

MURTAGH
CRANE HIRE LTD

**Health & Safety
Management Program**

This Health & Safety Program was prepared in conjunction with Murtagh Crane Hire Ltd, by Safe T Works Taupo

Table of Contents:

Page		Appendices
2	Contents	A Hazardous Substances
3	Policy	B Hazard Register
4	H&S Act	C Inductions
5	On-site Reading	D Appraisals
6	Annual Review	E Contractor Acknowledgement
7	Safety Meeting	F Drug & Alcohol Policy
8	Accident Trends	
9	Hazard ID, Assessment & Management	
10	Hazard ID	
11	Hazard ID	
12	Hazard Review & Visitor Management	
13	Hazard Flowchart	
14	Inductions, Training, Supervision & Pre-employment Screening	
15	Drug & Alcohol Policy	
16	Training	
17	New Machinery/Equipment & Disciplinary Procedures	
18	Incident & Injury Reporting & Notifications	
19	Accident Feedback	
20	Rehabilitation	
21	Emergency Plan	
22	Emergency Procedures	
23	Communication & Testing of Emergency Procedures	
24	Sub contractors	
25	Service Agents	
26	Specialist advice	
27	Job Card	
28	Lift Plan	
29	Hand Signals	

Health and Safety Policy

Murtagh Crane Hire Ltd recognises that its contractors and their employees are our greatest asset. Murtagh Crane Hire Ltd is committed to providing and/or ensuring a safe and healthy workplace for all staff members, contractors, employees, customers and visitors.

Murtagh Crane Hire Ltd philosophy is based on safety, and then service, Experience shows us that if you achieve excellence in safety and service, then productivity will flow as a direct outcome of an organised and well-managed work environment.

Management Commitment and Responsibilities:

- a. Ensure that Murtagh Crane Hire Ltd meets the requirements of the HSE Act (1992), its amendments, and relevant Regulations and Codes of Practice.
- b. Establish Health & Safety responsibilities and performance criteria within our H&S system for all managers, supervisors, H&S representatives, and personnel.
- c. Set annual Health & Safety objectives and regularly review our performance.
- d. Identify all existing and new hazards, and take all practicable steps to Eliminate, Isolate or minimise the exposure to any hazards.
- e. Ensure that all personnel are trained and supported to perform their duties in a safe manner.
- f. Ensure that all personnel understand and are trained in Health & Safety requirements relative to their position in the company.
- g. Encourage employee consultation and participation in all matters relating to Health & Safety.
- h. Establish effective procedures to deal with emergencies.
- i. Accurately record, investigate and report any work related incidents and accidents.
- j. Promote a system of continuous improvement as an integral part of all Murtagh Crane Hire Ltd policies, procedures and work practices.
- k. Support the process of injury management and rehabilitation within the workplace, using alternative duties and light work options.

Signed: _____
Wayne Murtagh - Director

Date: _____

Review date: _____

Employee Commitment & Responsibilities:

- a. Actively contribute to Hazard identification and management.
- b. Report immediately any unsafe work condition, accident or incident to their manager.
- c. Wear all personal protective equipment provided.
- d. That all employees adhere to Best Practice Guidelines/ Approved code of practice applicable to the area in which they are currently operating.
- e. Follow safe work practices and ensure that their actions do not cause harm to themselves or others.
- f. Participate in Health & Safety activities, meetings and training.
- g. Review the health and safety system and/or instigate change in work procedure following a critical event
- h. Review the health and safety policy at least every two years

Key Points of the Health & Safety Employment Act (1992)

- ❑ The purpose of the act is to prevent harm to employees and others in the place of work.
- ❑ The act came into force in 1992, and places responsibility on one governing authority for all workers. The act covers people at work and places of work.
- ❑ It sets a framework for action and requires management and employee commitment in promoting excellence in Health & Safety.
- ❑ Changes emphasis from a “prescriptive” format to a “Self-management” format, the main focus being “Duty to prevent harm”.
- ❑ The act places primary emphasis on employers.
- ❑ Promotes a philosophy of “ownership” of responsibility and in the prevention of harm, where priority is placed on management responsibility.
- ❑ Obligates supervision until employee is fully trained and competent to carry out tasks in an effective and safe manner.
- ❑ Encourages codes of practice and regulations for dealing with significant hazards and Health & Safety matters.

Employee Representative

It is vital that employees have input into the Health & Safety Management System. To this end, staff have appointed an employee health and safety rep.

The safety reps primary role is to provide a contact point (other than management) for employees to take any safety problems or issues to. Normally the safety rep will approach management with such issues.

Other Safety Rep functions are:

- ❑ To represent employees at management safety meetings, and report back meeting details to other employees
- ❑ To undergo periodic training (at least two days per year) in Health & Safety related issues
- ❑ To assist in filling out effective Near miss reports
- ❑ To assist management in running the Hazard management and Control plan
- ❑ To be used in the monthly safety Audit process, or in competency checks and supervision/ training functions where relevant skills are present.

Safety reps should generally be elected by other workers, rather than appointed by management. Opportunity for re election or election of new safety rep will be discussed at each annual review.

Safety reps must be competent in their own task, and have good verbal communication skills. Literacy and a reasonable level of written skill are also preferred (enough to read and interpret reports and to write basic Near miss reports up).

Onsite Reading List:

The following documents/ booklets should be present and available to all employees on site in a known location at all times:

- ❑ OSH Code of Practice
- ❑ Best Practice Guidelines manual handling etc
- ❑ Crane Safety Manual
- ❑ Health & Safety in Employment Act 1992 & its amendments

Personal Protective Equipment:

Murtagh Crane Hire Ltd will ensure all new employees are supplied with all relevant PPE to the task they are to perform.

