HAMMOND CRANE & CARTAGE (2021) LTD

19 GEORGE DANIELS DRIVE

UPPER HUTT

JULY 2023

Annual Health & Safety Plan

1. **Introduction**
   The Annual Health & Safety Plan is a component of the Risk and Business Continuity Management suite. This suite includes:

   a. Risk Management – including risk registers
   b. Business Continuity Plans – including business impact analysis
   c. Emergency Response Plans
   d. Health & Safety Plans

   The Annual Health and Safety Plan is a component of our overall Health and Safety Framework. All Managers are responsible for developing unit-based plans and for reviewing and reporting annually about the effectiveness of the plans. Hammond Crane & Cartage (2021) Ltd is required to complete a full self-assessment of it's safety management system annually. Our safety management system is the Health and Safety Framework in this context.

   This document provides a guideline and templates for developing health & safety plans. The plan is made up of three components:

   Work Place observation checklist.
   Health and Safety objectives
   Hazard Register

2. **Guideline for completing the Safety Plan**
   The attached templates are populated with sample data to provide a guide for managers on how to complete them. In many cases, where there is a higher risk workplace, managers should provide more detailed information as appropriate.

   The plan will ensure Hammond Crane & Cartage (2021) Ltd achieves the objectives of the legislation, it's own policies and the Health and Safety Framework.

3. **Responsibility**
   Safety is the responsibility of all parties involved in the operation of Trucks, Hiab's, ancillary equipment and associated tools used in the maintenance of the equipment used in the day to day operation of Hammond Crane & Cartage (2021) Ltd. The Health and Safety in Employment Act 1992 places duties on employers, employees, principals, self-employed persons and persons in control of certain types of plant and equipment (eg.. HIABS) to take steps to keep the workplace safe. All employees play an important role in ensuring that we all fulfil our responsibilities.

4. **What is expected of Supervisors (Operations Manager, Company Director), HIAB operators and dogmen**

   Supervisor should take all practicable steps to ensure that all HIAB and associated equipment are in a safe condition and are operated safely. They should ensure that the equipment undergoes regular inspections and proper maintenance (as advised by the manufactures). Supervisors must take all practicable steps to ensure that all operation equipment has a current certificate of inspection issued by a recognised inspection body. They have a duty to ensure that information about the safe operation of the equipment and documents related to design verification and equipment inspection are readily accessible to all Hiab users. Supervisors have a duty to ensure their employees are competent operators and that they have appropriate training and experience. Supervisors need to be knowledgeable about HIAB operations so that they have recommend the best equipment for the lift.

   HIAB Operator need to have experience operating the particular equipment they are using be fully trained and certified to the standard of NZQA 16617. They should be following the manufacturers best practice instructions contained in the rating sheet, manuals and operating procedures provided with the HIAB. Operators should follow their employer's policies regarding regular and pre-start checks. The operator must never operate a HIAB until they are sure the conditions are safe.

   Dogmen must have experience slinging loads and directing HIABS and be fully trained and certified, holding NZQA 3789. The dogman needs to take all practicable steps to ensure that the load is safely rigged for lifting and that the HIAB is directed safely for all movements of the load. They should work with the HIAB operator to understand each HIAB's ability and plan the lift.

5. **Health and Safety Checklist – Appendix 1**

   Managers are required to complete and checklist identifying whether safety controls are in place. The checklist does not take the place of more detailed planned general inspections carried out in higher risk workplaces.

   This process is used to check that the safety controls identified on hazard registers are being used and the work environment is safe.

6. **Health and Safety Objectives – Appendix 2**

   Managers are to document the health and safety objectives. These could include improvements in :

   - **a.** Health & Safety training and attendance
   - **b.** Injury and near miss investigations
   - **c.** Reporting hazards and or defects
   - **d.** Assurance processes
   - **e.** Employee participation
   - **f.** Safety performance measurement and monitoring

   In order to achieve continuous improvement in health and safety this section needs to be reviewed at least annually. Where improvements can be made, list these as objectives to be completed within the next 6 or 12 months. The review meeting should include managers and other employee representatives.

7. **Controls – Appendix 3**

8. Hazard Register – Appendix 4

The hazard register should be completed annually and reviewed regularly as new hazards are identified and existing ones controlled further or removed. The sample hazard register includes examples of hazards present in an environment.

Managers are required to :

- **a.** Review the hazards and indicate on the register the examples that are present in the workplace.
- **b.** Identify the task or area of works where the hazard is present
- **c.** Describe the hazard and potential harm if someone came into contact with the hazard. Ref. Appendix 4.
- **d.** Identify on the register if this is a significant hazard.
- **e.** Consider the controls listed and make an assessment of their effectiveness. This should be carried out in conjunction with your team.
- **f.** List additional controls as required or identify work required to improve safety in this area.

