



HEALTH AND SAFETY POLICIES AND PROCEDURES

SOUND SERVICES MASTERWORKS GROUP LTD



Contents

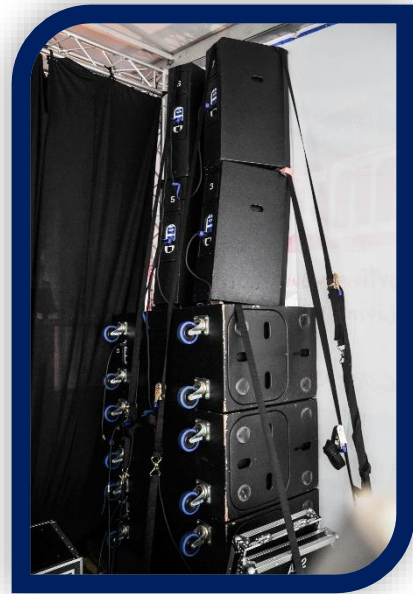
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Health and Safety Policy

Sound Services Masterworks Group Ltd is committed to continuous improvement in health and safety, and the safe planning and completion of sound service projects. Our health and safety policies, procedures, and practices are based on the *Health and Safety at Work Act 2015* (HSW Act) and its associated regulations and guidelines. The nature of the work environment at our clients' sites involves some risks that could result in harm to individuals and/or damage to plant, equipment, and vehicles. To successfully carry out the duties we are engaged to perform requires us to integrate safety considerations into everything we do. This health and safety plan outlines how we employ the highest standards of planning, conduct, and communication to successfully carry out work and project management work for our clients.

Sound Services Masterworks Group Ltd will:

- Identify and assess all safety risks involved in our work and put risk management plans in place
- Report all notifiable events to Worksafe NZ
- Investigate all incidents and feed any findings for safety improvements back into the hazard management system and future design projects
- Consult, cooperate and coordinate with other PCBU's involved either directly or indirectly in the work being carried out
- Liaise and cooperate positively with government agencies such as Worksafe New Zealand on safety matters and ACC on incident prevention initiatives, injury treatment and return to work programs as required
- Carry out any Duty Holder Reviews that may be requested by Worksafe NZ from time to time
- Consult and engage with customers, sub-contractors, casuals, riggers, and mixers about health and safety matters
- Regularly review health and safety policies, procedures, and practices to achieve ongoing continuous improvement in health and safety standards.



Signed: _____

Date: _____

Stu Clark, Director, Sound Services Masterworks Group Ltd

Person Conducting a Business or Undertaking

The *Health and Safety at Work Act 2015* (HSW Act) states that the primary duty of care for health and safety rests with the 'Person Conducting a Business or Undertaking' (PCBU). Under the Act, Sound Services Masterworks Limited is the PCBU and is required to exercise the primary duty of care detailed in Section 36:

Primary duty of care

1. A PCBU must ensure, as far as is reasonably practicable, the health and safety of:
 - (a) Workers who work for the PCBU, while the workers are at work in the business or undertaking; and
 - (b) Workers whose activities in carrying out work are influenced or directed by the PCBU, while the workers are carrying out the work.
2. A PCBU must ensure, so far as is reasonably practicable, that the health and safety of other persons are not put at risk from work carried out as part of the conduct of the business or undertaking.

Officer of the PCBU

Because Sound Services Masterworks Limited is not a person, the HSW Act appoints officer/s of the PCBU to take the responsibility and liability for achieving the primary duty of care and other responsibilities prescribed by the Act. The HSW Act also gives officers of the PCBU additional due diligence obligations as part of their responsibilities.



These obligations are:

1. Keep up-to date with health and safety matters.
2. Understand the nature of the business (*organisation*) and its hazards and risks.
3. Ensure the business (*organisation*) has appropriate resources and processes to manage risks to health and safety.
4. Ensure there are appropriate reporting and investigation processes in place.
5. Put in place monitoring regimes to ensure that the above matters are compliant with the Act.
6. Verify the provision and use of the resources and processes.

Definitions

'Workers' include sub-contractors, casuals, riggers and mixers. It also includes volunteers where they are an integral part of the business.

'Other Persons' includes clients that Sound Services Masterworks Group Ltd is working on behalf of, also members of the public and/or visitors.

'Reasonably Practicable' refers to how far should we go in ensuring the health and safety of others.

