

2.06 Health and Safety

1.0	Purpose	3
2.0	Scope	3
3.0	Definitions	3
4.0	Related policies and procedures	5
5.0	References	5
6.0	Exceptions	5
7.0	Responsibilities	5
8.0	Policy	6
9.0	Procedure	7
9.1.	Hazard Identification	7
9.2.	Accident procedures	7
9.3.	Notifiable events	8
9.4.	Health and Safety Representatives	8
9.5.	Provisional Improvement Notices	9
9.6.	Cease Work	9
9.7.	Emergencies	10
9.8.	Use of Vehicle	12
9.9.	Events	13
9.10.	SIG and Regional Events	13
9.11.	External use of LIANZA facilities	13
9.12.	Smokefree	13
9.13.	Travel for work	13
9.14.	Working from home	14
9.15.	Bullying and Harassment	14
9.16.	Stress Management	14
9.17.	Worker Education / Training	14
9.18.	PPE	15
9.19.	Electrical Appliances	15
9.20.	Review of Health and Safety Policy and Procedure	15
10.0	Review	15

11.0 Attachments..... 15

1.0 Purpose

The purpose of this document is to ensure that LIANZA fulfils its responsibilities in relation to Health and Safety legislation and provides a safe environment for all workers.

As an Association we want to ensure that everyone engaged with LIANZA understands their rights and responsibilities in relation to Health and Safety, and are informed about:

- What to do in case of an emergency
- How to identify and correct hazards
- How to report a hazard to the LIANZA office
- What to do in case of an accident
- How to maintain a safe workplace

2.0 Scope

This policy applies to all employees, contractors, volunteers classed as workers, and organisations with whom LIANZA partners to deliver goods and services.

3.0 Definitions

Adverse Conduct	Adverse conduct occurs where an individual is penalised by LIANZA for undertaking work in relation to Health and Safety or for fulfilling their responsibilities under this act.
Cease work	Where a worker refuses to complete a task as they believe that it would expose themselves or another person to a serious risk to their Health and Safety
Eliminate	Alter circumstances so that a hazard no longer exists
Frozen	This means to leave a scene undisturbed or isolated after a notifiable event has occurred.
Harm	Means illness, injury, or both; and includes physical or mental harm caused by work-related stress

Hazard	Means a) an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or sources of harm; and b) includes (i) a situation where a person’s behaviour may be an actual or potential cause or source of harm to the person or another person and (ii) without limitation, a situation described in subparagraph (i) resulting from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person’s behaviour.
Health	Physical and mental health
Home	Place occupied as a dwelling house, and includes any garden, yard, garage, outhouse, or other appurtenance of a home.
Minimise	Do what can be reasonably done to lessen the likelihood of harm being caused by a hazard and to protect individuals
Notifiable Event	Any notifiable incident, injury, or illness, and any event where a death occurs
Notifiable Incident	Any incident that could have caused a notifiable injury or illness to an individual (for example a spillage, an electric shock, the collapse of a piece of plant)
Notifiable injury or illness	Any injury or illness that requires a person to have immediate treatment (other than First Aid); that would ordinarily require hospital admission; or any infection to which work has been a significant contributing factor
Personal Protective Equipment (PPE)	Means anything worn or used by a person (including clothing) to minimise risks to the person’s Health and Safety
Plant	Any machinery, vehicle, vessel, aircraft, equipment (including personal protective equipment), appliance, container, implement, or tool; and any component of those things; and anything fitted or connected to any of those things
PCBU	A person conducting a business or undertaking – LIANZA is considered a PCBU
Provisional Improvement Notice	This is a notice issued by a LIANZA Health and Safety Representative to any individual who, through their behaviour,

	is contravening or looks likely to contravene a provision of the Health and Safety legislation
Volunteer	A volunteer is any individual participating in fundraising work, or contributing on a one-off basis to the delivery of an event or function.
Volunteer Worker	A volunteer who carries out work in any capacity for LIANZA – (i) with the knowledge and consent of LIANZA (ii) on an ongoing and regular basis (iii) that is an integral part of the business or undertaking Volunteer workers for LIANZA include all members of working groups, SIG and Regional Committees, LIANZA Council, Professional Registration Board, and standing committees.
Worker	A worker is any individual who carries out work in any capacity for LIANZA - for example as an employee, a contractor, or a volunteer worker
Workplace	For the purposes of this policy, a workplace means a place where work is being carried out, or is customarily carried out, for a business or undertaking; and includes any place where a worker goes or is likely to be, while at work.
Worksafe New Zealand	Formerly Department of Occupational Safety and Health – Administers the Health and Safety at Work Act 2015