Annual Health & Safety Review:

An Annual Health and Safety Review of the current systems and documentation will be held in conjunction with Safe T Works Taupo Ltd.

Objectives in health and safety will be set annually and discussed at safety meetings to review progress towards meeting the objectives.

This system audit discussion is to also be used as a means of getting feedback on the effectiveness of the H&S system and making changes to improve its effectiveness in managing work place safety.

All audit processes must be fully documented and clearly indicate:

- ❑ All remedial action required
- ❑ Who is responsible for implementing remedial action
- ❑ The timeframe in which remedial action must be completed

All such action points must show evidence of follow up and sign-off.

- **Feedback and action points from these reviews will be used to update the Health and Safety System as appropriate.**
- **All updates will be made by Safe T Works Taupo Ltd, in conjunction with Murtagh Crane Hire Ltd**

Annual Meeting

- **An annual meeting is to be held each year. This meeting will review the past years performance, and provide feedback and input for development of the next years annual plan.**
- **Document control is maintained by Murtagh Crane Hire Ltd with input by Safe T Works, Taupo. Any changes made must be introduced to the staff at the next available safety meeting. All changes will be signed off by the staff.**

Safety Meetings:

Murtagh Crane Hire Ltd will endeavour to ensure each employee has attended a safety meeting at least every 3 months whether it be a formal meeting or an on site meeting.

These meetings will cover:

- ❑ All employees know what their task will be
- ❑ Those under supervision must know who will be responsible for them
- ❑ Cover any accident/ incident or Near miss reports and their follow-ups
- ❑ Report any defective machinery, equipment and/or processes
- ❑ Update hazards and controls – are they effective?

Hazards must be updated on the **Murtagh Crane Hire Ltd Job Card**

Any new Safety Bulletins and other such information should be reviewed to nail home any warnings and/or important issues.

Safety Information and Distribution:

Section 12 of the HSE act requires the distribution of Safety Information on recognised hazards, control procedures and emergencies likely to occur at the place of work.

Murtagh Crane Hire Ltd will ensure that it keeps employees abreast of any such information, including all relevant Department of Labour bulletins and reports.

The following procedure will apply

- The manager and/or the Safety rep will ensure all the safety information is read and/or discussed with the employees

This information can be used as good discussion material for safety meetings. Sources of such Information include:

- ❑ ACC and their website **www.acc.org.nz**
- ❑ Department of Labour and their website **www.dol.govt.nz**
- ❑ Newspapers
- ❑ Industry Magazines
- ❑ Seminars and conferences
- ❑ Accident Reports & Statistics
- ❑ Audits

Accident Trends:

Murtagh Crane Hire Ltd Accident and Incident and Near miss trends will be monitored at safety meetings.

Safe T Works Taupo will discuss incident trends with employees to discuss corrective actions and injury prevention initiatives to reduce the likelihood of further accidents.

Safety Inspections and Audits:

A comprehensive system of Audits will be used to document the monitoring of the main Health and Safety processes detailed in this manual. All such records must be made available in your onsite safety documentation folders.

Equipment Audits:

Crane Operators checks will cover all areas of protective equipment and machinery/equipment checks.

During this audit, notes will be made to check that the correct procedures are being followed and that the hazard controls are in place and working.



Hazard ID, Assessment and Management

The management of all workplace Hazards and particular those Hazards that are deemed to be **significant** is a key component of the safety management system. All levels of management and employees need to show continuous commitment to the following areas of the hazard management process:

- ❑ Identification of existing and new hazards
- ❑ Risk assessment of all identified hazards
- ❑ Development of hazard controls
- ❑ Implementation and documentation of hazard controls
- ❑ Auditing of the hazard management process

Key documents in the Hazard Identification and Control process are:

- **Generic Hazard Register**
- **Industry Codes of Practice**

Hazard Identification:

Employees of Murtagh Crane Hire Ltd will identify hazards and develop controls as new hazards arise. All hazard information and their control mechanisms must be documented and fed back into the **Generic Hazard Register**.

Other sources of hazard information are:

- ❑ Codes of Practice
- ❑ Best Practice guidelines
- ❑ Manufacturers instructions
- ❑ Crane Safety Manual
- ❑ Industry safety bulletins
- ❑ ACC website
- ❑ DOL website

Employees also need to be aware of the particular hazards outside of the immediate workplace such as:

- **Workplace culture** – including the commitment, resourcing and priority of health & safety within your workplace
- **Work organization** – including issues of workload, long hours, shiftwork, paced work and short-cycle repetitive work
- **People management** – including information and communication, education and training, supervision, staff placement, psychosocial factors, threats or abuse from people
- **Task/focus of the task/objects** – including floor surfaces, openings and hand railings, housekeeping, layout, workstations, machinery, hand tools and their design, lifting and manual handling, maintenance, plant/machinery and equipment, purchasing, storage and vehicles
- **Environment** – including chemicals and fumes, confined spaces, dust, electrical and other energy sources, fire, lighting, microbiological organisms and temperature

NOTE: A phone list for specialist advice on some hazards is contained at the rear of the management system.

Hazard Assessors

The person (s) carrying out the hazard ID process on new or modified equipment must be signed off as suitably qualified.

Appropriate qualification would include:

- **Senior personnel with appropriate experience and training**
- **Trained Safety rep**
- Ongoing training will be required at least every two years for those leading hazard management

New Hazards:

For new or redefined hazards (not in register), including new equipment and/or work processes, a hazard identification process must be carried out to ensure compliance with the HSE act. Such hazard information can come via:

- ❑ Physical inspections and check listing
- ❑ Work study task analysis of the new process
- ❑ Accident/ incident and near-miss investigation findings and outcomes
- ❑ Incident/ data trend analysis
- ❑ Safety meeting feedback from employees

Murtagh Crane Hire Ltd maintains feedback into the Hazard Register by two main mechanisms:

- ❑ Accident/ incident investigative feedback and outcomes
- ❑ Job Cards
- ❑ Safety Meeting minutes

Compliance with the control processes will be formally monitored at the time of Safety audits.