To help us work through this, the HSW Act provides a detailed definition in Section 22:

Meaning of reasonably practicable

In this Act, unless the context otherwise requires, **reasonably practicable**, in relation to a duty of a PCBU set out in subpart 2 of Part 2, means that which is, or was, at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters, including—

- a) the likelihood of the hazard or the risk concerned occurring; and
- b) the degree of harm that might result from the hazard or risk; and
- c) what the person concerned knows, or ought reasonably to know, about:
 - i) the hazard or risk; and
 - ii) ways of eliminating or minimising the risk; and
- d) the availability and suitability of ways to eliminate or minimise the risk; and
- e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

Duty When Managing or Controlling a Workplace

When Stu Clark is managing a project on behalf of a client and engaging sub-contractors, riggers, mixers, and casuals on a client's behalf and monitoring work, he has an additional duty under section 37 of the HSW Act as a 'PCBU who manages or controls a workplace'.

Duty of PCBU who manages or controls workplace

- 1) A PCBU who manages or controls a workplace must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace, and anything arising from the workplace are without risks to the health and safety of any person.

When Stu Clark is managing work on behalf of a client the HSW Act requires him to engage with workers on health and safety matters. Contractors and sub-contractors are included under the definition of 'worker' under the HSW Act.

Duty to engage with workers

The duty to engage with workers is detailed in section 58 of the HSW Act:

- 1) A PCBU must, so far as is reasonably practicable, engage with workers—
 - a) who carry out work for the business or undertaking; and
 - b) who are, or are likely to be, directly affected by a matter relating to work health or safety.
- 2) If the PCBU and the workers have agreed to procedures for engagement, the engagement must be in accordance with those procedures.
- 3) The agreed procedures must not be inconsistent with section 59.
- 4) A person who contravenes this section commits an offence and is liable on conviction:
 - a) for an individual, to a fine not exceeding \$20,000;
 - b) for any other person, to a fine not exceeding \$100,000.

Nature of engagement

Section 59 of the HSW Act identifies when engagement is required:

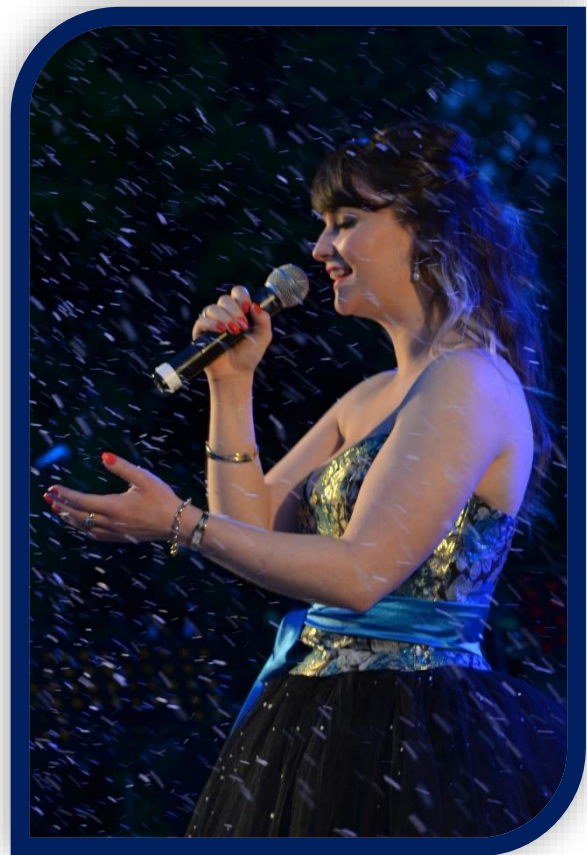
- 1) Engagement with workers under this subpart requires—
 - a) that relevant information about the matter be shared with workers in a timely manner; and
 - b) that workers be given a reasonable opportunity—
 - i) to express their views and to raise work health or safety issues in relation to the matter; and
 - ii) to contribute to the decision-making process relating to the matter; and
 - c) that the views of workers be taken into account by the PCBU; and
 - d) that the workers be advised of the outcome of the engagement in a timely manner.
- 2) If the workers are represented by a health and safety representative, the engagement must involve that representative.