4.0 Related policies and procedures

- Code of Conduct

5.0 References

- Health and Safety at Work Act 2015
- Smokefree Environments Act 1900
- Smokefree Environments Amendment Act 2003

6.0 Exceptions

In order to ensure our compliance with the Health and Safety at Work Act 2015 there are no exceptions to this policy.

7.0 Responsibilities

The Executive Director is responsible for maintaining a current working knowledge of Health and Safety matters, and ensuring they have a comprehensive grasp of the hazards and risks

associated with activities undertaken by the organisation. It is their role to ensure that appropriate hazard management measures are in place, and that workers have the resources they need to complete their roles safely. It is also their role to ensure that any policies / procedures in place allow LIANZA to comply with the Health and Safety at Work Act of 2015.

Workers and other individuals in the workplace must take responsibility for their own Health and Safety, complying with LIANZA policy and procedure and taking care to ensure that their actions do not adversely impact the Health and Safety of others.

Health and Safety officers are responsible for informing the Executive Director of any areas of concern in relation to facilities or events. They are also responsible for informing workers in their areas of any procedural changes.

8.0 Policy

- 8.1 LIANZA is committed to meeting its obligations under the Health and Safety at Work Act 2015
- 8.2 LIANZA will not, under any circumstances, attempt to contract out of its Health and Safety responsibilities
- 8.3 LIANZA will provide appropriate PPE to all workers at no cost
- 8.4 LIANZA will not insure itself against any individual liability for Health and Safety
- 8.5 LIANZA will engage with workers to ensure that Health and Safety matters are communicated in a timely fashion, and that workers are given an opportunity to express their views on / raise any health or safety issues
 - 8.5.1 Workers will be consulted in the process of hazard identification and will be asked to contribute to any corrective actions
 - 8.5.2 Workers will be asked for input on policies and procedures relating to Health and Safety that will impact them
- 8.6 LIANZA supports its workers to meet their responsibilities under the Health and Safety legislation and will not engage in adverse activity in relation to actions by workers around OSH
- 8.7 Individuals who fail to meet their Health and Safety responsibilities may undergo disciplinary action
- 8.8 LIANZA will comply with any notifications or directions issued by a Health and Safety inspector and will do their best to assist any Health and Safety inspector in the course of their duty
 - 8.8.1 Where LIANZA disagrees with a directive they will appeal following the process laid out in the Health and Safety at Work Act 2015
- 8.9 LIANZA works to identify hazards in each area of its operation and eliminate these where possible

- 8.9.1 Hazards are identified through physical inspection of the workplace and practices, analysis of tasks and how they are carried out, and analysis of previous accidents / near misses.
 - 8.9.2 Workers will be consulted in the process of hazard identification and will be asked to contribute to corrective action.
- 8.10 LIANZA reports, records, and investigates all accidents / incidents and near misses.

9.0 Procedure

9.1. Hazard Identification

- 9.1.1. Hazards will be identified through:
 - 9.1.1.1. Workplace inspections
 - 9.1.1.2. Task or job analysis
 - 9.1.1.3. Safety observation
 - 9.1.1.4. Accident / incident or near-miss investigation
 - 9.1.1.5. Process analysis
 - 9.1.1.6. Area analysis
 - 9.1.1.7. Injury data analysis
 - 9.1.1.8. Employee feedback
- 9.1.2. Hazards will be recorded in the Hazard ID Register which will be made available electronically to all workers and members
 - 9.1.2.1. Information packs regarding each hazard will also be made available electronically
 - 9.1.2.2. Hazards will be included in the online training course required of all staff
- 9.1.3. The Executive Director is responsible for assess new
- 9.1.4. Unrecorded hazards should be notified to the Executive Director using the Hazard ID form. We encourage all workers to report any hazards they observe.
 - 9.1.4.1. Any new hazard will be investigated, and if appropriate added to the Hazard ID Manual
 - 9.1.4.2. All new hazards will be communicated to workers