The hazard category table attached in Appendix 4 should be used to determine the hazard category and properties of the hazard. This will help the assessor identify appropriate controls. Where further action is required to help control the risk consult the Hammond Crane & Cartage (2021) Manager.

Note : this list is not exhaustive. Additional workplace hazards that are identified should be assessed and added to the registers.

Further information is available on the Worksafe website : http://www.worksafe.govt.nz/worksafe,

APPENDIX 1

1. Health and Safety Checklist – Workplace Observation

Please check the following items, comment as necessary

Work Environment	Yes	No	N/A	If No please indicate comments & action proposed	Date Corrected
Is current safety information on display?	X				
Is Personal Protective equipment (PPE) in use in line with workplace hazards?	X				
Are restricted areas of work clearly marked?			X		
Are escorting and 'signing in' arrangements in place for restricted areas of work?	X		X	Visitors 'sign in' register is in the office Covid sign in on door	May 2021
Are security log books, visitor registers provided?	x				
Is personal protective equipment available for site visitors (where applicable)?	X				
Are access and egress ways clear and safe?	X				
Are aisles free of obstacles that impede egress?	X				
Are floors free of slip / trip or fall hazards?	X				
Are desk and filing cabinets drawers closed and locked when not in use?	X			Cabinets are not locked as the office area is locked off and not available to general staff.	
Is carpeting free of tears or trip hazards?	X				
Are carpet / floor tiles secure?	X				
Is ventilation adequate	X				
Is the temperature comfortable?	X			Heatpump installed	January 2018
Are all areas free of any distracting odours or irritants?	X				
Are walls, floors, ceilings free of any visible damp or mould?	X				
Are tea / lunch rooms clean, tidy and hygienic	x			Cleaning supplies are available for staff to use in between the office being cleaned.	
Are toilet facilities clean, soap and hand drying arrangements adequate?	X			Paper hand towels need to be kept available	Feb 2020
Are all cupboards and display cases properly secured?		X		Kitchen cupboards are secured. Investigate whether bookcase in office should be seismically braced.	

Furniture and Fittings	Yes	No	N/A	If no please indicate comments & actions proposed	Date Corrected
Is all furniture in good repair?	X			Replaced office chair which is becoming worn out.	March 2021
Is Shelving properly fixed for earthquake?			X		March '22
Is ergonomic furniture appropriate and properly set up?	X			checked	April 2023
Are step ladders, kick stools provided if necessary?	x				
Electrical Fittings	**Yes**	**No**	**N/A**	**If No please indicate comments & action proposed**	**Date Corrected**
Are electrical sockets and light fittings secure and undamaged?	X				
Are data / poser cables of adequate length and tied back as appropriate?	X				
Are all electrical outlets safely loaded?	X				
Light Fittings	**Yes**	**No**	**N/A**	**If No please indicate comments & action proposed**	**Date Corrected**
Is lighting adequate for the intended activity?	X				
Is equipment and resource material appropriately stored	X				
Fire & Emergency	**Yes**	**No**	**N/A**	**If No please indicate comments & action proposed**	**Date Corrected**
Are fire extinguishers and hose reels in place with proper signage and an up to date service tag>	X				July 2023
Are materials that could burn kept away from ignition sources?	X				
Is heat producing equipment turned off at night when the area is vacated?	X				
Are First Aid Kits checked and kept fully stocked? (Including vehicles)	X				
Are there an adequate number of First Aiders available?	X				
Are escape routes, exits clearly marked?	X				
Are evacuation notices in place and up to date?	X			Evacuation designated area is written on site notice board, this has been discussed in toolbox meeting	Jan 22
Are safety warning signs provided where necessary?	X				
Are Civil Defence cabinets readily accessible?	X			Supplies including water, first aid, basic snacks, batteries etc are now available in office	Feb22

Are floor Wardens nominated and trained for all areas?			X		April '22
Chemical Storage & Safety	**Yes**	**No**	**N/A**	**If No please indicate comments & actions proposed**	**Date Corrected**
Are chemicals properly stored?	X				
Are the Safety data sheets readily accessible?	X				Jan 2023
Is an inventory of chemicals available?	x				
Are all containers labelled?	x				
Are eyewash / showers tested?			X		
Are eyewash / showers layout locations adequate & unobstructed?			X		

Signed :

_____ _____

Health & Safety Officer Operations Manager

Dated :

