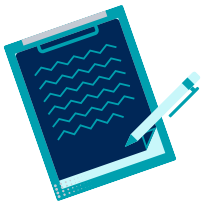


Your **HEALTH and SAFETY**

Because your safety and wellbeing at work is important to us, we highlighted best steps to become more familiar with your rights and responsibilities. We want you to be working in a workplace where you feel safe and well looked after.

Our **HEALTH & SAFETY** *process*



- 1 You will have signed our registration forms which links to our Health & Safety Policy.

- 2 You will have read on our website our Health & Safety Policy.



- 3 You will have received confirmation of your assignment which reminds you of the steps to safety.

What's **TO DO** *next?*

We have attached the list of rights and responsibilities as a reminder, and a form you can use to report any incident/accident. Remember:

EVERYONE IS RESPONSIBLE FOR SAFETY IN THE WORKPLACE!



EMPLOYER



YOU



CONSULTANT

If you have any questions or concerns at any time, or wish to report an incident, please contact your consultant or send us a message at healthandsafety@momentum.co.nz



Your **HEALTH and SAFETY**

Here are your rights regarding Health & Safety at work, keep this flyer handy!

Your **RIGHTS**

- ▶ Work in a healthy and safe environment: the business that controls where you are working, is responsible for managing its work-related health and safety risks.
- ▶ Get appropriate training before you start work: make sure you understand the risks and how to keep yourself and others healthy and safe at work.
- ▶ Work with safe machinery, vehicles, tools and equipment: The business needs to make sure that the tools, equipment, vehicles and machinery you use at work are safe for you to use and in good working condition.
- ▶ Stop or refuse to carry out dangerous work if you believe that doing the assignment would expose you, or anyone else, to a serious health or safety risk. If you have stopped the assignment, you need to let your manager know as soon as possible.
- ▶ Access to health and safety information: The business you work for must provide you with information about staying healthy and safe at work, in a way that you can understand.
- ▶ Personal Protective Equipment (PPE): In most cases the business you work for must provide you with personal protective equipment (PPE) if it's needed to keep you safe and healthy.
- ▶ Speak up: telling your Team Leader or Manager about your ideas, experiences or concerns and those of your fellow workers helps keep you and others safe.
- ▶ Understand what to do in an emergency: the business you work for is required to ensure you know what to do in an emergency, for example how to escape if there's a fire or what to do if an earthquake occurs.

If you have any questions or concerns at any time, or wish to report an incident, please contact your consultant or send us a message at healthandsafety@momentum.co.nz



Your **HEALTH and SAFETY**

Here are your responsibilities to ensure the safety of your workplace, keep this flyer handy!

Your **RESPONSIBILITIES**

- ▶ Take reasonable care of your own health and safety.
- ▶ Cooperate with any reasonable workplace health and safety policy.
- ▶ Comply with any reasonable instructions given by the business you work for.

What do do **IN CASE OF ACCIDENT**

One of the legislative health and safety requirements of every business is to document all accidents, incidents and near misses that happen within the workplace. This is so we can manage hazards before accidents or incidents happen.

If harm occurs then it's important to systematically record, investigate and respond to the event. If you witness or experience an incident, accident or hazard:



- 1 Tell your manager and give a call or email your consultant at Momentum Consulting



- 2 Fill in the Accident/Incident Registration Form



- 3 Send a copy of the form to your manager and to us at healthandsafety@momentum.co.nz

If you have any questions or concerns at any time, or wish to report an incident, please contact your consultant or send us a message at healthandsafety@momentum.co.nz



Your

ACCIDENT/INCIDENT REGISTRATION *form*

Storyline

Provide a description of the accident/incident and who caused it.

Date

Where

DETAILS OF THE INJURED PERSON

Name

Address

Date of birth

Phone n.

Type of injury

Describe the injury and any additional comments.

Damages

Are there any damaged property of material? Describe the nature of the damages if any.

How serious?

Minor, serious or very serious?

How serious?

Not likely, likely, very likely?

Name

Signature

Date

Please send the completed form to your Manager and to your Momentum consultant at healthandsafety@momentum.co.nz