Compliance will also be checked via daily and weekly visual monitoring during normal management processes.

Hazard Ratings

Definition of a hazard:

A hazard is any activity, situation or substance that can cause harm.

Significant Hazards:

Under the Act we are required to identify **Significant Hazards**. A **Significant Hazard** is one, which could cause:

- ❑ Serious harm, including death, serious injury and disease.
- ❑ Harm that depends on exposure over time, causing gradual degradation or debilitation.
- ❑ Harm, which cannot be detected for significant time, and may cause problems years later.

Hazard Control and Management:

Hazard control can be achieved in three main ways:

- ❑ **Elimination**: Achieved by removing the hazardous plant, equipment, substance or by discontinuing work methods or processes. Substitution is one such form of elimination, by replacing the problem area with a safer alternative.
- ❑ **Isolation**: Achieved by placing some kind of barrier or distance between the hazard and the people in the hazard zone. Using controls such as guarding on machinery or using barriers to keep personnel away from the operation are both methods of isolating hazards.
- ❑ **Minimisation**: If the hazard cannot be managed by above methods, then we must minimise exposure via such actions as:
 - Following Safe and accepted work practices as per rules and guidelines
 - Provide suitable PPE and ensure it is maintained and used correctly
 - Maintain all equipment properly
 - Provide adequate supervision and where necessary training
 - Monitor exposure and health (such as annual health checks)

Hazard Review:

Review and Feedback into the Hazard Management process is extremely important and needs to involve the entire staff.

Hazard review and employee feedback can occur through several forums depending on seriousness or significance of the issue:

- Feedback from an Accident/Incident investigation
- Safety meetings
- External audits

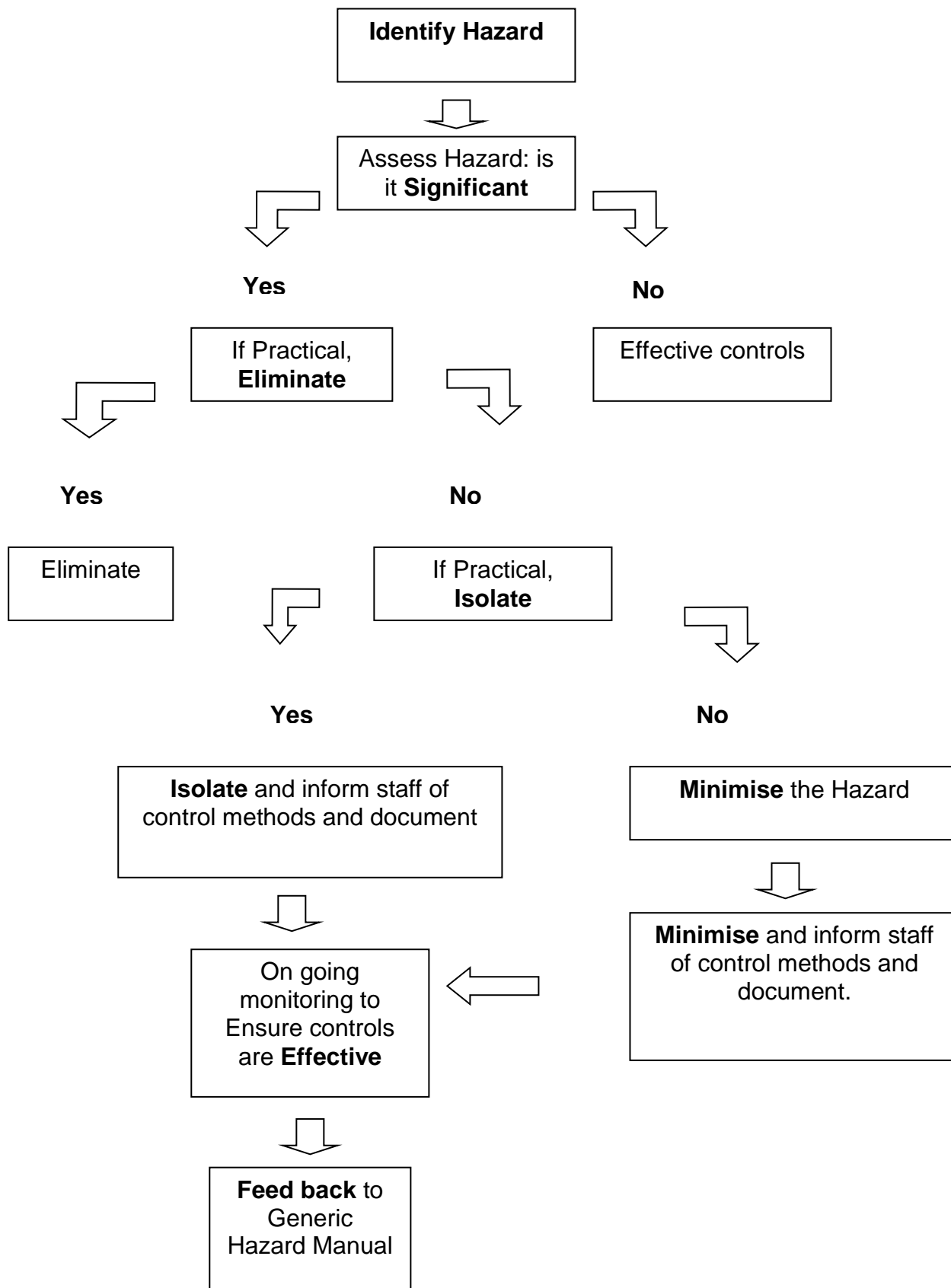
Visitor Management:

All visitors to the site must be inducted into the site:

- Be allocated a safe Parking area
- Be given a brief induction into the major hazards of the operation and out of bounds areas.
- Sign the Job Card/Visitors sign in as acceptance and understanding of the hazards

Note that unless the visitor is suitably qualified or trained, and has communicated with the site representative first, they must be accompanied on site at all times by a staff member to ensure their safety.