When engagement is required

Section 60 of the HSW Act identifies when engagement with workers is required:

Engagement with workers under this subpart is required in relation to work health and safety matters in the following circumstances:

- a) when identifying hazards, and assessing risks to work health and safety arising from the work carried out or to be carried out as part of the conduct of the business or undertaking;
- b) when making decisions about ways to eliminate or minimise those risks;
- c) when making decisions about the adequacy of facilities for the welfare of workers;
- d) when proposing changes that may affect the health or safety of workers;
- e) when making decisions about the procedures for the following:
 - i) engaging with workers;
 - ii) monitoring the health of workers;
 - iii) monitoring the conditions at any workplace under the management or control of the PCBU;
 - iv) providing information and training for workers;
- f) when making decisions about the procedures (if any) for resolving work health or safety issues at the workplace;
- g) when developing worker participation practices, including when determining work groups;
- h) when carrying out any other activity prescribed by regulations for the purposes of this section.



Duty When Project Managing on Behalf of Client

As someone who manages sound services for clients, Stu Clark has an additional duty under section 39 of the HSW Act.

Duty of PCBU who project manages plant, substances, or structures

- 1) This section applies to a PCBU who conducts a business or undertaking that manages—
 - a) plant that is to be used, or could reasonably be expected to be used, as or at a workplace; or (b) a substance that is to be used, or could reasonably be expected to be used, at a workplace; or
 - b) a structure that is to be used, or could reasonably be expected to be used, as or at a workplace.
- 2) The project manager must, so far as is reasonably practicable, ensure that the plant, substance, or structure is designed to be without risks to the health and safety of persons—
 - a) who, at a workplace, use the plant, substance, or structure for a purpose for which it was designed; or
 - b) who handle the substance at a workplace; or
 - c) who store the plant or substance at a workplace; or
 - d) who construct the structure at a workplace; or
 - e) who carry out any reasonably foreseeable activity (such as inspection, cleaning, maintenance, or repair) at a workplace in relation to—
 - i) the manufacture, assembly, or use of the plant for a purpose for which it was designed, or the proper storage, decommissioning, dismantling, or disposal of the plant; or
 - ii) the manufacture or use of the substance for a purpose for which it was designed, or the proper handling, storage, or disposal of the substance; or
 - iii) the manufacture, assembly, or use of the structure for a purpose for which it was designed, or the proper demolition or disposal of the structure; or
 - f) who are at, or in the vicinity of, a workplace and who are exposed to the plant, substance, or structure at the workplace or whose health or safety may be affected by a use or an activity referred to in any of paragraphs (a) to (e).
- 3) The project manager must carry out, or arrange the carrying out of, any calculations, analysis, testing, or examination that may be necessary for the performance of the duty imposed by subsection
- 4) The project manager must give to each person who is provided with the design for the purpose of giving effect to it adequate information concerning—
 - a) each purpose for which the plant, substance, or structure was designed; and
 - b) the results of any calculations, analysis, testing, or examination referred to in subsection (3), including, in relation to a substance, any hazardous properties of the substance identified by testing; and
 - c) any conditions necessary to ensure that the plant, substance, or structure is without risks to health and safety when used for a purpose for which it was designed or when carrying out any activity referred to in subsection (2)(a) to (e).
- 5) The project manager must, on request, make reasonable efforts to give current relevant information on the matters referred to in subsection (4) to a person who carries out, or is to carry out, any of the activities referred to in subsection (2)(a) to (e).

Worksafe NZ describes a company like Sound Service Masterworks Group Ltd (who has a duty under section 39) as an 'upstream PCBU'. That is, someone who is in a strong position when formulating project management to eliminate or minimise risks to the health and safety of others both directly and indirectly involved in the project. Stu Clark acknowledges this responsibility under section 39 and uses his qualifications, skills and experience to incorporate health and safety considerations into all his project management work.

When Stu Clark is managing a project on behalf of a client he will produce a '*Schedule of Works*'. From a health and safety perspective the *Schedule of Works* will include the following requirements from the contractor:

- public liability insurance
- current health and safety policy and procedures that are compliant with the HSW Act and its associated regulations and guidelines
- a site-specific safety plan that identifies hazards involved in the project and how the casual worker will conduct the work in a way that ensures the health and safety of all people involved
- the identification of any notifiable works (i.e. lifting of weights above 5 meters), and the responsibility to report and consult with Worksafe New Zealand when carrying out notifiable work
- Assurance that the any casualls, mixers, riggers, or sub-contractors are competent and qualified/certified (where applicable) to use any equipment and machinery they will be using on the job.

The *Schedule of Works* will include the following information:

- any known hazards involved in the project
- any known notifiable works involved in the project.



