriate steps to control the hazard.

All significant hazards must be identified and controlled within the organisation and addressed with the Duty Supervisor & or H & S Officer.

A record document of such hazards must be filed in H & S document Monthly file with steps taken to control and referral to H & S committee.

All members shall take all practicable steps to either eliminate, isolate, or minimise the hazard.

The Duty Supervisor is responsible for acting upon any information given to him at any time, by any person, regarding any potential hazard. It is the Duty Supervisor's duty to seek assistance from H & S Officer to assess the hazard and eliminate, isolate, or minimise it as necessary.

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### *Accident and Emergency Procedures*

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General procedures in accident, emergency and evacuation situations are as set out in the respective site briefing.

The Duty Supervisor or H & S Officer is responsible for ensuring that all Members follow the correct procedure as detailed on entry foyer wall or Ashburton Menzshed policy manual.

The Duty Supervisor & H & S Officer or individual members are responsible for ensuring that all accidents are reported.

A Member may fill out the form, however, the Duty Supervisor or H & S Officer must check that it has been properly filled out, dated, time and signed.

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## *Accident Investigation*

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All accidents and near misses must be investigated. An Accident Investigation form is to be completed by Duty Supervisor, & or H & S Officer & or Representative.

Should the event be notifiable / serious harm, the site in question must be locked down and secured as at the time of the event. This is a critical legal demand of the H & S Act.

Such investigations will require witness statements including the Member involved if possible or at least interviewed if possible.

The Work safe Act investigation form must be used.

Members should be made aware that the purpose of the investigation is to implement or alter control to ensure that the accident/near miss does not occur again – not for disciplinary reasons. Everyone involved in the incident including the Duty Supervisor will discuss the accident/near miss. Any further action to be taken will be the direct responsibility of the H & S Officer or suitably qualified executive appointment by the President.

Such actions may be directed by Work safe Inspector.

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## *Job Safety Analysis, (JSA)*

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Prior to commencing any task on site, deemed to be of medium to high risk, the Duty Supervisor, or H & S Officer and those members who will be involved in performing that task, will develop a JSA. Prior to commencement.

The JSA will confirm the hazards involved and detail the control methods which expose members to the least practicable risk of harm and will allocate responsibilities.

Any works requiring notification to the Work safe will be done by H & S Officer and a copy of the notice kept on site plus filed in Documentation file by month.

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## *Appendices*

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Accident/Near Miss Report Form  
 Accident Investigation Form  
 Toolbox Meeting Forms  
 Hazard ID Form  
 Current Generic Hazards  
 JSA Form

[Under development]  
 Evacuation procedures  
 Serious Harm or Near Miss Investigation form  
 N Z Menzshed machinery guides for safe use.  
 Certified First Aid Holders  
 Members Induction Form  
 Shed Members Handbook  
 H & S Officers & Representative Job Description

### Ashburton Menzshed Accident Report Form

**1. Particulars of organization:**

Ashburton Menzshed  
 8 William St  
 Ashburton

**2. Location of place of incident:**

\_\_\_\_\_  
 \_\_\_\_\_

**3. Personal data of injured person:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Sex M / F

**4. Job title of injured person:**

\_\_\_\_\_

**5. Period of membership of injured person:**

- First week       First month       1-6 months  
 6 months-1 year       1-5 years       5+ years  
 Non member

**6. Treatment of injury:**

- Nil       First Aid       Doctor       Hospitalised.

**7. Time and date of accident/serious harm:**

Time: \_\_\_\_\_ am / pm

Date: \_\_\_\_\_

Hours worked since arrival at work: \_\_\_\_\_

**8. Mechanism of accident/serious harm:**

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

**9. Agency of accident/serious harm:**

- Machinery or (mainly) fixed plant  
 Mobile plant or transport  
 Powered equipment, tools, or appliances  
 Non-powered hand tools, appliances and equipment  
 Chemical or chemical products  
 Material or substance  
 Environmental agency  
 Animal, human, or biological agency (not bacteria or virus)  
 Bacterial or virus

**10. Body part**

- Head       Neck       Trunk       Upper limb  
 Lower limbs       Multiple locations  
 Systemic (Internal organs)

