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NZ National Party

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CONTACT INFORMATION

If you or someone else are in any immediate danger, Dial 111

General Manager | Party Secretary

New Zealand National Party

41 Pipitea Street

Wellington 6140

Phone: 0800 255 266

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107 Great South Road

Greenlane

Auckland 1543

Phone: 0800 628 727

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My Electorate and/or **Group** _____

Contact Details _____

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INTRODUCTION

The New Zealand National Party is committed to ensuring you have a safe working environment. This book helps the National Party in meeting its commitment to:

1. Develop and maintain a safe working environment
2. Identify hazards and manage the potential risk via elimination or minimisation
3. Minimise accidents, incidents and injuries
4. Ensure that workers understand and accept their responsibilities
5. Provide suitable training and information to ensure our workers are able to carry out their work safely and without risk to themselves or others.

This booklet has been developed to assist you in keeping safe while working for the National Party. You are urged to read it and refer to it regularly.

This booklet does not cover every aspect of health and safety. Additional information is provided in the New Zealand National Party health and safety manual – contact your coordinator or Health and Safety representative if you need further assistance on any aspect of health and safety.

**REMEMBER:
SAFETY IS NO ACCIDENT**

HEALTH AND SAFETY POLICY

The Board and Management of the New Zealand National Party take the health and safety of themselves, staff, volunteers, contractors, suppliers and the public very seriously and are committed to providing a healthy and safe work environment. A health and safety management system has been implemented to assist us in meeting this commitment.

At all times, management will:

- Demonstrate leadership and commitment to health and safety.
- Ensure that specific health and safety roles are designated at Senior Management level, and that objectives and performance criteria are set for all managers.
- Comply with all relevant legislation, regulations, standards, safe operating procedures and codes of practice.
- Ensure that all workers (including volunteers) are aware of, understand and accept their responsibility to maintain their own safety and the safety of others in the work place.
- Develop interest and enthusiasm in safety by engaging with workers (including appropriate unions and nominated worker representatives) and encouraging all workers to participate and be involved in health and safety initiatives.
- Effectively manage hazards and risks within the workplace, so far as is reasonably practicable, through hazard identification, risk assessment, risk control and ongoing monitoring.
- Provide appropriate and well maintained plant, machinery and tools, to ensure workers have the equipment to carry out their job safely.
- Develop health and safety awareness through effective induction, training and supervision, to ensure that workers can carry out all aspects of their role safely.

- Actively encourage the accurate and immediate reporting of all accident, incidents and near hits, so that corrective actions can be undertaken. Where injury or illness occurs, support workers to achieve full recovery through prompt treatment and active rehabilitation, to ensure a safe return to work.
- Promote a system of continual improvement through regular planning, monitoring and review of our workers and our work practices, including an annual review of the health and safety management system.
- In conjunction with the Health and Safety Committee, review the health and safety management system annually and allocate resources to meet the commitments of this Policy.

All workers are expected to help maintain a safe working environment by:

- Taking reasonable care of their own health and safety
- Ensuring that their actions do not negatively affect the health and safety of others
- Complying with all health and safety policies and procedures
- Reporting all hazards, unsafe conditions, near hits, accidents and incidents.

We adopt health, safety and welfare as a fundamental business objective.

“We believe every job can be done safely and that safety is everyone’s responsibility”



Greg Hamilton
General Manager | Party Secretary
New Zealand National Party

16 April 2019

ROLES AND RESPONSIBILITIES

Managers / Supervisors

- Provide workers with induction, training and information
- Specify worker expectations (including behaviour and expectations)
- Arrange and attend health and safety meetings
- Be aware of the hazards and risk control measures in your area
- Review hazards, near hits, incidents and accidents

Workers

- Have a positive and proactive attitude to health and safety
- Adopt safe work practices and encourage others to do the same
- Make sure that your actions do not adversely affect the health and safety of others
- Comply with all reasonable instructions, policies and procedures
- Attend health and safety meetings
- Report all hazards, unsafe acts, behaviours, equipment and conditions
- Report all accidents, incidents and near hits

In the case of any incident, the Party will take a victim based approach.