Working with Other PCBU's

The HSW Act requires that when more than one PCBU has a responsibility for health and safety on a project, they must work together to ensure that safety of everyone involved. Sound Services Masterworks Group Ltd as far as reasonably practicable will, consult, cooperate, and coordinate with other PCBU's who have a duty in relation to the same matter.

'each PCBU with the duty must, so far as is reasonably practicable, consult, co-operate with, and co-ordinate activities with all other PCBUs who have a duty in relation to the same matter'
Section 34 (1) Health and Safety at Work Act 2015

When another PCBU is in control of a worksite, Stu Clark will comply with all safety requirements put in place by the PCBU. This may include:

- a site safety induction
- what personal protective equipment (PPE) is required to be worn
- restriction on areas that can be accessed onsite

Other PCBU's entering locations where Sound Services Masterworks Group Ltd is managing works on behalf of a client are required to consult with Sound Services Masterworks Group Ltd about hazards and safety requirements for the site prior to entering the site. All people working onsite are reminded that in an Emergency they should follow the requirements and instructions of the PCBU in charge of the site. Stu Clark will monitor the work of contractors working onsite to ensure they are using safe work practices.



Hazard Management

Sound Services Masterworks Group Ltd has a proactive approach to hazard management in the workplace. Where possible, potential hazards are identified in the design process and eliminated. If an identified hazard cannot be eliminated it will be minimised with controls put in place to reduce the potential for the hazard to cause harm.

Prior to works commencing, the PCBU who has primary control of the site must check again that all hazards are identified and appropriate controls are in place. As part of this process the PCBU who has primary control of the site will consult, cooperate and coordinate with other PCBU's involved in the work to ensure, as far as reasonably practicable, that there are no gaps in the health and safety plan for the site and the works being carried out.

Any new hazards identified by the PCBU in charge of the site after work commences will be communicated to other PCBU's involved in the work. In turn, other PCBU's who identify new hazards must inform the PCBU in charge of the work immediately and agree how the hazards will be eliminated or minimised. Site safety plans will be updated as required during works to incorporate any new hazard management information.

The HSW Act requires a person with a 'duty' under the act to manage risks. This principle is defined in section 30:

Part 2 Health and safety duties

Subpart 1—Key principles relating to duties

30 Management of risks

- 1) A duty imposed on a person by or under this Act requires the person—
 - a) to eliminate risks to health and safety, so far as is reasonably practicable; and
 - b) if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.
- 2) A person must comply with subsection (1) to the extent to which the person has, or would reasonably be expected to have, the ability to influence and control the matter to which the risks relate.

Sound Services Masterworks Limited maintains a hazard register that identifies the risks faced in our work and the identifies the hazards that are considered significant hazards (capable of causing a notifiable event). Each risk has controls in place to reduce the potential for harm. The hazard register is reviewed each year and after any incidents.

Personal Protective Equipment

When visiting clients and worksites, Stu Clark will have ensured that he and his workers are wearing whatever personal protective equipment (PPE) they are required to wear as part of the controls for hazards and/or the site requirements of a PCBU in charge of the worksite. This PPE may include, but will not be limited to:

- Weather/waterproof jacket (high visibility)
- Hard hat
- Safety boots
- High visibility vest

Stu Clark will ensure that all his PPE is in good condition and fit for purpose. Any PPE that is showing signs of wear and tear will be replaced.

Plant, Equipment and Vehicles

All plant, equipment and vehicles that are owned or hired by Sound Services Masterworks Group Ltd are checked and maintained to ensure safe operation. Primarily this applies to vehicles for transportation of equipment and speakers and sound amplification equipment. All vehicles are warranted, registered and maintained by professional mechanics. Sound equipment is maintained by Sound Services Masterworks Group Ltd. If it shows signs of malfunction and/or wear and tear it is withdrawn from service until it can either be repaired or replaced.

Health Monitoring

Sound Services Masterworks Group Ltd does not have any employees but its Managing Director – Stu Clark has regular health checks. The environments that he works in are not considered harmful from a health monitoring perspective. Generally, there is limited noise (hearing protection used where required), dust or other gases or vapours that may cause immediate or gradual harm.

Drug and Alcohol in the Workplace

Sound Services Masterworks Group Ltd has a policy that no work is carried out on sites they are in charge where workers are under the influence of drugs or alcohol. Stu Clark works with the other PCBU's involved in projects to ensure that no one drives vehicles, works at height or operates equipment while suffering impairment from drugs or alcohol. Anyone found to be impaired by drugs or alcohol will be stood down from work immediately pending an investigation by their PCBU. Being under the influence of drugs and alcohol at work is considered serious misconduct and may result in the termination of employment.