Flow Chart of Hazard Management Process



Induction, Training and Supervision

Induction of Individual Employees:

The Induction process should occur before the new Employee commences any work on the jobsite.

It is the responsibility of the administration to ensure all their staff and subcontractors undergo a formal induction in accordance with Murtagh Crane Hire Ltd induction procedures before commencing any work.

The purpose of the Induction process is to introduce the employee to the work environment, and to explain and clarify the Murtagh Crane Hire Ltd Health & Safety System workplace hazards and their controls.

Specifically, the induction process must at least cover the following issues:

- ☐ Health & Safety Policy
- ☐ The HSE Act and implications for both Employers & Employees
- ☐ Relevant codes of Practice, Critical Rules and Best practice Guidelines
- ☐ Emergency Procedures
- ☐ Accident / Incident reporting
- ☐ Hazard identification & appropriate hazard information relevant to the employee's role
- ☐ Work injury claims and rehabilitation process
- ☐ Management responsibilities
- ☐ Employee responsibilities
- ☐ Employee representatives, their roles, appointment, and the employee/ Management consultation process
- ☐ The issue of, reasons for, and the maintenance & care of PPE by the employee within the workplace
- ☐ A confirmation of understanding of the induction information provided above.
- ☐ Pre employment medical if required

Essential Documentation:

Murtagh Crane Hire Ltd management prior to any employee starting must complete the following forms with the employee.

- ☐ New Employee Induction Form
- ☐ Training plan – (record)

Pre-Employment Screening and Health Monitoring:

The Murtagh Crane Hire Ltd Medical Questionnaire filled out during induction is part of a pre-screening process to assess/ confirm suitability for task. All information recorded and/or discussed with Employee must relate to issues that could have a bearing on their ability to perform the work related tasks.

Any such information shall remain confidential to Management.

MURTAGH CRANE HIRE LTD may require some new employees to carry out a pre-employment health check. Such checks should clarify any existing illness/ injuries or conditions the Employee may have, and set a base line monitoring point for future Annual Health Checks.

Employees exposed to known health hazards that have controls attached to help manage them, are also required to undergo health monitoring to ensure such controls are working.

Monitoring may include, but is not limited to:

- ❑ Hearing tests
- ❑ Lung Functioning
- ❑ Eyesight
- ❑ Blood Pressure
- ❑ Symptoms of OOS

Murtagh Crane Hire Ltd employees will undergo an annual health monitoring check if health issues are directly related to an employee's main task. A competent practitioner with appropriate occupational health training & qualifications must carry out this check.

Any abnormal results picked up through pre-employment or annual health monitoring must be referred to the appropriate agency such as G.P. or specialist.

If a health hazard is identified that some facet of the work environment may have caused, then a hazard analysis should be carried out. Any environmental risk ascertained should be managed with an appropriate hazard control process.

Drug and Alcohol Testing:

Murtagh Crane Hire Ltd runs a proactive Drug & Alcohol policy as per our policy document.

The policy specifically provides for:

- ❑ Pre-employment testing
- ❑ Probable cause testing
- ❑ Post Incident testing
- ❑ Random drug testing

All testing outcomes are to be managed on a case by case basis.

Sub Optimal Test Results

Where any results show deterioration of an employee's health, Murtagh Crane Hire Ltd will firstly review all current work procedures and protective equipment to ensure they have not contributed to these results. Murtagh Crane Hire Ltd (when able) may be able to provide an alternative position within the company. All results will be fed back into the hazard management system. All sub optimal results will be managed in conjunction with the employees GP.

Training Policy and Procedures

Murtagh Crane Hire Ltd is committed to ensuring that all employees are fully trained to an appropriate level of skill necessary for them to work safely, and in an efficient and productive manner. Wayne is responsible for ensuring all employees are trained properly to carry out their designated tasks

Training Requirements:

Employees initial training requirements are set direct from the induction and competency information supplied upon commencing work with Murtagh Crane Hire Ltd.

At no time may any employee operate any machinery they are not qualified and/or trained to operate.

Documentation & Management of Training:

A trained and/or suitably experienced person must undertake any training and/or supervision of employees who are not yet deemed fully competent for task.

All informal training is to be noted on the training plan

For the formal training and assessment of industry units Murtagh Crane Hire Ltd will only use persons with the relevant industry qualifications.

In house Trainers must be signed off as being competent for training in that task.

The Training records sheet will be set up to flag key for renewals of licences etc such as First Aid certificates as they arise.

Training Reviews:

It's recommended that contractors hold at least an annual review with employees to plan further training needs for the next year.

Safety Review –New Machinery

Prior to the purchase of any new Plant and/or equipment, Murtagh Crane Hire Ltd will consider the relative Health and Safety aspects of the various models as part of the evaluation process before deciding on which Plant/equipment to purchase. Operating instructions must be available for all new machinery/equipment.

This evaluation should preferably be carried out with either the department Manager and/or the Operator of the new Plant.

New Machinery/equipment Induction and Hazard Check:

Each new piece of machinery/equipment must have clear operating instructions and/or operators manual. When required training must take place by the designated operators.

The Machinery/equipment induction check will also have to cover:

- ❑ Existing and new hazards and controls for the new machine
- ❑ The process in which it will be used
- ❑ Further work that will be required to develop satisfactory hazard controls for the new equipment/plant
- ❑ That the new operator has read any operations manuals/instructions.