9.2. Accident procedures

- 9.2.1. When an accident occurs first consideration must be given to the injured person and treatment provided. First aid kits will be available on site.
- 9.2.2. All accidents and near misses – no matter how small, must be reported to the most senior person on site before the end of the working day that the accident occurred. A report must also be filed with the Executive Director. Individuals should use the Accident / Incident form to report.
- 9.2.3. All accidents are to be recorded in the accident register. The injured person with the support of the warden or Health and Safety officer are responsible for ensuring that this is done.

- 9.2.4. When the cause of an accident is unclear, there is serious injury, or a strong likelihood that the accident could recur, an investigation will be undertaken by the Executive Director or local Health and Safety officer.
- 9.2.5. If the event qualifies as a notifiable event it will be reported as per 9.3 Notifiable events.
- 9.2.6. If the injured party requires medical advice a copy of the ACC form must be supplied to the Executive Director within five working days.
- 9.2.7. Before returning to work after any accident that requires time off work (whether or not it was work related), a Doctor's clearance may be required stating that the worker is fit to resume work. That clearance should be provided to the Executive Director.
- 9.2.8. Where a worker has engaged in unauthorised activities or dangerous and unsafe practices, this may be considered serious misconduct and could result in the worker being dismissed, or in the case of a volunteer worker stood down.
- 9.2.9. New procedures / actions will be put in place after each accident as appropriate. If new hazards are identified these will be recorded in the hazard register.

9.3. Notifiable events

- 9.3.1. As soon as a notifiable event has occurred WorkSafe New Zealand must be informed by telephone. This website has the information on who to contact: <http://www.business.govt.nz/worksafe/notifications-forms/accident-serious-harm>
- 9.3.1.1. The phone call must be followed up with a written notification.
- 9.3.2. When a notifiable event has occurred every attempt must be made to ensure that the area in which the event occurred is left undisturbed until clearance is received from the Department of Labour. You can do whatever is required to assist an injured person or to make the site safe, otherwise the site must be left "frozen".
- 9.3.3. Written records of each notifiable event will be kept on file electronically for a minimum of five years.

9.4. Health and Safety Representatives

- 9.4.1. LIANZA will ask all Special Interest Groups, Regional Committees, Working Groups, and Standing Committees to elect a Health and Safety representative during their annual election process.
- 9.4.1.1. Groups may opt to automatically appoint their chair to be the Health and Safety representative
- 9.4.1.2. The LIANZA office team will also appoint a Health and Safety representative to work with this group
- 9.4.2. The Health and Safety Representatives along with the Executive Director, and a member of the LIANZA Council, will make up the Health and Safety committee.

9.4.3. Health and Safety Representatives will be required to undergo regular training in their responsibilities and rights under the Health and Safety at Work Act 2015

9.5. Provisional Improvement Notices

9.5.1. Provisional Improvement notices may only be issued by Health and Safety Representatives, and only under the following circumstances:

9.5.1.1. The action has previously been raised with the individual to whom the provisional improvement notice will be addressed

9.5.1.2. The Health and Safety representative has completed their LIANZA Health and Safety training

9.5.2. The provisional improvement notice must contain the following:

9.5.2.1. The action that is likely to contravene the act

9.5.2.2. The provision of the act that will be contravened

9.5.2.3. The date and manner in which the act was first brought to the attention of the individual being served the notice

9.5.2.4. A recommendation on corrective action to remedy the contravention, or prevent the contravention from occurring

9.5.2.5. A reference to the appropriate section of the LIANZA code of practice on Health and Safety

9.5.2.6. The date by which the corrective action must have been taken (no earlier than 8 days after issuing the notice)

9.5.3. The person receiving the provisional improvement notice must display it in their workplace until such time as the issue it raises is addressed

9.5.3.1. It should be noted that it is an offence under the legislation to remove, destroy, damage, or deface a provisional improvement notice while it is being displayed

9.5.4. A copy of the provisional improvement notice must be provided to the LIANZA office.

9.5.5. The LIANZA office will follow up on any provisional improvement notice to ensure that correction action has been taken.

