

an approval is required and you should make an application on the correct form. Forms can be obtained from the web site or from a staff member. We encourage you to contact a member of staff or look at our quick guide to making application before submitting an application so that we can give you advice on what you need to put in your application. There is also a quick guide to fees and charges including a schedule with details outlining what it will cost.

## CONCLUSION

To determine what application you will need please consult the web site, the quick guides, or ring ERMA New Zealand and talk to an applications advisor. We encourage you to talk to us before making an application so that you can be sure that you have all the necessary information and that you are using the correct application form. Having this information sorted out at the beginning helps us to process your application faster and more efficiently. Pre application advice is free, once you have paid the initial fee we start charging our time out at \$100 per hour.

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## Occupational Health And Safety: Description of How to Manage Health and Safety in the Workplace®

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## THE HEALTH AND SAFETY IN EMPLOYMENT ACT 1992

The Health and Safety in Employment Act 1992 (HSE Act) was passed in October 1992 and became law on 1 April 1993. The HSE Acts principal objective is to prevent harm to employees while at work. The HSE Act promotes excellence in safety and health management and requires people in places of work to perform specific duties to ensure that people are not harmed as a result of work activities. Everyone in the place of work has a responsibility for health and safety.

## MANAGING HEALTH AND SAFETY IN THE WORKPLACE

To comply with the HSE Act a company should have a health and safety management system, which documents the activities undertaken by that company to manage health and safety.

The basic elements in a health and safety management system are:

- 1) **Management Commitment.** Management needs to be committed to providing a safe working environment for their employees. This commitment should be formalised in writing (in a health and safety policy statement) and reinforced by positive actions.  
**System Requirement.** Formal health and safety policy statement in writing signed by the Manager.
- 2) **Hazard Identification and Control.** Employers are required to systematically identify all hazards in the place of work and implement the most practical method of controlling the identified hazards. Effective hazard identification should involve input from employees and can be

achieved by using an area-by-area or job-by-job approach.

**System Requirement.** Documentation of hazards and hazard control methods (hazards register).

- 3) **Employee Information and Training.** Employees must receive information on the hazards that they may be exposed to and information on the procedures that are in place to deal with emergencies. Employees must receive adequate training in the correct use of all plant, objects, substances, and equipment that they may be required to use. Comprehensive training involves all aspects of safety, quality, and productivity. Employers are also required to ensure that employees have the necessary knowledge and skills to protect themselves while at work and if they do not have the necessary knowledge and skills that they are adequately supervised by someone with that knowledge and skill.

**System Requirements.** Induction procedure for new employees, employee training programme, and employee induction and training records.

- 4) **Emergency Procedures.** An employer needs to have procedures in place to deal with all likely emergencies that may arise while employees are at work. Employees are required to be trained in the established emergency procedures.

**System Requirement.** Emergency plan.

- 5) **Accident Reporting, Recording, and Investigation.** Employers are to keep a register of all accidents and near misses. Where an employee is seriously harmed, the employer must notify the OSH service as soon as possible and provide OSH with a written report within 7 days. When there has been an accident that has seriously harmed a person while at work no one may alter the accident scene without the permission of an inspector. Accidents must be investigated to determine if it was caused by a hazard.

**System Requirements.** Accident/near-miss register, accident investigation form, and OSH notification form.

- 6) **Contractor Controls.** Employers are required to take all practical steps to ensure all people in or near a place of work under their control are not harmed by any hazard that is in that place of work.

**System Requirement.** Procedures/documentation covering contractors health and safety.

## SUMMARY

The above are only guidelines outlining the systems that can help you comply with the Health and Safety in Employment Act 1992. You should refer to the HSE Act, Health and Safety in Employment Regulations 1995 for the complete requirements of your duties. Further information is available from <[www.osh.dol.govt.nz](http://www.osh.dol.govt.nz)>.