

Summary of WSMP critical elements and recommendations

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Critical Element	Objective	Recommendation	Comments
<p>Critical element 1: Employer commitment to safety management practices</p>	<p>The employer is able to demonstrate an active, consultative commitment to all areas of health and safety management in the workplace.</p>	<ul style="list-style-type: none"> ➤ Consider including measurable health and safety key performance indicators (KPIs) in performance reviews ➤ Detail more clearly, the specific incident and accident reporting measures in individual managers' performance reviews 	<ul style="list-style-type: none"> ➤ Our new P4P system enables individuals to include health and safety KPIs as part of their performance measures ➤ Business group health and safety plans identify key metrics to monitor health and safety performance ➤ Key metrics are included in the Chief Executive's KPIs and will be cascaded down
<p>Critical element 2: Planning, review and evaluation</p>	<p>The employer is able to demonstrate a focus on continuous improvement through a systematic approach to occupational health and safety that includes setting specific objectives, establishing and supporting systems or programmes to achieve objectives, regular review of progress and</p>	<ul style="list-style-type: none"> ➤ Consider reviewing the effectiveness of the hazard management system after the new system is introduced. Clearly specify what is to be reviewed, by when and by whom 	<ul style="list-style-type: none"> ➤ Hazard management is an integral module of our new Health and Safety Information Management System (KESAW). These recommendations will be considered in the formulation of this module

<p>Critical element 3: Hazard identification, assessment and management</p>	<p>evaluation of outcomes.</p>	<p>The employer has an active method that systematically identifies, assesses and manages the actual and potential hazards in the workplace, over which the employer has authority or influence.</p>	<p>➤ Provide additional detail in the hazard identification procedure to ensure that a greater range of potential hazards are covered. Consider various systems to identify hazards. For example: systematic analysis of work tasks / areas (including computer use and general office work), feedback from employees and analysing accident/incident statistics</p> <p>➤ Consider having a company-wide hazard register to ensure consistency in risk assessments and controls across the offices</p> <p>➤ Ensure more frequent monitoring of significant hazards. Consider setting the hazard review time frames based on the level of risk. Consider including hazard and control reviews as an agenda</p>	<p>➤ The Hazard Management module of KESAW takes these points into consideration when identifying hazards and the process for managing them</p>
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		<p>item at health and safety committee meetings</p> <ul style="list-style-type: none"> ➤ Ensure corrective action time frames are set for all identified hazards 	
<p>Critical element 4: Information, training and supervision</p>	<p>The employer will ensure that all employees are informed of their own responsibilities and the employer's responsibilities for health and safety in the workplace. The employer will ensure that employees have specific knowledge concerning management of the hazards to which they are exposed through workplace procedures, environment, equipment and materials.</p>	<ul style="list-style-type: none"> ➤ Consider identifying training needs specific for each position, to ensure staff receives training related to hazards they may be exposed to 	<ul style="list-style-type: none"> ➤ Training needs will be specified as part of the formulation of the Job Management module in KESAW
<p>Critical element 5: Incident and injury reporting, recording and investigation</p>	<p>The employer has an active reporting, recording and investigation system that ensures incidents and injuries are reported and recorded, and the appropriate investigation and corrective actions are taken. The terms incidents and injuries in this context include all "near miss" or</p>	<ul style="list-style-type: none"> ➤ Ensure all accidents and incident reports are signed by the manager and time frames for corrective actions are stated. ➤ Consider undertaking a more detailed analysis of incident 	<ul style="list-style-type: none"> ➤ This is part of the functionality of KESAW. As we move forward with the project more aspects of this specific functionality will be activated, with full operational launch of the system towards the end of this year

	<p>"near hit" events, work-related illnesses and injury events that harmed or might have harmed any employee during the course of their work.</p>	<p>and accident data.</p>	
<p>Critical element 6: Employee participation in health and safety management</p>	<p>The employer will ensure that all employees have ongoing opportunities to be involved and to have their interests represented in the development, implementation and evaluation of safe workplace practices.</p>	<p>➤ No recommendations</p>	<p>➤ No action required</p>
<p>Critical element 7: Emergency planning and readiness Critical element</p>	<p>The employer has an effective general emergency plan to manage emergencies likely to occur within any part of the organisation's operation and to comply with legislative requirements.</p>	<p>➤ Consider including emergency procedures for other potential emergency situations, for example off-site workers/employees working alone and chemical spills</p> <p>➤ Consider revising and resubmitting the company fire evacuation plan to the New Zealand Fire Service for approval due to the change in building use and the age of the existing plan (dated 2002)</p> <p>➤ Consider carrying out specific</p>	<p>➤ We will liaise with the Shed 39 building owners and work in partnership with them on consideration of these recommendations</p>

<p>Critical element 8: Protection of employees from on-site work undertaken by contractors and subcontractors</p>		<p>emergency training/drills for designated staff according to other identified potential emergencies in the workplace</p>	
<p>The employer has a systematic approach to ensure that their employees do not cause harm to the employees of the principal while undertaking the work required by the contract.</p>	<p>➤ Consider improving the robustness of contractor management. More clearly define the time frames, responsibilities, review procedures and overall processes for contractor management and ensure a consistent approach across all departments</p> <p>➤ Consider a time frame for contractors to resubmit their health and safety plans and related health and safety documentation</p> <p>➤ Ensure that the sign off process is completed for all contractor monitoring</p> <p>➤ Document toolbox meetings with contractors</p> <p>➤ Encourage contractors to</p>	<p>➤ Contractor health and safety management is an integral module in KESAW. The system will provide robust support in ensuring we work in partnership with our contractors to provide a safe workplace for our employees and others we come into contact with</p>	

<p>Critical element 9: Workplace observation confirmation of safe systems in action</p>		<p>provide feedback into the hazard management process</p> <ul style="list-style-type: none"> ➤ More clearly define responsibilities for carrying out post-contract evaluations 	<p>Ensuring our workplace is in good order is the responsibility of all our employees. Managers and Team Leaders have the responsibility to provide a support structure that facilitates a health and safety culture which encourages employees to take positive action to maintain a safe working environment</p> <p>We will continue to work with staff to ensure that our workplaces are kept free of hazards</p>
	<p>Under this section, there are a few systems-related requirements that need to be observed on each selected site that is visited as part of the independent audit. This will provide some indication of how the documented systems work in practice.</p>	<ul style="list-style-type: none"> ➤ Following the reorganisation of the office, continue to work on housekeeping to ensure entrances and walkways are not obstructed and fire hazards are not created ➤ Consider the internal process for the review of electrical test compliance to confirm consistency, and to ensure that all electrical equipment requiring PAT displays a current test date ➤ Consider implementing visitor sign in procedures to ensure consistency across the company ➤ Consider better cable management under desks to prevent cables from getting 	

	<p>caught under feet or spilling out to the sides of desks into walkways</p>		
<p>Critical element 10: Focus group interview confirmation of safe systems in action</p>	<p>➤ No recommendations</p>	<p>The employer is able to confirm and validate hazard management systems through management and employee focus groups.</p>	<p>➤ No action required</p>