_____ _____

APPENDIX 2

2. Health & Safety Objective – 2017

Objective	Measurement	Date Reviewed / Signoff
Ensure that maintenance information is being correctly entered by operators on the daily running sheets by conducting random checks.	Manual check of running sheet against physical check of equipment	Daily – Operations Manager
Review 6 months' worth of job sheets / Hazard incident reports to help ascertain if we should be recommending that a dogman is supplied on jobs. Obtain feedback from customers and check international best practice standards	Compare our operation with work being done internationally to ensure we are following best practices is health and safety management. Analysis of information in the Hazard and Incident register Ongoing – we are recommending the use of a dogman for certain situations.	
Over Height sensors Investigate whether the installation of over-height sensors would have prevented any H&S incidences in the last five years.	Review international best practice procedures around use of over-height sensors Operations Manager ordering in sensors to trial	July 2018 Ongoing

3. Hazard Register

Task	Description of Hazard	Potential Harm (consequences)	Significant? Y/N	Controls	Are the controls effective Y/N
Using electrical equipment	Electrical appliances, wet conditions	Shock, electrical burns	Y	Electrical testing, maintenance regime, insulation, RCD, defect reporting	Y
Working in areas where items are stored	Falling objects	Impact, crush injuries	Y	Securing cabinets / shelves. Heavy objects stored close to the floor	Y
Hot drink preparation	Hot water spills, slips, hygiene	Burns / scalds, gastric problems	N	Dish wash and cleaning facilities	Y
Using Vehicles	Road traffic accident, pedestrian collision with vehicle. Gear malfunction – falling objects, unsecured loads, oil spills,	Bone fractures, musculo skeletal injury, entrapment, lacerations, impact injuries, jamming injuries, sprains & strains, death.	Y	Driver training, Equipment training, PPE gear, WOF, maintenance regime, 3 points of contact, take the time, low speed operation, work to the conditions, be familiar with HCC safety procedures. Follow company procedures, fill in JSA before every job or if applicable sign onto customer's JSA, and follow instructions. Look out for each other	Y
Working in buildings	Fire or explosion from flammable substances or gasses	Burns, smoke inhalation, death	Y	Building fire safety compliance, buildings / occupants protected by fire systems, trial evacuation schemes implemented and kept up to date. Floor Wardens training, good housekeeping, correct storage and use of substances or gasses, staff training, approved handlers.	Y
All areas	Earthquake	Entrapment, lacerations, impact injuries, burns, smoke inhalation	Y	Provision of Civil Defence equipment. Securing of cabinets / shelves. Heavy objects stored close to the floor, emergency management training, seismic	N

				s\restraint, filling cabinets kept locked	
	Contagious disease during a pandemic	Disease effects. Staff Impact – workload increase, pressure on business	N	Procedures for management, liaison with Medical Officer of Health. Follow proper hygiene procedures ie. Wash hands, wipe down work spaces and vehicle interiors when changing vehicles. Increased cleaning of public spaces. Use PPE, follow customer mandated processes..	Y
Accessing Property	Personal harm from unauthorised person on site or connected with an event	Lacerations, impact injuries, degradation of self-esteem, distress	Y	Difficult and abusive behaviour training.	Y
Moving objects, manual handling	Heavy, awkward posture, shifting centre of gravity, sharp edges, frequent repetitive task	Musculo skeletal injury, sprain or strain, falling load.	Y	Manual handling training, assessment, protective footwear, mechanical handling equipment, pallet truck, trolley, team lifting.	Y
Working outside	Extreme weather conditions hot or cold	Sun burn, heat stroke, heat exhaustion, hypothermia	N	Protective clothing, sun screen, hat, coat, gloves, regular breaks, heavy work programmed for early morning when cooler.	Y
Organisational issues	Working long hours or high workload with short delivery requirements	Fatigue, low resilience	N	Regular breaks, staff training, adequate supervision, staff development programme, healthy shift roster	Y
Area specific hazards					
Using machine tools	Ejection of material, entanglement with rotating parts. EG drill when effecting minor repairs	Foreign body in user's eye, cuts and abrasions, inhalation of dust	Y	PPE, eye protection, gloves, ear muffs machine guarding, mechanical or electrical interlocks, RPE – dust masks	Y

Using chemicals	Spilling substance onto user's skin or inhalation of fumes	Burn, inhalation, overcome by fumes, pollution of drain / water course	Y	Fume cupboard, staff training, gloves, local exhaust ventilation, bunding, correct storage, substitution for less hazardous chemical, assessment, safety data sheets, labelling, colour coding, signs, overalls, use of bio-degradable oils only.	Y
Working at height	Fall	Bruising, fractured bones, dislocations	Y	Ladder inspection, correct ladder angle, ladder secured, ladder training, 3 points of contact at all times especially when on deck of truck, use of certified safety harnesses as required.	Y
Using welding or cutting equipment	Exposure to hot surfaces, naked flames or VU light	Skin burn, fire eyesight damage. Harm to operator or those nearby, fire	Y	PPE, eye protection, gloves, overalls, training, screens, hot works procedure, dedicated work area	Y