New equipment/plant may also introduce new Hazards to the entire operation due to the operation of the equipment/plant or the change in work process that the equipment/plant brings to the business.

A meeting should be held prior to start of operation to ensure the operator is aware and familiar with the new machine, any hazards it brings and the controls in place around it.

Disciplinary Procedures:

Murtagh Crane Hire Ltd expects its all employees and subcontractors to work in a professional, co-operative and safe manner at all times. Serious misconduct or unsatisfactory behaviour will not be tolerated.

The following list represents some instances of unsatisfactory behaviour, which could lead to disciplinary actions in line with your employment contract and current employment legislation:

- ❑ Failure to abide by any relevant Govt regulations, Approved codes of practice, or Client work rules or procedures on a client site.
- ❑ Failure to read and abide by Murtagh Crane Hire Ltd safety procedures
- ❑ Failure to obey any reasonable instruction given by an authorised supervisor or agent.
- ❑ Bringing on site, or any use of unauthorised drugs or alcohol (this could also lead to criminal prosecution).
- ❑ Acts of negligence, neglect of duty and/or disobedience prejudicial to the safety of yourself and/or any other person in the work environment.
- ❑ Horseplay, tampering with any plant or equipment
- ❑ Using machinery without correct guarding
- ❑ Not wearing, maintaining or reporting defective PPE

Note: you should seek qualified professional advice before commencing disciplinary procedures, if the issue is not covered in the Employees Individual Employment Contract.

Incident and Injury Reporting, Recording and Investigation

Definition of Accident, Serious Harm and Incidents:

Accident: means an event that....

- ❑ Causes any person to be harmed or;
- ❑ In different circumstances might have caused any person to be harmed.

Serious Harm: (includes death) means...

- ❑ Any of the following conditions that amounts to or results in permanent loss of bodily function, respiratory disease, noise-induced hearing loss, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot metal burn of eye, penetrating wound of eye, bone fracture, laceration, crushing.
- ❑ Amputation of body part.
- ❑ Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
- ❑ Loss of consciousness from lack of oxygen.
- ❑ Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance.
- ❑ Any harm that causes that person harmed to be hospitalised for a period of forty-eight hours or more commencing within seven days of the harm's occurrence.

Incident: An undesired event, which, under different circumstances, could result in harm to people, damage to property, as loss to work process.

Hazard: An activity, arrangement, circumstance, event, occurrence, process, situation, or substance that is an actual or potential cause as source of harm.

Occupational Illness: An illness caused by exposure to harmful influences during the course of a person's occupation.

Notification Procedures:

- ❑ **All employees are responsible to report all accidents, incidents, and hazards** to the department manager as soon as possible. Failure to report any incident can result in ACC refusal, or instant dismissal under the disciplinary actions for "Serious Misconduct".
- ❑ For **serious harm incidents, notify** local Department of Labour representative immediately. Then in writing within 7 days.

- ❑ Remember to **“Freeze the Scene”** for all injury or harm incidents.
- ❑ For all **other Accidents and/or Incidents**, complete an Incident summary report, getting it through to the client within **24 hours** of the incident or property damage situation.
- ❑ All Minor injuries or First Aid treatment injuries are to be recorded either on an incident report form or detailed in a near-miss report (If very minor).

Monthly Reporting and Accident Registers:

Murtagh Crane Hire Ltd has a legal requirement to keep detailed Accident and Incident records, and to review on Frequency Statistics every 6 months.

All Accident, Incident and Near miss reports are to be discussed at the major monthly safety meeting, and follow ups and actions can be signed off in Safety Meeting Minutes.

Murtagh Crane Hire Ltd Accident and Incident trends will be reported and discussed at the safety meetings.

Accident Investigation Reports:

Murtagh Crane Hire Ltd and Safe T Works will complete all formal accident investigation and reports for Serious Harm accidents.

These reports will be filled out on the appropriate Accident Investigation template.

Accident Feedback and Review

All accident investigations should provide an assessment of Contributing Factors and Underlying factors that caused the accident.

This section should identify the Hazards and the breakdown or lack of controls for the Hazard that led to the Accident.

The Generic Hazard Register will be updated and reissue it with the new Hazard(s) and /or controls resulting from the Incident.

Corrective Actions

Following an accident management is responsible for issuing corrective actions and / and disciplining procedures as required.

These should be issued as soon as possible after the accident.

6. Rehabilitation and Injury Management Procedures:

Rehabilitation Policy:

Murtagh Crane Hire Ltd is dedicated to the well-being and rehabilitation of our contractors and Employees, and will ensure that all possible options are utilised to promote a full and speedy recovery of accident victims.

Under no circumstances is anyone to be put back to work in circumstances, which may aggravate an injury that has not yet fully healed.

Light Duties:

Each Individual has a duty to inform the Doctor or treatment provider that there is a range of light duty options available for any potential lost time injury.

Murtagh Crane Hire Ltd management will provide an employee with a letter to be filled out by themselves and the Medical Practitioner.

Injury Guidelines:

- ❑ In the event of a work related injury being reported, document the details even if the employee carries on working: such injuries as bruising, strains and sprains may worsen overnight.
- ❑ If an employee rings up to take time off for a previously reported condition, then insist on a medical report, ensuring that light duty options are presented to the medical practitioner in question.
- ❑ If you have a current Lost Time Injury situation, then stay in touch with the injured person at least on a weekly basis. This shows a personal concern for your employee, and will ensure that you know when they may be fit for resuming at least light duty options. More often than not, many employees soon get bored with having time at home.
- ❑ If employees are returning from time-off, then keep a close eye on them for the first week or so to ensure they are fully recovered and competent to undertake their task. Remind them not to overdo things and to work themselves back to fitness in a sensible manner.
- ❑ Rehabilitation and a safe and early return to work for non work related injuries will be treated in the same manner as work related injuries.