Two pathways for escalation shall be provided to the victim:

1. Formal complaint to the General Manager of the Party, or in absence, the Operations Manager.
2. Informal and confidential advice can be sought from suitably experienced and senior Party officials. (This could include an Electorate Chair, Regional Chair, MP, or person that the victim is comfortable speaking/liasing with).

These discussions will be 100% confidential and may assist with clarifying next steps. This process will provide the victim with advice on all avenues available, from making a formal complaint to assisting with seeking and/or arranging external support.

The victim shall have full control of this process at all times.

Formal complaints or confidential advice:

Greg Hamilton: General Manager | Party Secretary
Greg.hamilton@national.org.nz
04 894 7016 or 021 976 988

Or Donna Fifield: Operations Manager
Donna.fifield@national.org.nz
04 894 7015 or 027 604 9222

Or any of our Board members, Regional Chairs or executive.

DRUG AND ALCOHOL POLICY

The use of alcohol, illicit drugs, or non-prescription drugs while working will not be tolerated. If you are on prescribed medication, check with your doctor to see if the medication will have any potential negative effect on work performance (including driving). Anyone who attempts to function while under the influence of drugs or alcohol risks their own safety and the safety of others.

When at “Work”

You are expected to report fit for duty for scheduled work and be able to perform assigned duties safely without any limitations due to the use or after-effects of alcohol, drugs, or prescribed medications or any other substance.

The New Zealand National Party will not allow any Employee, Contractor, Volunteer or other provider to report for work in such a condition that they are unable to perform their duties properly and safely.

If your manager believes that there is a risk to health or safety, they may choose to remove the individual from the work place. Any worker (including Employees, Contractors and Volunteers) found to be under the influence of alcohol or non-prescription drugs may be subject to disciplinary procedures.

If you suspect that alcohol or non-prescription drugs may affect/ be affecting your work performance, you must notify your manager as soon as possible.

The use, making, sale, purchase, transfer, distribution, consumption, or possession of drugs or alcohol is prohibited on any property associated with the National Party, without the permission of management. If the possession or consumption of non-prescription drugs is suspected on company property or event premises, property or time, the matter may also be treated as a security issue.

BULLYING AND HARASSMENT

The New Zealand National Party is committed to having a working environment that is free of bullying and harassment. Anyone acting on behalf of the National Party is entitled to respectful treatment in their workplaces. Being respected means being treated honestly and professionally.

To constitute bullying, the behaviour must be unreasonable and repeated. Some examples of bullying behaviour include:

- Making threats or displaying intimidating behaviour
- Shouting, yelling or verbal abuse
- Humiliating someone or making belittling remarks (even behind someones back)
- Using degrading language or gestures
- Fault-finding or imposing punishment without reasonable justification
- Deliberately overloading someone with work or setting impossible deadlines

Harassment is unwelcome, uninvited and unreciprocated behaviour that can be perceived as being hurtful, offensive, humiliating or intimidating. Some examples of harassment include:

- Taunting/name-calling, using offensive language, making unwelcome practical jokes or displaying offensive material
- Sexual harassment (e.g. making lewd comments or inappropriate touching)
- Racial harassment (e.g. mimicking the way someone speaks, calling them by racist names and making jokes about their race)

If you think that you (or someone else) is the subject of bullying or harassment, report the incident to your supervisor, or refer to page 7.

We treat allegations of bullying or harassment seriously and all allegations will be investigated.

ARE YOU THE VICTIM OF WORKPLACE HARASSMENT?

Harassment is unwelcome, uninvited and unreciprocated behaviour, that is hurtful, offensive, humiliating, intimidating or adversely affects someone's ability to perform their duties. *Harassment* and discrimination can affect morale, lead to stress and impact on health and lead to a toxic and unproductive work environment.



Harassment of any kind is not tolerated in our workplace.

Did you know that the following are examples of harassment?