Site Safety Plans

Site safety plans are prepared for all works carried out on behalf of clients of Sound Services Masterworks Group Ltd.

Site safety plans must be made available to other PCBU's involved in the work and should contain the following information:

- contact details for the PCBU and supervisor or contact person
- other PCBU's involved in the work and their contact details
- description of the job
- description of the site or place of work
- the name of the Workplace Safety Representative (if relevant)
- risk management including a list of hazards likely to be encountered in the workplace and the recommended risk controls that should be in place to manage the listed hazards, and any emergencies that may arise
- any *notifiable works* for the job
- safety training requirements and training records (where applicable)
- The personal protective equipment (PPE) required for the work
- Incident reporting procedures




Incident Management

When Sound Services Masterworks Group Ltd is managing works on behalf of a client there is a process in place for all workers (including contractors and sub-contractors) to report incidents that happen in the course of work to Stu Clark. This requirement is specified in the *Schedule of Works*. All incidents are reported and investigated, and any recommendations for safety improvements are implemented.

The HSW Act requires Sound Services Masterworks Group Ltd to immediately report to Worksafe New Zealand any notifiable injuries, illness or incidents. These are collectively called 'Notifiable Events'. All incidents are reported immediately to Stu Clark as the PCBU in charge of works and he will contact Worksafe NZ if any of the incidents fall within the definition of 'Notifiable Event' (a definition of notifiable events from the HSW Act is given below).

Section 55 of the HSW Act requires a PCBU who manages or controls a workplace where a notifiable event occurs 'to take all reasonable steps to ensure that the site where the event occurred is not disturbed until authorised by an inspector'. This does not prevent the PCBU from assisting an injured person or doing what is essential to make the site safe, or to minimise the risk of a further notifiable event.

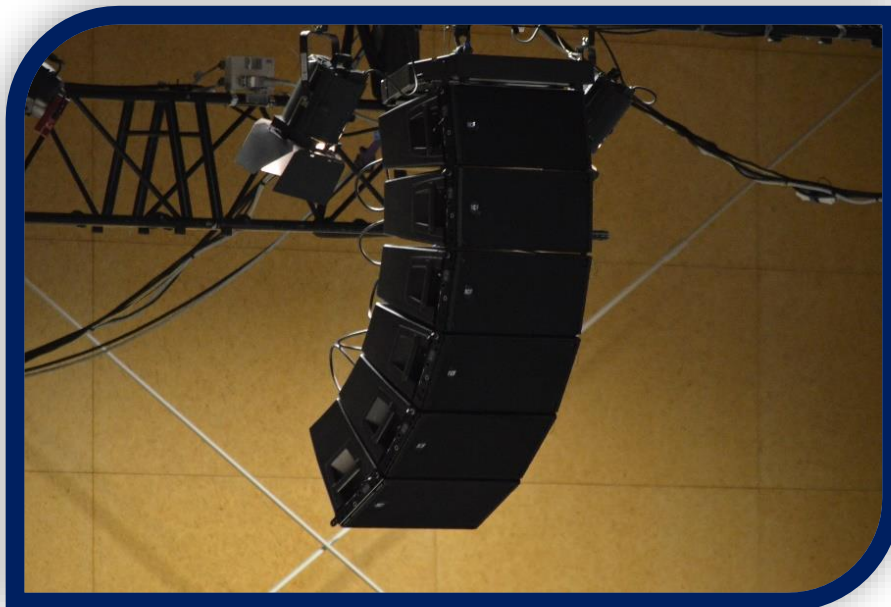


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AOTEAROA

 In case of emergency Call us on Freephone **0800 030** (24 hours) and choose option 1.

If necessary, contact emergency services by phoning **111**

If you are reporting a hazardous substance emergency, please call the New Zealand Fire Service on **111** and then our Response Team directly **0800 030 040**



Notifiable Event Definitions

All notifiable events are required to be reported to Worksafe NZ by the fastest possible means under the circumstances. Failure to do so could result in personal fines of up to \$10,000.

Section 23 of the HSW Act defines a Notifiable Injury or Illness as:

- 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 zoonosis) 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.

Section 24 defines a Notifiable Incident as:

- 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.

Section 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.



Emergency Management

Stu Clark is aware of the emergencies that may arise in the course of work that Sound Services Masterworks Group Limited carries out. Most of the work is carried out in other organisations sites or in public spaces managed by local government. Stu Clark will always be aware of and follow the emergency response requirements of the sites he is working in.