Hazards specifically associated with HIAB operation					
What could go wrong	Possible Cause	Potential Harm (consequences)	Significant Y/N	Controls	Are the controls effective Y/N
HIAB use could tip truck over	The ground is soft, unstable or not level The HIAB is positioned above underground services The legs are not fully extended or not being used as per manufacturer's instructions Insufficient counter weights are used Wind The weight of the load is calculated incorrectly	Injury / damage to equipment, surrounds, personal	Y	Lift Plan, JSA, SWIMMS All staff are trained to follow the controls in JSA's – extend the legs at all times etc. Operations Manager conducts spot checks. Will look at incorporating into performance appraisals	Y
Equipment failure	The rigging components are overloaded The load swings or drops suddenly	Injury / damage to equipment, surrounds, personal / public	Y	Lower load, reassess set up / load security procedure. Move / reset to carry out safe lifting operations.	Y

	The load is hoisted beyond the capacity of the crane The HIAB has not been maintained properly Equipment has not been assembled / attached properly The weight of the load is calculated incorrectly			Hiab will automatically shut down		
During the lift, the boom of the crane could hit people, structures or other plant in its path	There is insufficient clearance between the crane and other structures or plant The path of the load is not carefully planned Safe zones are not maintained and unauthorised people enter the lift area			Lift plans and JSA's to be completed and adhered to	Y	
The dogman, HIAB operator or other ground workers could be electrocuted	The Hiab comes in contact with overhead power lines There is an arcing of electrical current when the HIAB comes close to power lines	Potential for serious harm to personal	Y	Correct PEP has been provided to all staff. Staff are inducted on site in all hazardous locations. JSA's are used	Y	
Objects could fall off the load being lifted and hit people, structures or other plant	Material not properly secured The load is rigged incorrectly Safe zones are not maintained and unauthorised people enter the lift area			Lift Plans & JSA's to be completed and adhered to. Use of cones, safety tape to maintain a safe work zone.	Y	
The load could be dropped	The HIAB has not been maintained The lifting equipment is not rated A component of the equipment fails		Y	Register is kept for all gear. Daily checks are conducted	Y	

Date prepared	20 April 2023	
Risk owner	Russell Hockley	
Reviewed by	Ray Goodall	

Appendix 3

Controls

Before job commences

Where practical a site visit will be carried out to asses Health and Safety concerns. However, when all jobs are being booked the following should be considered :

1. Is the ground level and compacted?
2. How will access be managed? Consider access to the staging area, other traffic and separation of plant and pedestrians.
3. Is there enough space to deploy the HIAB legs and to extend the reach?
4. Will the Hiab and /or load encroach on power lines?
5. If there is an encroachment has the customer advised / contacted the relevant utility service provider?
6. Is traffic management required?
7. Is a dogman required?
8. Is an over-size permit required?
9. How will an emergency be managed?
10. Who will be responsible for contacting the emergency services, ensuring rescue equipment is available, coordinating the rescue, evacuating the site, making the accident scene safe and reporting the accident?

Arrival onsite

1. Hiab operator to confirm access and emergency management details.
2. Ensure operator and dogman have completed a site-specific induction if appropriate.
3. Ensure all relevant permits are in place.
4. Ensure all documentation as listed in table below has been completed as appropriate.

Regular checks are an important part of safety management and a useful way to ensure that HIAB operators and other Hammond Crane & Cartage (2021) staff are meeting their duties. The table below provides a brief description of the documentation that may be appropriate to check / create prior to the works commencement.

Lift plan	Lift plans should be completed for all complex lifts and for specific customers who have requested that they be done for each job, and should include : • The specifics of the load such as weight and size • The path of travel and strike hazards • Who will be involved in the lift and their responsibilities • Methods of communication during the lift
JSA	A site specific JSA may be completed to complement and expand upon the information provided in the lift plan. At a minimum, a pre-start lift check will be completed for every job.
Operator qualifications	Hiab operators and dogman should have qualification tickets available for inspection. (NZQA 16617 and NZQA 3789 respectively, constructsafe, sitesafe, first aid etc as appropriate.) A full record of all staff's qualifications is kept on file at Hammond Crane & Cartage (2021) office and can be provided to customers upon request. All Hiab operators have the following tickets • NZTA licence for the appropriate category • HIAB operator's licence