- A 'hostile' work atmosphere with repeated put-downs, malicious rumours, or fear tactics such as threatening or bullying
- A general work atmosphere of repeated jokes, teasing, flirting, leering or sleazy 'fun'
- Making hostile comments or displaying behaviour towards people of a particular race, age, sexual orientation or any other identified group
- Making offensive remarks about a person's race; mimicking the way a person speaks; making jokes about a person's race; calling people by racist names; and deliberately pronouncing someone's name incorrectly
- Persistent, unwelcome social invitations, telephone calls or any other form of communication from workmates
- Making sexual / smutty jokes or comments, including making repeated comments or teasing about someone's alleged sexual activities or private life
- Offensive hand or body gestures
- Unwelcome physical contact—e.g. patting, pinching, touching or putting an arm around another person's body
- Sending and receiving provocative / pornographic, sexually explicit or offensive material through communication technology
- Making hints or promises of preferential treatment in exchange for sex, or threats of differential treatment if sexual activity is not offered
- A violent attack, sexual assault and/or rape.

A principle of harassment is that it is not the intention, or the behaviour, but the way it is received and the effect it has on the person.

If you think you are the victim of workplace harassment, inform your manager promptly so it doesn't get worse

CONSULTATION AND ENGAGEMENT

The New Zealand National Party recognises that worker input is invaluable for ensuring superior health and safety performance.

It is important that all workers (employees, contractors and volunteers) have an opportunity to be involved in workplace health and safety – especially as workers provide valuable input into what hazards they face and they can help to develop the most suitable solutions to reduce the risk.

We are committed to ensuring that all workers feel comfortable raising issues and seeking information on health and safety issues. Meetings are held on a regular basis so that any health and safety issues can be freely discussed.

Workers are encouraged to contribute ideas on how best to achieve a safe working environment. Your personal input is welcome. If you have any questions or concerns relating to health and safety in the workplace, ideas you have for improving aspects of health and safety, or if you have identified a hazard that is not adequately controlled, speak with your Health and Safety representative or Manager.

You can also contact your local electorate, your Regional Coordinator, or email us at **H&S@national.org.nz**

HAZARD AND RISK MANAGEMENT

A Hazard is something that has the potential to cause harm. All hazards need to be identified so we are aware of what could injure people. It also gives us the opportunity to put controls in place and manage the hazard before someone gets injured.

If you identify any hazards, unsafe equipment, unsafe practices or unsafe conditions:

- If possible, make the situation safe
- Inform others in the area of the potential risk, or put up a barricade or warning sign
- Report it to your Health and Safety Representative or Manager IMMEDIATELY

After a hazard has been identified, a risk assessment will be carried out, taking into account the likelihood that someone will get injured and how badly someone could get injured. If possible, the hazard will be eliminated. If not, controls will be put in place to minimise the risk. Hazards and risk controls will be discussed at work meetings to make sure everyone is aware of, and understands the risk and what control measures have been put in place to help keep you safe.

All workers are required to familiarise themselves with the hazard register. This register states all of the identified hazards and the risk controls.



ACCIDENT & INCIDENT REPORTING INVESTIGATION

The following types of events must be reported to your Manager / Supervisor immediately:

- Accidents and injuries - regardless of how minor it may seem
- Damage to property - this includes vehicles
- Incidents (e.g. fires, threats, complaints)
- Near hits, unsafe acts and dangerous occurrences