The main identified emergencies are:

Fire – Evacuate immediately to the specified evacuation points. Leave the firefighting to the professionals and always put the safety of people before plant and equipment.

Earthquake – Drop, cover and hold preferably under a desk or other heavy object. Wait for the shaking to stop then follow the instructions of emergency wardens. This may include evacuation of a building. Always be on the alert for equipment and other fittings that may have moved or become insecure during the earthquake. These may provide an ongoing hazard.

Tsunami – This is a factor in low lying areas such as a Te Rauparaha Arena in Porirua. If a tsunami warning is given our policy is to evacuate to high ground until the all clear is given by the Civil Defence Authorities. As with fire, Stu Clark will put peoples' safety before protection of plant and equipment.



Hazard Register

Sound Services Masterworks Group Limited
(Last review – March 2017, by Stu Clark)

Task	Description of hazard	Potential harm (consequences)	Significant hazard Y/N	Controls	Eliminate (E), Isolate (I) or Minimise(M)	Are the controls effective? Y (Yes), N (No).
1. Using company vehicles	Road traffic accident, pedestrian collision with vehicle, inclement weather conditions (e.g. strong winds, rain, snow and ice)	Burns, bone fractures, musculoskeletal injury, entrapment, lacerations, impact and crushing injuries, sprains and strains.	Y	Current appropriate driver license, WoF, maintenance regime. First aid kits and fire extinguishers in company vehicle, taking care when opening vehicle doors and getting in and out of vehicles, especially in strong windy conditions, pre-use vehicle inspections	I, M	Y
2. Using walkways and pathways both inside and outside	Slips, trips and falls due to poor underfoot conditions, uneven ground, slippery surface, lighting and footwear.	Bruising, fractured bones, sprains and strains, dislocations, cuts, abrasions, back injuries, head and neck injuries	Y	Hazard observation, door mats to prevent ingress of water, wet floor signs, maintenance regimes, good housekeeping, appropriate footwear, adequate lighting, being aware of surroundings, anti-slip strips, signage and notification.	M	Y
3. Working outside	Extreme weather conditions (e.g. hot or cold, heavy rain, snow, ice and strong winds.	Slips, trips and falls, sun burn, heat stroke, heat exhaustion, hypothermia, foreign objects/dust in eyes.	Y	PPE; protective clothing, sun screen, hat, coat, gloves, regular breaks, footwear, programmed workload to suit conditions, care when opening doors, fixing all tools and equipment if outside work is necessary during high winds.	I, M	Y
4. Using electrical equipment	Electrical appliances, wet conditions	Electric shock, electrocution, electrical burns	Y	Electrical testing, maintenance regime, insulation, RCD, defect reporting, repair and removal of defective / faulty / damaged electrical equipment	I, M	Y

5. Noise.	Power Equipment	Hearing loss, headaches, fatigue onset.	Y	PPE. Appropriate hearing protection: ear buds, ear plugs, ear muffs	E, M	Y
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Task	Description of hazard	Potential harm (consequences)	Significant hazard Y/N	Controls	Eliminate (E), Isolate (I) or Minimise(M)	Are the controls effective? Y (Yes), N (No).
6. Ergonomics. Using computer workstations	Poor posture or workstation "set up".	Musculoskeletal type injuries, sprains and strains.	N	ACC/Worksafe NZ Guideline for computer use, adjustable equipment and furniture, HS, regular breaks, early reporting and investigation of discomfort, pain and injury.	I, M	Y
7. Electrical leads and power tools.	Supply of electricity to powered equipment	Electric shock, electrocution, electrical burns	Y	Ensure all leads visually checked, currently certified, tagged and secured away from thoroughfares where possible. Connected to residual current device where possible. Compliance with NZ/AS standards, signage isolation	I, M	Y
8. Working at height	Fall from ladder, step ladder, foot stool, step platforms and scaffolding.	Bruises, fractured bones, dislocation, crush injuries, Serious harm.	Y	Ladder inspection, correct ladder angle, ladder secured, correct and proper ladder storage. Scaffolding erected or provided by certified suppliers/scaffolders, fall protection and fall arrest systems in place. All workers working at height are competent and experienced in working with ladders	I, M	Y
9. Organisational issues with either normal or extra duties and responsibilities	Working long hours or high workload with short delivery requirements	Fatigue, low resilience, mental ill health	N	Regular breaks, Fatigue awareness.	E, M	Y