9.5.6. Any individual who is issued a provisional improvement notice may (within seven days) request that the notice is reviewed by an external Health and Safety inspector. If this request is made LIANZA will ensure that this occurs.

9.5.7. A provisional improvement notice may be withdrawn at any point by the person who issued the notice

9.6. Cease Work

9.6.1. Any worker may choose to cease work if they believe a task they have been directed to do could harm themselves or others

9.6.1.1. A worker may cease work by letting the LIANZA Executive Director know either verbally or in writing that they will no longer complete the task

9.6.1.2. Where a worker is a volunteer worker there will be no further requirements of them in relation to the task

9.6.1.3. Where the worker is an employee, the Executive Director will work with them to resolve the issue, and will find them alternative work to complete until the issue is resolved

9.6.2. Any cease work notification received by the Executive Director will be communicated to the LIANZA council, and held on file.

9.6.3. Health and Safety representatives may also issue cease work notices where they believe someone is likely to be harmed, however, they can only do so if:

9.6.3.1. They have completed the LIANZA Health and Safety training

9.7. Emergencies

9.7.1. Warden

9.7.1.1. In each space that LIANZA operates within an individual will be deemed the warden or person responsible for taking charge in an emergency

9.7.1.2. LIANZA will provide a full briefing to wardens on their responsibilities

9.7.1.3. Where possible the warden will also be the Health and Safety officer

9.7.1.4. Wardens and Health and Safety officers are named on our website and also included in the LIANZA Health and Safety folder

9.7.2. Emergency Drills

9.7.2.1. In conjunction with the building owner LIANZA holds emergency drills at the LIANZA head office every 6 months

9.7.3. Fire Precautions

9.7.3.1. During office hours and during all official hours for an event, all fire exits leading out of the building must be left clear and unlocked. After hours exit in an emergency should be possible without a set of keys.

9.7.3.2. All fire extinguishers and hoses must be accessible at all times.

9.7.3.3. Should a fire alarm sound workers must immediately exit the space and assemble outside at the designated fire assembly areas

9.7.3.4. Wardens will ensure the space has been fully evacuated and will be the last to leave

9.7.3.5. Any individual locating a fire should trigger the nearest alarm, and then make contact with the fire brigade

9.7.4. Earthquake Safety

9.7.4.1. In the event of an earthquake individuals should shelter beneath beams or tables. Do not rush outside, and keep away from glass. If outside keep clear of buildings if possible.

9.7.4.2. When the earthquake finishes remain in the building unless it is obviously unsafe

9.7.4.3. Provide first aid to any injured. Note that you should not move injured people unless fire or falling debris endangers them

9.7.4.4. If you must evacuate then please go to the nearest Civil Defence post – individuals are advised to familiarise themselves with these locations so they are able to find them in case of an emergency

9.7.4.5. The LIANZA office will store water and other appropriate safety gear, including a radio and batteries to enable individuals to listen to emergency updates

9.7.4.6. Please note that workers may be required to work from home post an earthquake, if it is of such severity that there are concerns about the safety of LIANZA premises

9.7.5. Flooding / Tsunami / Storms

9.7.5.1. In the event of flooding, severe storms, or a tsunami warning workers are advised not to travel, but instead to follow local Civil Defence instructions to ensure their safety

9.7.5.2. If any of these natural disasters are predicted during a workday or event, workers will be released early enabling them to reach home safely, if this is possible

9.7.5.3. In the event of flash flooding, a tsunami, or sudden storm workers are advised to remain in the building. Wardens will listen to emergency updates and ensure evacuation to a safer location if necessary.

9.7.6. Pandemic

9.7.6.1. During a pandemic or health emergency LIANZA will require workers to remain at home and conduct any essential business from here

9.7.6.2. Workers are advised to avoid public transport and other crowded areas

9.7.6.3. Workers who become ill are advised to report this to a medical professional immediately

9.7.7. Burglary

9.7.7.1. All efforts will be made to ensure that a burglary of national office or a LIANZA event will not be attempted. This includes ensuring minimal cash is held on site.