Long Term Rehabilitation

Where a Murtagh Crane Hire Ltd employee will be off work for more than 2 weeks and is assigned an ACC Case Manager then the department Manager will liaise with the Case Manager to work out the most effective Light Duties program to get the employee back to full time employment.

Emergency Planning and Readiness

Murtagh Crane Hire Ltd Management will ensure that suitable emergency procedures are prepared and implemented at each work site, and that all employees have been made aware of these procedures.

It is critical that all persons on site have been inducted, and understand the Murtagh Crane Hire Ltd site emergency plan - this includes site visitors.

Each business must have at least two nominated "First-Aider"s that holds a current advanced first aid training qualification. This person will be the first point of contact after any incident requiring first aid treatment at the site. The First-Aider must know the correct procedures to follow as per the processes outlined in this emergency procedures section of the manual.

Emergency Rules:

- ❑ Murtagh Crane Hire Ltd will ensure all site emergency procedures are read and understood.

All departments are to have ready access to a suitable first aid kit. This kit must be regularly audited to ensure that contents are sufficient in the case of an emergency.

REMEMBER IN ANY EMERGENCY

DIAL 1 1 1

Emergency List, Notification and Evacuation Procedures:

Accident Procedure:

In event of a work related accident:

- ❑ Take all steps to prevent further injury
- ❑ Immediately notify most senior person available

Note: unless it is essential for safety, do not move the injured person until you are sure what is wrong and what to do.

In the Event of a Fire:

- ❑ Raise the Alarm
- ❑ Contact emergency services on 111
- ❑ Evacuate danger area and/or building to primary assembly area
- ❑ Check to ensure everyone is accounted for
- ❑ Only if conditions permit should attempts be made to extinguish the fire

External Disasters:

Earthquake, Severe Winds, Storms, Volcanic Eruption, Tsunami, Floods or other Natural Disasters:

- ❑ Raise the alarm
- ❑ Contact emergency services
- ❑ Evacuate danger area & account for all people on site
- ❑ Notify Key personnel and/or Civil Defence HQ

Chemical Spills, Agents and Poisons:

If a chemical spill or poisoning occurs:

- ❑ Isolate the spillage and/or prevent others from entering the area
- ❑ Try to find out exactly what the chemical or toxin actually is
- ❑ For poisoning and/or chemical contact treatment, phone the National poisons centre for advice on what to do

Communication & Testing of Emergency Procedures:

- ❑ The induction process will clearly explain emergency rules and procedures.
- ❑ Murtagh Crane Hire Ltd requires at least 2 emergency procedure drills to be carried out per year (one every six months). These drills can cover any of the above emergency situations.
- ❑ Any safety drills carried out should be recorded.
- ❑ A debrief session should be held after each drill to discuss how the drill went and to highlight any necessary training and/or improvements to process.

The most common emergency situations are likely to be Accident Emergencies or Fire Emergencies. Please ensure your employees know what to do, and through the use of drills, have confidence in their abilities and actions.

Responsibilities of the Emergency Warden:

In the event of an emergency the emergency warden will:

- Confirm appropriate authorities have been notified in the event of an emergency
- In the event an evacuation is required the emergency warden will uplift the visitor register, and ensure everybody on the visitor register is accounted for
- Carry out a head count of the staff at the evacuation point
- Once is happy all persons are accounted for he/she will be the last person to leave the site
- Emergency wardens training requirements will be reviewed at each 6 monthly drill. The emergency warden will be required to sign off each drill to show they have fulfilled their requirements
- A checklist has been designed to follow the emergency drill as a review of then warden's responsibilities to ensure his/her role has been carried out in accordance with correct procedures.
- Complete the warden handbook training annually

Evaluation and Assessment of New Subcontractors and Service Agents

Murtagh Crane Hire Ltd will select Subcontractors and Service Agents who are:

- a. Well established, competent and certified/ qualified to perform the required work.
- b. Can provide if requested, references from previous clients on their performance in regards to Health & Safety and their overall contractual ability.

New Subcontractor Induction:

Prior to any contractual works commencing, Murtagh Crane Hire Ltd will provide a Subcontractor induction for the key Subcontractor personnel involved

This process should include:

- ❑ Any information associated with any hazards already identified, must be fully shared with the new Subcontractor.
- ❑ An induction into the hazard ID and Control system for the reporting of new Hazards
- ❑ Emergency Procedures.
- ❑ Accident/incident Reporting
- ❑ Training and supervision requirements expected for Subcontractor employees

Subcontractor Monitoring and Review

The ongoing monitoring and management of subcontractors will be the responsibility of Murtagh Crane Hire Ltd management.

It will be the responsibility of the operations manager to ensure any subcontractors are compliant with all aspects of the Murtagh Crane Hire Ltd system.

The subcontractor Health and Safety Performance should be reviewed annually and written feedback given.

Subcontractor Non-Compliance:

Where any non-compliance is noted, then the Murtagh Crane Hire Ltd representative will inform the contractor responsible, by fax or email of the appropriate documented details.

Any such notices must clearly state the remedial action required, allocate who is responsible for remedial action, and give a date by which it must be achieved. Such remedial action generally will fall into one of 3 categories:

- ❑ Immediate suspension of that activity or process until the non-compliance is remedied.

- ❑ Contractor given one full working week to remedy issue.
- ❑ Contractor given one month (until next audit) to correct the issue.

All such notices must be followed up and signed off by the Murtagh Crane Hire Ltd Management.

Service Agent Induction

Service Agents fall into the category of person(s) who provide a specialist service to the company but on a part time or irregular basis.

