


Topics

- WorkSafe Inspections
- Worker Engagement and participation
- Securing and Covering Loads
- Silica Dust
- Board of Examiners Update



WORKSAFE
Mahi Haumarau Aotearoa

1




WORKSAFE
Mahi Haumarau Aotearoa

Inspections

2

Questionnaire

- Time spent looking for tools or equipment?
- Damaged lifting chain?
- Tipped over oil drum?
- Lost some tools?



3

WorkSafe Inspections

How do we decide the sites to inspect

- Frequency of inspections are determined by the site's risk ranking
- Also triggered by a high potential incident or complaint
- May be announced or unannounced
- Sample a point in time at the site only
- May focus on a particular topic



4

Arrival On Site

- Contact Details & Site information
- Clear instructions
- Clear traffic management
- Useful information



5

Meet with Manager

- Introduction
- Show HSWA appointment card
- Site induction and overview
- Overview of inspection agenda and focus
- WorkSafe updates or news



6

Your Office

It says a lot about how you run your business

- Notice boards
- Previous record entries or Notices displayed
- First Aid Equipment
- Emergency Plans
- Health and Safety Policy
- General Housekeeping
- Worker Facilities



7 worksafe.govt.nz WORKSAFE
Māori Haurua Aotearoa

7

Your Office

Notice Boards – attract attention, easy to read



8 worksafe.govt.nz WORKSAFE
Māori Haurua Aotearoa

8

Health and Safety Management System

- Induction
- Risk Register
- Health and safety management plan
- Emergency Management Plan
- Workplace inspections
- Toolbox talks



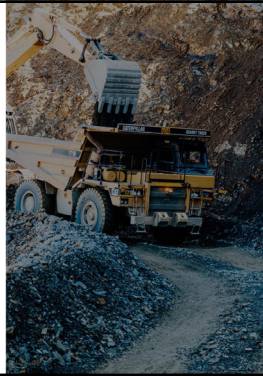
9 worksafe.govt.nz WORKSAFE
Māori Haurua Aotearoa

9

Authorisation of Mobile Plant Operators

• Regulation 120

A relevant operator must ensure that mobile plant is operated at the operation only by a **competent person** who is **authorised in writing** by the relevant operator.



10

Starting the Inspection

- Condition of vehicle
- Visibility Standards
- Seatbelts
- Positive Communication
- Driving style
- Adherence to site rules
- Pedestrian/vehicle segregation



11 worksafe.govt.nz

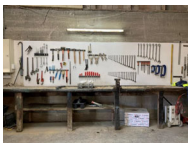
WORKSAFE
Te Kaitiaki Takekarewa

11

Inspection Topics

General Housekeeping

- Poor housekeeping may be an indicator of other poor standards on site
- Can be a hazard to workers
- Often hazardous substances are not stored correctly



12 worksafe.govt.nz

WORKSAFE
Te Kaitiaki Takekarewa

12

Keeping tidy saves time, money and injury

- Time spent looking for tools or equipment
- Damaged lifting chain
- Tipped over oil drum
- Lost tools

High Tensile Snig Chain \$138.60

3.0 Ton, 3m Lift Chain Block - Torque \$279.89

Tough Lifting Chain Set \$430.00

Valvoline Sw-30 synpower max.lli c3 20 Ltr \$643.45

Valvoline 10w-40 vsp synthetic blend 20 Ltr \$1,838.85

UNCLASSIFIED

13

Roads

Things to consider:

- Open Edge Protection - Drainage
- Camber - Road width
- Gradient

What we often observe:

- Road gradient too steep, 1:8 or better
- No speed controls
- Road width narrow
- Sharp corners
- Road surface not maintained
- Poor visibility
- No thought for establishing a one-way system
- Lack of road signage

14 worksafe.govt.nz WORKSAFE Health, Safety & Environment

14

Open Edge Protection

Boulders and tree trunks don't work

15 worksafe.govt.nz WORKSAFE Health, Safety & Environment

15

Open Edge Protection



The first photo shows a dirt road with a slight drop-off. The second photo shows a yellow loader on a pile of material with a red line indicating the edge. The third photo shows a large pile of material with a red line indicating the edge.