	• First Aid • Sitesafe • Drug tests • Individual customer inductions as required Hammond Crane & Cartage (2021) limited is committed to providing ongoing training for Hiab operators including: • Inhouse training on specific type/models of equipment being used • Knowledge of operating procedures, load limits, warning devices Dogman : all dogmen employed by Hammond Crane & Cartage (2021) must hold a current qualification in Dogman Operations / rigging training / specific customer inductions. Pilots : all pilots must hold a current pilot's licence.
Pre-start checks	All Hiab Operators carry out the pre-start equipment checks as detailed on their daily running sheets. These sheets are reviewed by the Operations Manager to ensure that any maintenance / remedial work is actioned promptly.
Certificate of inspection	The relevant valid certificates are displayed on the truck / Hiab equipment. Full records are maintained in the Hammond Crane & Cartage (2021) office and are available upon request.
Lifting equipment	All equipment must have a tag indicating the safe working load and be reviewed every four months. Equipment should be retagged or replaced if required and the register updated. An equipment register should be maintained and available on request.
Other documentation	Manuals Operational procedures Rating sheets Should all be kept and available on request.

Before the lift:

The HIAB operator should discuss the lift plan / JSA / prestart check with the dogman, site contact and other persons involved in the lift. Make sure everyone understands the hazards identified (including those covered in the 'what could go wrong' section) and that they are all satisfied that the risks have been appropriately controlled.

Ensure that the hazards and controls are communicated to all workers and anyone else in the vicinity that may be affected. Communication methods include:

- Permit to work systems
- Hazard boards
- Hazard signs
- Barriers
- Spotters

During the lift:

Ensure :

- Safety zones are maintained
- Workers are following safety instructions
- The lift plan is being followed

After the lift :

- Provide feedback to the dogman and any other staff
- Cancel any permits to work
- Raise any health and safety or operating concerns with the controller
- Discuss any areas for improvement with site workers at next tool box meeting
-

APPENDIX 4
Hazard Category Table

Hazard category	Hazard properties	Likely harm (consequences)
Mechanical Moving part Rotating part Hot or cold metal Pressurised fluid	Entanglement Friction or abrasion Cutting Shearing Stabbing / puncturing Crushing Drawing in Fluid injection Ejection	Amputation Laceration Puncture wounds Eye injury Bruising
Transport Moving vehicle	Impact Crushing	Fractured bones Internal injury
Slips, trips and falls Access / egress Surface conditions Vertical conditions, change in level	Fall from same level Fall from higher level (eg from truck)	Fatality (fall from higher level) Fractured bones Concussion Bruising Sprain / strain
Electricity Power tools Machine Tools Live Wires	Contact with live supply Fire	Electrocution Burns Shock (resulting in secondary injury)
Chemicals Maintenance work on Hiabs / Trucks	Toxic Irritant Sensitising Corrosive Carcinogen Mutagen Teratogen Fire Explosion Pollution	Burns Inhalation / lung damage Skin irritation Eye injury Loss of consciousness (resulting in secondary injury)
Gasses Truck Repairs BBQs	Flammable Irritation Oxidising	Fire, burns Manual handling of cylinders Oxygen enriched atmosphere Explosion
Fire or explosion Storage & use of substances	Chemicals Gasses Liquids Vapours Solid fuel Flame	Fatality Burn Smoke inhalation
Fibres and dust	Abrasion	Disease

Hazard category	Hazard properties	Likely harm (consequences)
Engineering works Use of hand tools	Eye contact Slippery surface Respiratory disease	Irritation Slips & falls
Environment Engineering works Machinery processes	Noise Vibration Illumination Humidity Temperature	Noise induced hearing loss (NIHL) Hand and arm vibration syndrome (HAVS) Heat stroke, sun stroke, sunburn Unconsciousness (resulting in secondary injury also)
Structural integrity Engineering works Machinery processes	Unstable ground or structure (particularly when operating HIABS) Moving object Falling object	Crushing Impact injury from falling object
Working at heights Operating HIAB Mancage work	Fall Falling equipment	Fatality Fractured bones Concussion Impact injury from falling object Bruising Cuts
Organisational All work	Resilience Supervision Training Information Instruction Equipment Monitoring	Lower staff resilience Sick leave Strains, sprains Increased error
Ergonomic factors Lifting / carrying Computer workstation set up	`Manual handling Posture Operator / machine interface Repetitive movement Inappropriate force	Sprain, strain Musculo skeletal discomfort (OOS)
Individual	Suitability of the role Hours worked Individual behaviour	