Groups included may be:

- Vending Machine Service Persons
- Cleaners
- Salespersons
- Delivery People
- Fire Equipment Vendors

It is recognised that these people carry out their trade in similar businesses and have a reasonable expectations of what to encounter.

These people should have completed an annual contractor Acknowledgement sheet.

SPECIALIST ADVICE

Chemical or Contaminant Spill	Environment BOP	0800 738 393
Poisons and Hazardous Chemicals	National Poison	0800 764 766
Search and Rescue	NZ Police	111
Electrical or Gas Accidents	Energy Safety Service	(04) 472 0300
Dept of Labour (OSH)	Rotorua Office	0800 20 90 20
Accident Compensation Corp		0800 101 996
Trustpower		0800 878787
Alcohol Helpline		0800 787 797
Narcotics Anonymous		0800 628 632
Safe T Works	Health and Safety	0274 517956

MURTAGH & LYMBURN CRANE HIRE LTD



PO Box 411, Taupo, New Zealand. Contacts: Wayne: 021 941 161 Bob: 0274 528 589
Facsimile: 07 378 0142 Email: murtaghlyburncranes@xtra.co.nz



Job Card

Date: _____

GST no: 773-498-12

Job no: **0312**

Customer Name:		Address:					
Contact Name:		Order No:					
Phone Number:		Job Description:					
<p>Crane details Rego number must be completed.</p> <p>Crane used: 80T 50T 30T 25T 5T</p> <p>Kms Travelled Start _____ Finish _____</p>							
	Start Time	Finish Time	Break	Hours	Rate	Total	
Crane Working Time							
Operator Hours							
Travel Time							
Rigger hours							
Transporter							
Ute							
					Total Ex. GST		
					GST		
					TOTAL		

HAZARDS	SIG Y N	E.I.M	CONTROL MEASURE	Completion details
Overhead power lines	<input type="checkbox"/>	<input type="checkbox"/>	Identify, ensure correct distance kept.	Job completed to my satisfaction:
Underground services	<input type="checkbox"/>	<input type="checkbox"/>	Reposition cranes, use mats.	Hours certified as correct:
Site and ground conditions	<input type="checkbox"/>	<input type="checkbox"/>	Use timber blocks and pads.	I agree with the terms and conditions overleaf:
Proximity of other buildings / Structures	<input type="checkbox"/>	<input type="checkbox"/>	Ensure sufficient clearance & turning circle	Customer's name:
Proximity of people including the general public	<input type="checkbox"/>	<input type="checkbox"/>	Erect signs and barriers around cranes	Customer's signature:
Proximity of other machines / vehicles	<input type="checkbox"/>	<input type="checkbox"/>	Keep boom, load & tail swing clear, ensure sufficient clearance	Comments / Incidents
High Winds	<input type="checkbox"/>	<input type="checkbox"/>	STOP WORKING in high winds. Use tag lines.	
Traffic	<input type="checkbox"/>	<input type="checkbox"/>	Traffic control permit.	
Lifting equipment	<input type="checkbox"/>	<input type="checkbox"/>	Use rated SWL equipment, check for damage.	
Visibility	<input type="checkbox"/>	<input type="checkbox"/>	Ensure sufficient visibility at all times	
Noise	<input type="checkbox"/>	<input type="checkbox"/>	Use hand signals when noise levels are high. Hand held radios if required.	
Suspended loads	<input type="checkbox"/>	<input type="checkbox"/>	Ensure personnel are clear at all times	
Chains and Slings	<input type="checkbox"/>	<input type="checkbox"/>	Keep hands & feet clear at all times.	
Load movement	<input type="checkbox"/>	<input type="checkbox"/>	Monitor load movement	
Moving parts	<input type="checkbox"/>	<input type="checkbox"/>	Keep clear at all times	