16 worksafe.govt.nz WORKSAFE
Hautahi Raukumaru Akarana

16

Tips

- Tipping Methodology
- Open Edge Protection
- Drainage

Quarry Managers check as part of daily site inspection



The first photo shows a yellow loader tipping material. The second photo shows a yellow truck tipping material. The third photo shows a large pile of material with a red arrow pointing to the edge.

17 worksafe.govt.nz WORKSAFE
Hautahi Raukumaru Akarana

17

Ground Control

- Quarry Design Plan
- Benching
- High risk working faces
- Exclusion zones



The photo shows a large quarry face with multiple levels of benching and a road winding through the site.

18 worksafe.govt.nz WORKSAFE
Hautahi Raukumaru Akarana

18

Guarding and Walkways

Taildrums, chain & sprocket and walkways



19 worksafe.govt.nz

WORKSAFE
Māori Kōwhiriwhiri

19

Guarding and Walkways



20 worksafe.govt.nz

WORKSAFE
Māori Kōwhiriwhiri

20

Perimeter Guarding

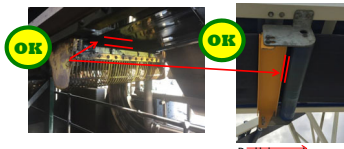


21 worksafe.govt.nz

WORKSAFE
Māori Kōwhiriwhiri

21

Guarding return rollers on conveyors



- Must be guarded to prevent people being drawn in to the in-running nip point.
- Must be installed where persons work or cross under the belt.
- However...Must be correctly adjusted.

22

Resources




- AS/NZ Standards
- Good Practice Guidelines
- Ergonomics of machine Guarding Guide
- Safe use of machinery

23

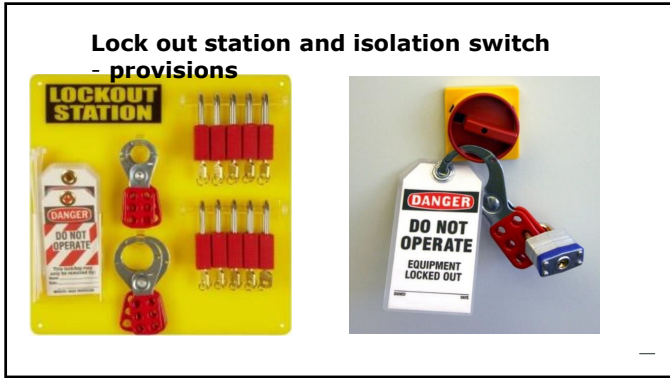
Emergency Equipment

Risk assessment
 What could go wrong at your quarry site?
 How far away are Fire & Emergency Services?
 Tested your emergency plan?



24 worksafe.govt.nz

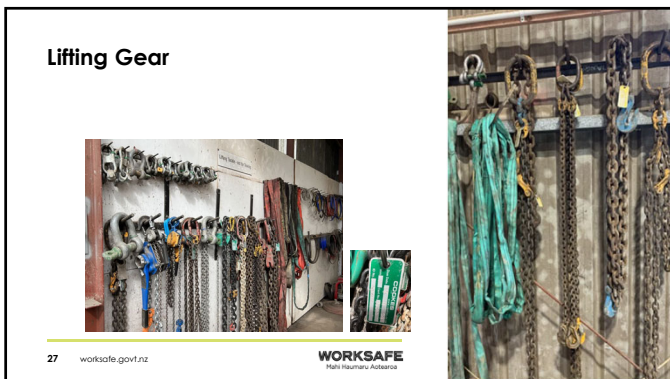
24



25



26



27

Electrical

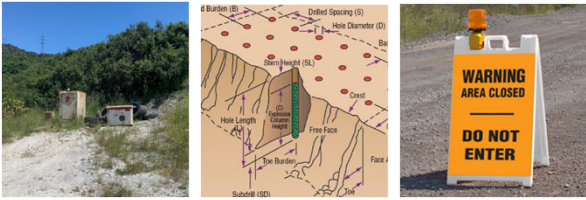


28 worksafe.govt.nz

WORKSAFE
Māori Honour Acknowledgement

28

Explosives



29 worksafe.govt.nz

WORKSAFE
Māori Honour Acknowledgement

29

Hazardous Substances



30 worksafe.govt.nz

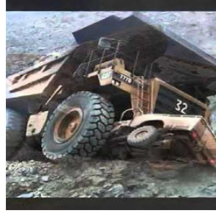
WORKSAFE
Māori Honour Acknowledgement

30

Principal hazard

Regulation 65, Meaning of principal hazard

any hazard arising at the operation that could create a risk of **multiple** fatalities in a single accident, or that could create a risk of multiple people being exposed to potentially fatal health risks