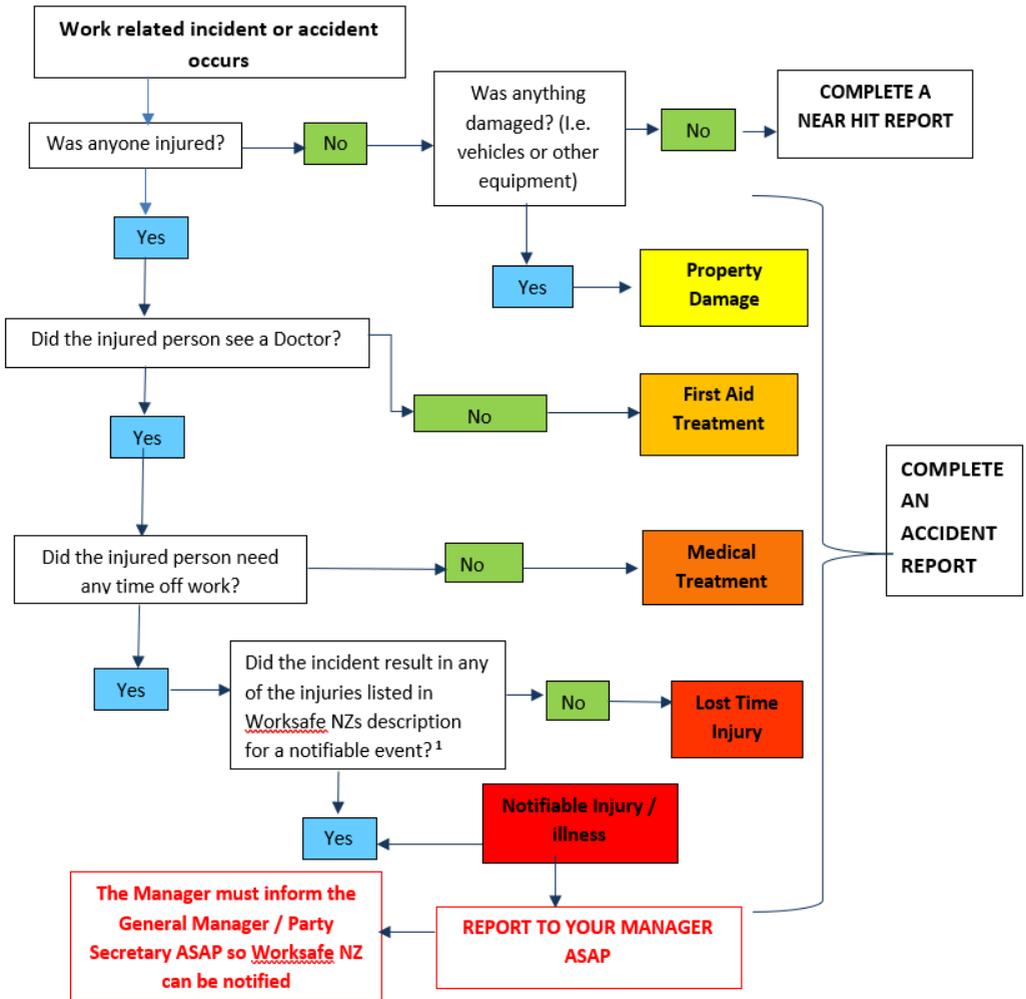
Make sure you know who are your first aiders and where the first aid kits are located.

If someone is injured, provide first aid (even for minor injuries) if you are trained to do so. Get assistance from a trained first aider if needed. Failure to treat and report an injury immediately could lead to complications of the injury and possible delay in the acceptance of the injury by ACC.

If the injury is classed as a 'notifiable injury', contact your Manager / Supervisor as soon as possible. Note that the scene cannot be disturbed without clearance from Worksafe NZ (there are exceptions to this rule e.g. if you need to assist the injured person, if you need to make the scene safe or to minimise risk of further injury).

All accidents and incidents will be investigated. Investigations provide an opportunity to determine the underlying cause. Workers are encouraged to assist in the investigation and provide suggestions on how to prevent similar events from happening in future. If an investigation reveals that the risk controls are deficient in any way, corrective actions will be taken immediately to minimise the possibility of similar accidents occurring in future.

ACCIDENT, INCIDENT OR NEAR HIT



EMERGENCY PROCEDURES

FIRE - Know the evacuation procedure for the building / work area, and the location of your Assembly Point. If you come across a fire, sound the alarm immediately, notify others, DIAL 111 and ask for Fire. Evacuate the premises and go to the Assembly Point. **DO NOT** re-enter the building until you have been informed that it is safe to do so.

EARTHQUAKE - If you are inside a building, move no more than a few steps, drop, cover and hold. Stay indoors till the shaking stops and you are sure it is safe to exit. If you are in an elevator, drop, cover and hold. When the shaking stops, try and get out at the nearest floor if you can safely do so.

If you are outdoors when the shaking starts, move no more than a few steps away from buildings, trees, streetlights, and power lines, then Drop, Cover and Hold.

After an Earthquake Listen to your local radio stations for Civil Defence broadcasts (and warnings) for your community and situation. Expect aftershocks. If you are near the coast, be aware that tsunamis may follow.