Customer Signature: _____

Operator Name: _____

Operator Signature: _____



MURTAGH & LYMBURN

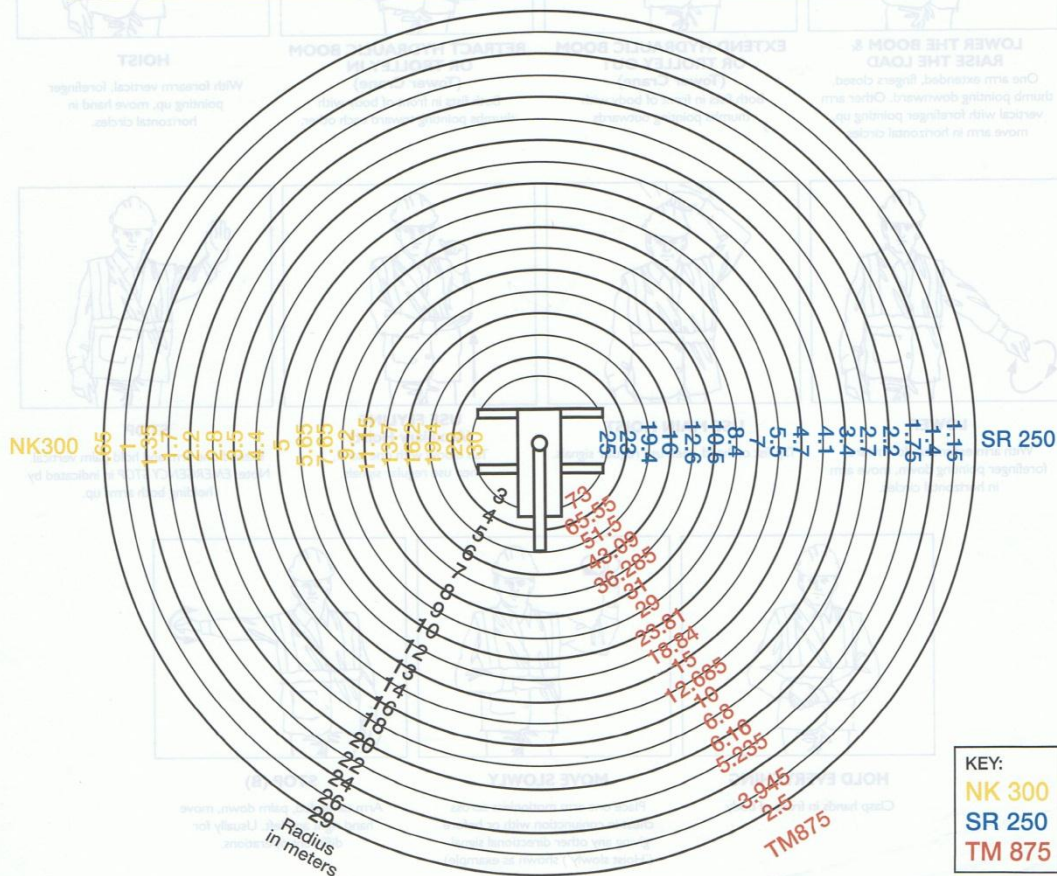
CRANE HIRE

PO Box 411, Taupo, New Zealand. Contacts: Wayne: 021 941 161 Bob: 0274 528 589

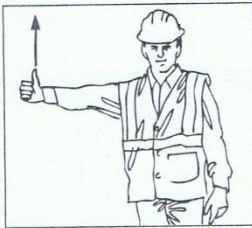
Lift Plan



Customer:	Site Address:	Date:
Description of job including items to be lifted:		Lift Information:
		Crane capacity at radius
		Crane capacity at pick up point
		Crane capacity at set down point
		Boom length
Rigging Equipment Required: (certified & tagged)		Communication Method:
Chains <input type="checkbox"/>		Radios Yes / No / NA
Shackles <input type="checkbox"/>		Hand signals Yes / No / NA
Soft slings <input type="checkbox"/>		Signal Person/ Dogman's Name
Wire slings <input type="checkbox"/>		Crane Operator
Spreaders <input type="checkbox"/>		Signed Date
Swift lifts <input type="checkbox"/>		Supervisor/Foreman
Chain blocks <input type="checkbox"/>		Signed Date
Swinging basket <input type="checkbox"/>		
Meter x meter pads <input type="checkbox"/>		

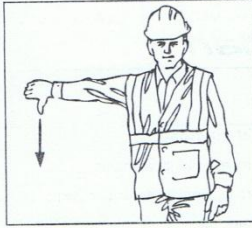


Hand Signals



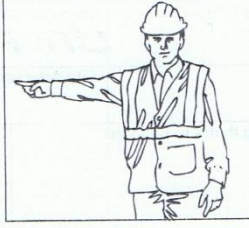
RAISE BOOM (Luff Up)

Arm extended, fingers closed, thumb pointing upwards.



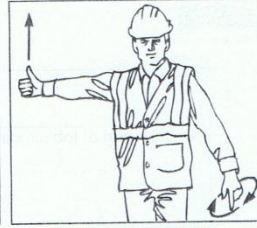
LOWER BOOM (Luff Down)

Arm extended, fingers closed, thumb pointing downwards.



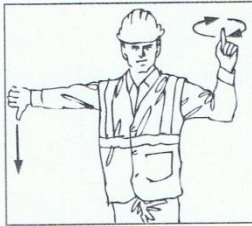
SLEW

Arm extended, point with finger in direction of swing of boom.
OVERHEAD GANTRY CRANE - Arm extended, point with finger in the long travel or cross travel direction.



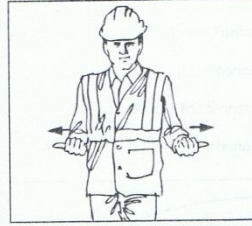
RAISE THE BOOM & LOWER THE LOAD

One arm extended, fingers closed, thumb pointing upward. Other arm extended downward with forefinger pointing down, move arm in horizontal circles.



LOWER THE BOOM & RAISE THE LOAD

One arm extended, fingers closed, thumb pointing downward. Other arm vertical with forefinger pointing up, move arm in horizontal circles.



EXTEND HYDRAULIC BOOM OR TROLLEY OUT (Tower Crane)

Both fists in front of body with thumbs pointing outwards



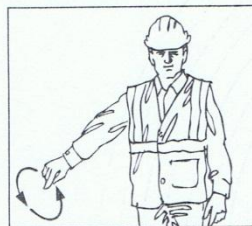
RETRACT HYDRAULIC BOOM OR TROLLEY IN (Tower Crane)

Both fists in front of body with thumbs pointing toward each other.



HOIST

With forearm vertical, forefinger pointing up, move hand in horizontal circles.



LOWER

With arm extended downward, forefinger pointing down, move arm in horizontal circles.



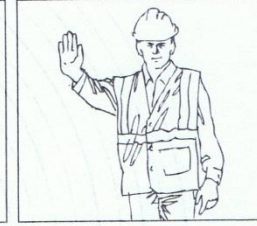
USE MAIN HOIST

Tap fist on head, then use regular signals.



USE FLYLINE (Auxiliary Hoist)

Tap elbow with one hand, then use regular signals.



STOP

Extend one arm and hold palm vertical. Note: **EMERGENCY STOP** is indicated by holding both arms up.



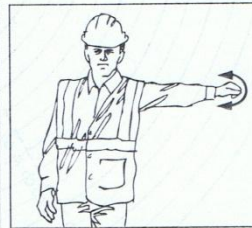
HOLD EVERYTHING

Clasp hands in front of body.



MOVE SLOWLY

Place one arm motionless across chest in conjunction with or before giving any other directional signal. ('Hoist slowly') shown as example.



STOP (B)

Arm extended, palm down, move hand right and left. Usually for different operations.