31 worksafe.govt.nz



31

Close Out Meeting

- Summarise findings of the inspection
- Confirm any enforcement action
- Confirm any Directives that will be issued
- Provide feedback on good practice and initiatives
- Request any additional information required
- Confirm next steps



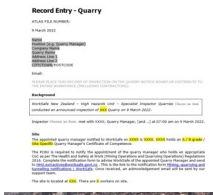
32 worksafe.govt.nz



32

Record Entry Report

- Summary of site inspection
- Post Record Entries and any enforcement notices on site notice board
- Respond to improvement notices before or by the compliance date
- Respond to Directives
- Provide clear evidence of compliance



33 worksafe.govt.nz



33

The best results are achieved when a PCBU and its workers work together to manage risk, improve health and safety at work, and find solutions.


WORKSAFE
 Hāhi Hauora | Accident Compensation Corporation

34

Workers should have a real say about their own health and safety

Workers:

- are directly affected by any risks created by a PCBU's work
- are in the best position to know how a job is done and how it affects them
- can provide practical solutions to improving work health and safety



35 worksafe.govt.nz **WORKSAFE**
 Hāhi Hauora | Accident Compensation Corporation

35



Case Study Wellington Pipelines

Empowering workers on health and safety means:

- people take responsibility
- systems are effective and well-used
- communication improves
- the business benefits from developing talent.

Wellington Pipelines Case Study <https://www.youtube.com/watch?v=23mwDomILQc>

WORKSAFE
 Hāhi Hauora | Accident Compensation Corporation

36

Benefits

Ongoing worker involvement in improving health and safety helps to:

- raise issues that the PCBU may not be aware of
- prioritise the health and safety matters that need to be addressed
- reduce work-related injuries and illnesses
- increase productivity, efficiency and quality
- motivate the workforce
- boost cooperation and trust between workers and PCBUs and strengthen working relationships
- increase workers' awareness about work health and safety matters
- strengthen worker commitment
- reduce operating costs
- improve health and safety standards
- improve decision-making
- result in practical solutions, because workers know their work environment well
- contribute to a positive workplace culture.

37

GOOD PRACTICE	OUR WORKPLACE DOES THIS...		
	Really well	So-so	Not at all well
The PCBU knows what its worker engagement, participation and representation HSWA duties are			
The PCBU clearly communicates health and safety information to all workers*			
Workers* and the PCBU openly discuss health and safety			
Worker engagement, participation and representation involves talking with workers* to find out what they think about health and safety			
The PCBU actively seeks worker views on health and safety matters and considers these views when making decisions			
Workers* are encouraged and supported to be involved in health and safety matters			
Workers* have reasonable opportunities to tell the PCBU what they think about health and safety matters, through established processes			
The PCBU makes changes that improve health and safety in response to issues raised by workers*			
Workers* are informed of work decisions that affect their health and safety in a timely manner			

What do you do ?

* Workers* includes any worker representatives at the workplace
<https://www.worksafe.govt.nz/managing-health-and-safety/businesses/worker-engagement-and-participation/good-practice-for-worker-engagement-participation-and-representation/>

38

Case Study - Goodmans



<https://www.youtube.com/watch?v=WnelVkwbanI>

39

When is engagement required?

A PCBU must engage when:

- identifying hazards and assessing risks to health and safety
- proposing changes that may affect workers' health or safety
- making decisions about:
 - ways to eliminate or minimise health and safety risks
 - procedures for resolving health or safety issues
 - whether facilities for workers' welfare (for example, tearooms) are adequate
 - procedures for engaging with workers
 - procedures for monitoring workers' health
 - procedures for monitoring workplace conditions
 - procedures for providing information and training for workers
- developing worker participation practices

40

Case Study – Real Steel



https://www.youtube.com/watch?v=WXeX_JSQBp0

41

Load Securing and Covering

What Can Go Wrong?