Check yourself for injuries and get first aid if necessary. Help others if you can. Be aware that electricity supply could be cut, and fire alarms and sprinkler systems can go off in buildings during an earthquake even if there is no fire. Check for small fires (only extinguish if it is safe for you to do so). If you are in a damaged building or there are fires, try to get outside and find a safe, open place. Use the stairs, not the elevators. Watch out for fallen power lines or broken gas lines, and stay out of damaged areas.

TSUNAMI - If there is a risk of a tsunami hitting your location, immediately move to higher ground - at least 30m above sea level and/or 1 km inland

FLOOD - Keep calm. Listen to radio for civil defence warnings. If indoors, switch off electrical appliances, and move equipment / valuables to higher ground. If outdoors, stay away from floodwater - DO NOT walk or drive through, take another route.

VOLCANIC ERUPTIONS – Listen to the radio for civil defence advice and follow instructions. If outside, seek shelter in a car or a building. If caught in volcanic ashfall, cover your nose and mouth. Stay indoors as volcanic ash is a health hazard, especially if you have respiratory difficulties such as asthma or bronchitis. When indoors, close all windows and doors to limit the entry of volcanic ash. Place damp towels at thresholds.

GAS LEAK – Warn others of the leak and evacuate the area. DO NOT activate the alarm (inform by word of mouth). Go to the Evacuation Assembly Point.

DO NOT use electrical equipment (including lights or cell phones).

DO NOT smoke in area of suspected leak. Call the emergency services on 111 if required.

CHEMICAL SPILL / LEAK – Ensure your safety and the safety of others. Contact emergency services. Contain the spill if you are trained and it is safe to do so. Exit the building and assemble at the Evacuation Assembly Point.

SERIOUS INJURY – Stay calm. DO NOT disturb the scene unless a Worksafe inspector has said you may do so.

Ensure your own safety first – assess the area for danger (e.g. live wires, hazardous substances etc) before helping others. Provide first aid if trained to do so. Call the emergency services on 111.

Report the accident to your manager / supervisor.

MEDICAL EMERGENCY – Remain calm. Assess the scene, make the area safe if possible. Get assistance from a first aider if you are not confident or trained to assist. Call the emergency services on 111. Stay with the injured person until the emergency services arrive.

MISSING PERSON / OVERDUE WORKER – Attempt to contact the

person by phone and inform your Manager. Your Manager will decide on the best course of action (i.e. request workers look for the missing person or contact the police to initiate a formal search).

VEHICLE ACCIDENT – Ensure your safety and the safety of others. Provide help if anyone is injured. Secure the scene and take photos of the damage before moving vehicles (if safe to do so). DO NOT admit liability. Report the accident to the emergency services on 111 if anyone is injured or public property is damaged. Contact your Manager / Supervisor.

PROTESTORS – DO NOT approach the protestors if you believe they may be hostile. Contact your Manager or security (if present). Call the police on 111 if there is any risk to person or property.

TRESPASSER / INTRUDER – Assess the nature of the trespasser. If threatening or aggressive, DO NOT approach them by yourself – call for assistance. If safe to do so, greet them and ask them why they are there. If the reason is not legitimate, explain that they must leave the premises. If they refuse, contact the police.

BOMB THREAT – If you receive a bomb threat via telephone, remain calm and avoid being confrontational. Get as much information from the caller as you can. Call the emergency services on 111.

SUSPICIOUS PACKAGE – (Suspected mail bomb) – DO NOT open the package. Leave it where it is, evacuate the area and contact the emergency services on 111.

WORKING ALONE (REMOTE OR ISOLATED WORK)

The National Party recognises that there may be additional safety risks to lone workers or due to the location, time and nature of the work.

Before you carry out any offsite work or work where you will be by yourself:

You must be fully informed and aware of the task and how to carry it out safely, any potential hazards and how to control the risk and any relevant emergency procedures.

Ensure that you are confident in your ability to carry out your job safely. If there is any doubt, inform your Supervisor or Manager immediately.