9.7.7.2. In a burglary workers are reminded not to be a hero, as this may result in people getting hurt. Give the individuals whatever they request, and try to remember as many details as you can about the burglars.

9.7.7.3. After any robbery check whether anyone is hurt and offer first aid as appropriate

9.7.7.4. Anyone involved in such an incident is advised to seek medical treatment for shock, and to take time off for stress leave if necessary

9.7.8. Act of Terrorism

9.7.8.1. In the event of an act of terrorism that impacts the LIANZA office, or a LIANZA event wardens will take charge

9.7.8.2. Wardens will ensure that individuals receive regular updates regarding the situation and will liaise with appropriate authorities

9.7.8.3. Workers / attendees will be sent home if it is safe to travel, and will be notified when it is deemed safe to return to work

9.7.9. Staff wages during an emergency

9.7.9.1. If an emergency prevents employees from coming into work LIANZA undertakes to allow them to work from home, receiving normal remuneration. If for any reason this is not possible, employees will be paid as normal until they are notified that LIANZA is closed, and at that point will receive payment for one month (unless the office reopens in the interim).

9.8. Use of Vehicle

9.8.1. Where a vehicle is required for transport LIANZA will either meet the cost of a rental car, or the worker's private vehicle paying the approved IRD allowance per kilometre.

9.8.1.1. Claims for reimbursement of expenses shall be submitted as per the reimbursement policy.

9.8.2. Workers must always obey all applicable legislation in the country in which they are driving

9.8.2.1. Workers must never drive under the influence of alcohol and drugs while on LIANZA business (not even if they are under the legal limit). Any worker doing so could face disciplinary action up to and including termination.

9.8.2.2. Drivers are responsible for their own speeding and parking fines.

9.8.3. Workers using their vehicle for LIANZA business must complete the Vehicle Checklist each time they use their vehicle for work purposes, and forward this to the Executive Director.

9.8.3.1. Where a worker uses their vehicle on a regular basis or will be using the vehicle multiple times over a short period they are required to complete the vehicle checklist once per week (and not for every use)

9.8.4. When using a personal vehicle for a LIANZA purpose workers must also ensure the following:

9.8.4.1. The vehicle has a current Warrant of Fitness and Registration

9.8.4.2. The vehicle is comprehensively insured and use of the vehicle for LIANZA purposes does not invalidate their insurance

9.8.5. Where an employee is involved in an accident in their own car while conducting authorised business, LIANZA will pay any excess required on their insurance (to a maximum of \$250) provided the employee is not breaking any New Zealand Law at the time of the accident occurring. LIANZA will not accept responsibility for the loss of a "no claims" bonus.

9.9. Events

9.9.1 LIANZA takes Health and Safety at events seriously. For all events (including conference) managed by National Office, a risk management plan will be completed as per the Events policy.

9.10. SIG and Regional Events

9.10.1. All events and meetings held by SIG and Regional groups must be notified to LIANZA office on the SIG / Regional event form as per the Events policy.

9.10.1.1. A Health and Safety review must be carried out for each SIG / Region event

9.10.1.2. Where an event will occur regularly (i.e. same date / time / location each month) a single form may be completed for each 12 month period unless the venue undergoes renovations or significant changes in operation

9.11. External use of LIANZA facilities

9.11.1. Any individual entering the LIANZA space will be asked to sign the logbook

9.11.2. Where an external party uses the LIANZA office for a meeting or other function, they will receive an OSH briefing at the beginning of the first meeting outlining any key hazards and emergency evacuation guidelines

9.11.3. No external party may use the LIANZA facilities without a staff member of LIANZA or New Zealand Book Council present in the office

9.12. Smokefree

9.12.1. LIANZA maintains a smokefree environment at its office and at all events

9.12.2. Workers who do wish to smoke must do so away from the office or premises where an event is held, and are expected to keep the environment clean by disposing of their butts in a suitable fashion