**11. Nature of injury or disease: (specify all)**

- Fracture of spine       Superficial injury  
 Puncture wound       Disease, infectious or parasitic  
 Other fractures       Foreign body  
 Poisoning and toxic effects       Disease, circulatory system  
 Dislocation       Burns  
 Multiple injuries       Tumour, malignant or benign  
 Sprain or strain       Nerves or spinal cord  
 Damage to artificial aid       Mental disorder  
 Head injury       Disease, musculoskeletal system  
 Disease, nervous system       Disease, digestive system  
 Disease, skin       Internal injury of trunk  
 Open wound       Amputation incl. eye

**12. Where and how did the accident/harm happen?**  
(Continue on separate sheet/s if necessary)**13.**

**as an investigation been carried out?** Yes / No  
 Was a significant hazard involved? Yes / No

Completed by: Employer / Employer's representative  
 (please circle)

Name:  
 Position  
 Date:

Accident investigated by: \_\_\_\_\_

OSH advised: Yes / No

Date: \_\_\_\_\_





**Ashburton Menzshed Minor Accident Investigation Form**

**Ashburton Menzshed**  
**8 William St**  
**Ashburton**

Date of Accident: \_\_\_\_\_ M T W T F S S Time: \_\_\_\_\_ am / p m Location: \_\_\_\_\_

Date Reported: \_\_\_\_\_

*Injured Person*

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Age: \_\_\_\_\_ Phone number: \_\_\_\_\_ Length of employment at plant: \_\_\_\_\_

*Type of injury*

- |   |   |                                       |  |
|---|---|---------------------------------------|--|
| <input type="checkbox"/> Strain/Sprain  | <input type="checkbox"/> Bruising         | <input type="checkbox"/> Dislocation  | <input type="checkbox"/> Chemical reaction |
| <input type="checkbox"/> Fracture       | <input type="checkbox"/> Scratch/Abrasion | <input type="checkbox"/> Internal     | <input type="checkbox"/> Other (Specify)   |
| <input type="checkbox"/> Laceration/Cut | <input type="checkbox"/> Amputation       | <input type="checkbox"/> Foreign Body | Injured part of body:                      |

Remarks: \_\_\_\_\_

*Damaged Property*

Property/Material damaged:	Nature of damage:
Object/substance inflicting damage:	

*The Accident*

Describe what happened (space overleaf for diagram – essential for all vehicle accidents)			
What were the causes of the accident?			
How bad could it have been? What is the chance of it happening again?	<input type="checkbox"/> Very serious <input type="checkbox"/> Serious <input type="checkbox"/> Minor <input type="checkbox"/> Frequent <input type="checkbox"/> Occasional <input type="checkbox"/> Rare		
What action has or will be taken to prevent a recurrence? (Use space overleaf if required)	<i>Tick items already actioned.</i>	By whom	When

*Treatment and Investigation of Accident*

Type of treatment given: \_\_\_\_\_

Doctor/Hospital: \_\_\_\_\_

Name of person giving first aid: \_\_\_\_\_

Date: \_\_\_\_\_



**Toolbox Meeting Form**

**Site / Project:** \_\_\_\_\_

**Site Supervisor, H & S Officer / Deputy:**  
\_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Present:</b>
<b>Discussion:</b>
<b>New Hazards:</b>

**As of Date:** \_\_\_\_\_

**Hazard ID Form**

<b>HAZARD No</b>	<b>Hazard Name</b>	<b>Hazard Description</b>	<b>Hazard Control</b>
#1	Machinery operation	Operation of heavy machinery is to be controlled	Only competent operators are to operate owned or hired machinery
#2	Machinery suitability	The correct machinery is to be used for each job.	JSA to identify the correct machinery for the specific task
#3	Hand tools operation	Handtools can be dangerous	The correct hand tool to be used and checked for condition and electrical certification.
#4	Excavation	Excavation cave in, water ingress, undermining	Each excavation to have JSA and Hazard ID completed. JSA to consider battering, use of cages, adjacent structures etc.
#5	Services overhead	Overhead services, wires, and structures	Each excavation to have JSA and Hazard ID completed. Potential clashes to be identified.
#6	Services underground	Underground services, cables, and structures	Each excavation to have JSA and Hazard ID completed. Underground services to be traced or potholed.
#7			
#8			

*Ashburton Menzshed Job Safety Analysis form*

Site: \_\_\_\_\_ Job Description: \_\_\_\_\_ JSA No: \_\_\_\_\_

Duty Supervisor, & S Officer & or Deputy \_\_\_\_\_

Date(s) Issued: \_\_\_\_\_ Member Sign: \_\_\_\_\_

STEP No	TASK STEPS	Hazards Identified	Action Required	By Whom