- sprains and strains, and back injuries (known as musculoskeletal harm) from handling heavy, unwieldy equipment. For example, when:
 - positioning large tarps
 - pulling curtains
 - lifting other heavy load securing gear
- being struck by gear, such as curtain sider buckles or pillars, in windy conditions
- crush or impact injuries from poorly placed or unbalanced loads falling onto workers
- falling from height when climbing on the top or sides of loads, or when standing on a vehicle deck
- colliding with or being struck by other worksite traffic in the area.

42

Load Securing and Covering

Vehicle-related control measures

- Use a vehicle that has an automated tarping cover to avoid manual tarping.
- Make sure all load securing and covering components are in good working order. This could be done at the same time the vehicle's pre-trip safety inspection is done.
- Make sure all equipment is maintained according to manufacturer guidelines and complies with all relevant regulations (such as keeping all required certifications current).
- Use the lightest, smallest tarps and load securing materials possible (while still maintaining load security and complying with the requirements of the Truck Loading Code).



43 worksafe.govt.nz



43

Load Securing and Covering

Site-related control measures

- Consider installing vehicle access platforms so workers can more safely access the vehicle deck/load.
- Make sure the work area is flat and level.
- Consider the effects of the wind at the site. Where possible choose sheltered areas to minimise the effects of wind on tarps and curtain sides.
- Set an exclusion zone around the vehicle to keep other vehicles and workers not directly involved at a safe distance from the work activity.



44 worksafe.govt.nz



44

Load Securing and Covering

Overlapping Duties

Where more than one PCBU is operating at a worksite (for example, where the worksite is controlled by one PCBU but the visiting vehicles are controlled by another), the PCBUs will likely have health and safety duties for the same risks. This is known as overlapping duties.

PCBUs should decide together how the risks will be managed

One PCBU cannot push the responsibility to manage risk onto another PCBU and they cannot contract out of their responsibilities to manage risk.



45 worksafe.govt.nz



45



46

Stop Dust Before It Stops You

<https://www.youtube.com/watch?v=WLFMgpMQCU>

47 worksafe.govt.nz WORKSAFE
Make It Safer. Achieve It.

47

Respirable Crystalline Silica (RCS)
Effect on health

- The tiny respirable crystalline silica (RCS) particles (those that can get into the deep lung) pose the greatest risk and are not visible.
- These particles can be produced by cutting, sawing, breaking, hammering, crushing, drilling, chipping, grinding of concrete or masonry or abrasive blasting.
- RCS exposures may also occur whenever silica-containing dusts are disturbed, such as during material handling.
- Dust-generating activities produce a mixture of visible and respirable particles. A compound, also known as silicon dioxide (SiO₂). It is found in rocks such as marble, sandstone, flint, slate and some metallic ores and can be the main component of sand and be found in soil and plaster.
- Quartz is the most common form of crystalline silica

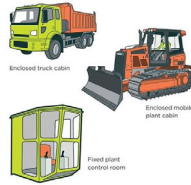
48 worksafe.govt.nz WORKSAFE
Make It Safer. Achieve It.

48

Dust Controls

Minimise Dust in enclosed cabins

- Provide HVAC system
- Inspect and maintain filters
- Inspect and maintain seals
- Provide radio communication
- Keep cabins clean
- Provide a way for workers to remove mud from boots
- Provide safe parking zones away from other activities
- Provide worker facilities
- Install cabin pressure display units

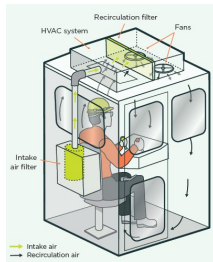


49

Dust Controls

HVAC systems

- Heating Ventilation Air Conditioning system



50

Dust Controls

Inspect and maintain seals

- Regularly inspect and maintain door and window seals and latches to ensure the integrity of the cabin seal.
- Any gaps will let unfiltered air into the cab and work against a positive cabin pressure.
- Consider using smoke testing and pressure testing to find leaks that need to be repaired.



51

Dust Controls

Provide radio communication



Provide radio communication devices so workers do not need to open the cab window or doors to communicate.