9.13. Travel for work

9.13.1. From time to time workers may be expected to travel for work. LIANZA takes care of their Health and Safety when travelling by ensuring the following:

9.13.1.1. Workers are booked on reputable airlines with a strong safety record

9.13.1.2. Workers are accommodated at hotels / motels with a minimum of three stars, and are provided with a single occupancy room where they can secure their belongings

9.13.1.3. Workers will be located as close as feasible to the areas where they will have meetings / events while they travel

9.13.2. Workers travelling overseas are required to check the travel advisory warnings for the areas they travel to and should follow all instructions provided

9.14. Working from home

- 9.14.1. Where a worker conducts their tasks in their home, LIANZA takes responsibility for their Health and Safety while doing so
- 9.14.2. All workers are asked to complete a working from home environment assessment prior to working from home

9.15. Bullying and Harassment

- 9.15.1. Bullying and harassment can contribute to workplace stress. LIANZA does not tolerate bullying or harassment in any form and has a Code of Conduct in place in order to prevent this
- 9.15.2. Individuals feeling bullied or harassed should report this immediately as per the LIANZA Complaints Procedure

9.16. Stress Management

- 9.16.1. Workers should be aware of the signs of stress, and be alert to address these issues as soon as they arise.
- 9.16.2. To ensure that stress is minimised in the workplace the Executive Director should ensure the following:
 - 9.16.2.1. Workers are given appropriate deadlines for completing tasks at hand and the ability to negotiate deadlines
 - 9.16.2.2. Adequate training will be provided to employees
 - 9.16.2.3. Training in the signs of stress will be available, and stress management techniques taught to all staff
 - 9.16.2.4. TOIL and other relevant policies will be followed to ensure workers are taking adequate leave
- 9.16.3. LIANZA has a Code of conduct that it enforces, to minimise stressors such as bullying and harassment
- 9.16.4. When facing a stressful situation workers are advised to:
 - 9.16.4.1. Alert the Executive Director to the increased workload / stress and seek support
 - 9.16.4.2. Seek employment counselling through EAP if required

9.17. Worker Education / Training

- 9.17.1. LIANZA provides the following Health and Safety information and training
 - 9.17.1.1. Health and Safety induction for new staff, visitors, and contractors so that they are aware of their responsibilities as well as our responsibilities as the employer.
 - 9.17.1.2. Hazard awareness
 - 9.17.1.3. Incident and Injury Reporting
 - 9.17.1.4. PPE
 - 9.17.1.5. Emergency procedures

9.17.1.6. Specific areas noted in the Health and Safety Policy and Procedure including but not limited to Travel for Work, Events, Conference Exhibition, Vehicle Use etc.

9.17.1.7. Specific information relating to their job tasks

9.17.2. Induction training is delivered in the medium of an online course that registers participation and completion of all individuals

9.17.3. All workers are required to complete Health and Safety training before beginning their role

9.18. PPE

9.18.1. LIANZA will provide PPE where it is required by workers

9.18.2. All SIG / Regions are required to have a first aid kit at events

9.18.3. Other PPE required will be identified on a case by case basis. All requests for PPE must be submitted to the Executive Director

9.19. Electrical Appliances

9.19.1 In accordance with the AS/NZ standard 3760:2001 LIANZA requires testing and inspection of electrical appliances on the frequency specified below:

9.19.1.1 Annually – portable items that are moved on a frequent basis including extension leads

9.19.1.2 Five yearly – all other appliances

9.20. Review of Health and Safety Policy and Procedure

9.20.1 LIANZA council will receive a monthly update on Health and Safety through an inclusion in the Executive Director report

9.20.2 A formal review of Health and Safety policy and procedure will occur every two years, and whenever there is a legislative update

9.20.2.1 The review will consider whether LIANZA policy and procedure is still fit for purpose and meets member / worker needs

10.0 Review

This policy is reviewed two yearly.

11.0 Attachments

- Vehicle Checklist
- Workstation Ergonomics Checklist
- Exhibition checklist
- Shared space checklist
- Briefing sheet for those using LIANZA spaces
- Provisional Improvement Notice
- Hazard ID Register
- Hazard ID form

- Warden responsibilities
- Signs and Symptoms of Stress
- Relaxation Exercises
- Accident Register
- Accident / Incident Reporting form
- Working from Home Environment Assessment
- LIANZA Logbook

Vehicle Checklist

Date: Purpose of Trip:

Licence Plate:

Make:

Model:

The car is: A rental My own vehicle

Preliminary check for driver of vehicle

1	You have appropriate insurance (please note some personal insurance will not cover business activities so clarify before using your own vehicle).	Yes / No
2	WOF and registration are current and will cover duration of trip	Yes / No
3	Engine oil is above minimum line	Yes / No
4	Radiator fluid is above minimum line	Yes / No
5	Power steering fluid is above minimum line	Yes / No
6	Horn is working	Yes / No
7	Windscreen has no damage or cracks	Yes / No
8	Indicator lights, brake lights, and headlights are working	Yes / No
9	Spare tyre, and jack are in car and in good order (or in case of rental Roadside Assist is provided)	Yes / No
10	Road User Charges are adequate (if applicable)	Yes / No
11	Handbrake works	Yes / No
12	Vehicle is clean and tidy with floors clear	Yes / No

Daily check for driver of vehicle if trip is over multiple days

1	Tyres have at least 3mm tread	Yes / No
2	Windscreen is clean and free of cracks / holes	Yes / No
3	There is enough petrol for the journey	Yes / No
4	Rearview mirrors are in a position that provides you with good visibility	Yes / No
5	Vehicle seat is positioned to allow you to safely hold steering wheel and comfortably reach pedals	Yes / No

Please note that if no is answered in response to any question then the situation must be rectified before the trip commences.

Name of employee:

Signature of Employee:

Workstation Ergonomic Checklist



Exhibition Checklist

Shared Space Checklist

Briefing sheet for use of LIANZA spaces

Welcome to the LIANZA and New Zealand Book Council office space. We're delighted to have you here. To ensure your safe use of the space please make note of the following:

1. We require all visitors to sign in to ensure that we are able to safely manage an evacuation situation. Please ensure you have signed the visitor log at the entrance.
2. In case of fire or alarm please immediately exit the building and gather down the hill outside 69 Boulcott st.
3. In case of earthquake please drop and hold until the shaking stops. We are above the Tsunami zone so if the building appears safe please stay put until we are able to ascertain conditions outside. We have emergency equipment in the kitchen should you require it.
4. Bathrooms are located in the stairwell. A swipe key is required for access and can be obtained from a staff member.
5. We have worked to minimise hazards on the premises, with cabling tucked away, and heavy furniture bolted to walls. However, please note the following:
 - a. The kitchen is narrow and access is tight. Please move through this space slowly and carefully.
 - b. The kettle in the kitchen boils water to a hot temperature. Please be careful if making tea or coffee.
 - c. Some cabinets and furniture have sharp corners. Do take note of these when moving through the office space.
 - d. The tile floor in the lobby can be slippery if wet. Please navigate carefully if using the bathroom facilities and on entering / exiting the building.
6. Finally – as you will have noted this is a small and compact space. Please be respectful of others in the shared working area.

Provisional Improvement Notice

Hazard ID Register



*Library and Information Association
of New Zealand Aotearoa
Te Rau Herenga O Aotearoa*

Hazard ID Form

Warden Responsibilities

Signs and Symptoms of Stress

Relaxation Exercises

Accident Register



*Library and Information Association
of New Zealand Aotearoa
Te Rau Herenga O Aotearoa*

Accident / Incident Reporting form

Working from Home Environment Assessment

Please note that we are not policing Health and Safety across your entire home. We simply wish to ensure that your work area provides you with the ability to safely complete any tasks we require of you in the home environment.



*Library and Information Association
of New Zealand Aotearoa
Te Rau Herenga O Aotearoa*



*Library and Information Association
of New Zealand Aotearoa
Te Rau Herenga O Aotearoa*

LIANZA Logbook



*Library and Information Association
of New Zealand Aotearoa
Te Rau Herenga O Aotearoa*



*Library and Information Association
of New Zealand Aotearoa
Te Rau Herenga O Aotearoa*

LIANZA Logbook