Consider using electronic load systems instead of paper docketts. This will reduce the number of times doors and windows need to be opened to hand over paper docketts.



52

Dust Controls

Keep cabins clean

Provide cleaning equipment and processes for workers to use.

Consider providing a HEPA filtered vacuum cleaner as it will help reduce dust being recirculated during cleaning.

Consider providing removable scooped rubber floor mats that can be lifted out of the cab and cleaned to remove mud or dust build up.

Consider providing a low-pressure hose with a gentle spray to remove any dust that lands on the vehicle. Low pressure spray minimises the risk of the dust being lifted in the hose mist and inhaled.

Consider using disinfectant for cleaning surfaces inside the cabin.

Avoid using compressed air for cleaning.

Provide a way for workers to remove mud and debris from footwear or clothing before entering the cab or control room.

53

Respiratory Protective Equipment and Facial Hair

- PPE is the least effective control measure. It should not be the first or only control measure you consider.
- Workers need to be clean shaven when wearing tight fitting half face or full face respirators.
- PAPR respirators have become more popular as the worker does not have to be clean shaven.



54

Respiratory Protective Equipment Training

PPE is the last line of defence and must be effective

When issuing RPE, training is required to ensure that workers correctly use and maintain RPE.

Training must be provided by a competent person, and cover the following topics:

- Why RPE is required
- When RPE is required to be worn
- How RPE works
- The limitations of RPE
- How to correctly put on and take off RPE
- How to conduct a FIT CHECK
- How to clean and maintain RPE
- When and how to replace filters
- How and where to store RPE when not in use

55 worksafe.govt.nz



55

How to properly use a disposable P2/N95 respirator (dust mask)



<https://www.youtube.com/watch?v=S3Z3u5TI5Q>

56 worksafe.govt.nz



56

Case Study



<https://www.youtube.com/watch?v=QKslOoTIPZE>

57 worksafe.govt.nz



57








58


Board of Examiners

The Board members from 14th February are:

- Paul Hunt – Chair (current)
- Bernie O’Leary (current)
- Fiona Barrier (re-selected)
- Brian Bouzaid (current)
- Mark Fizzy (current)
- Tim Kennedy (re-selected)
- Liz MacKenzie (new)
- Andrew Weir (new)
- Andy Allen (new)
- Ed Ayre (new)
- Mathew Vandy (new)

Retiring Board Members

 Michelle Crompton	 Steve Bell
 Matt Mules	 Dighy Pattinson
 Garth Elliot	

59 worksafe.govt.nz


59

CoC Competency Requirements

Updated July 2023

60 worksafe.govt.nz


Certificates of Competence

UNIT STANDARD AND QUALIFICATION REQUIREMENTS

July 2023

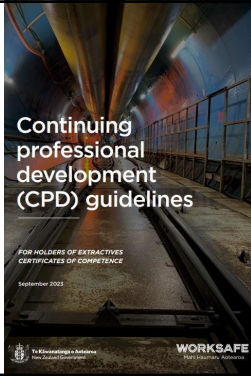



60

CoC Applications and Renewals

For your application to be considered complete, you must provide all required information and supporting documents. If your application is considered incomplete, you will be given 10 working days to provide the requested information or documents. If you have not provided this within the 10 working days, your application and supporting documents may be returned to you.

You will need to reapply for your CoC or reapply to renew your CoC when you have the correct documents, ensuring your Ministry of Justice criminal record check is still dated within 3 months and your first aid certificate is still current.



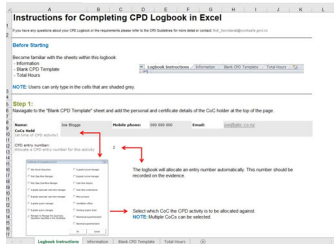
61 worksafe.govt.nz

WORKSAFE Mahi Hauamaru Aotearoa

Te Kaitiaki Take Kōwhiri New Zealand Government WORKSAFE

61

CPD Logbook – Excel Version



62 worksafe.govt.nz

WORKSAFE Mahi Hauamaru Aotearoa

62

Ngā mihi nui

Subscribe to WorkSafe updates for more information:
worksafe.govt.nz/subscribe

WORKSAFE
 Mahi Hauamaru Aotearoa

63