Make sure you have discussed communication requirements with your Manager. You must have a cell phone with you at all times, so you can maintain contact with your Manager and (if applicable) other Workers.

If you have any medical conditions that may put you at increased risk, or if you have any concerns about working alone (e.g. you do not feel safe / comfortable working alone), you **MUST** inform your Manager.

TRAINING AND INFORMATION

As an employer, we have an obligation to ensure our workers are safe while they are at work.

All of our new workers are inducted before they can start work.

During your induction, you will be provided with information on roles and responsibilities, hazards and risk control strategies, the reporting process for hazards, accidents and incidents, and our emergency procedures. Training needs will also be discussed with you during your induction.

While you are carrying out work on behalf of the National Party:

- We will provide you with sufficient information and training to enable you to work safely.
- You will be informed if there are any significant changes to our processes that impact on health and safety

If you have any doubts about your ability to carry out a task safely, inform your Manager / Supervisor immediately

GENERAL HAZARDS

MANUAL HANDLING

For example, lifting boxes of photo copy paper, unloading vehicles, erecting hoardings, carrying items into a building/upstairs. It is important that you are trained in, and familiar with safe lifting techniques. Identify handling requirements prior to starting work, e.g. do you need a trolley to make it easier. If it is too heavy for you to lift safely by yourself, don't do it. Get or arrange assistance from another person, fetch a trolley or break the load into smaller parts.

POWER TOOLS / ELECTRICAL EQUIPMENT

Ensure that you are competent to use any required power tools and electrical equipment. If you are not familiar with the equipment, do not use it – get assistance from someone who is experienced and competent in its use. All fixed and portable plant and electrical equipment that plug into the mains should be checked regularly. All portable electrical equipment is tested and tagged. DO NOT use damaged equipment – Damaged electrical equipment can cause an electric shock and serious injury or death. Take it out of service so that it can be repaired or replace. Inform your Manager.

HOUSEKEEPING

Keep work areas tidy and free from hazards that may cause slips, trips and falls. Ensure that entrances, fire exits and passageways are kept clear and fire-fighting equipment and electrical switchboards can be accessed in an emergency.

BUILDING / AREA - OCCUPANTS and/or CONTRACTORS

Be aware of people working in the same work area and how your work may affect them. Always check the work area and discuss health and safety requirements with the occupants before you start work. Make sure you have informed them of any potential hazards that may be present as a result of your work.

WORKING OUTDOORS - SUN

If you are working outdoors, you may be at risk of sunburn: SLIP, SLOP, SLAP, WRAP

Slip into a long-sleeved shirt and into the shade. Generally, fabrics with a tighter weave and darker colours will give you greater

protection from the sun. Some clothing is sold with a UV radiation Protection Factor (UPF) rating. Clothing with a UPF of 50+ offers superior protection and could be an ideal choice for outdoor workers.

Slap on plenty of broad-spectrum (filters both UVA and UVB rays) sunscreen with a Sun Protection Factor (SPF) of at least 30. Apply sunscreen at least 20 minutes before going outdoors and reapply every two hours. Reapply more frequently if sweating or swimming.

Slap on a hat with a wide-brim or a cap with flaps. This will help reduce the risk of sunburn to your face, ears and neck. These are the most common places where we get sunburnt.

Wrap on a pair of close-fitting sunglasses. When buying sunglasses, look for the words 'good UV protection' on the label or swing tag.

GENERAL CAMPAIGNING GUIDES

We have a number of guides on how to keep safe whilst undertaking a number of campaigning activities, available from your Regional Coordinator. These cover:

Door knocking & Delivering Safely

Pamphlet deliveries

Hoardings

Human Hoardings

Phone Calling

Scrutineering

Young Nats Under 18s

Young Nats Travel and Accommodation

INDUCTION SIGN OFF

Tick off each item as person is inducted. Check for each item briefed on. If not applicable for induction, mark as N/A

Health and Safety

Representative / Supervisor / Manager Name/s: _____

- Employee / Volunteer is aware of their contact Supervisor / Manager for health and safety issues.
- Employee / Volunteer is aware of their First Aider name/s, location and contact details.
- Employee / Volunteer is aware of who their work area Emergency Warden is.
- Emergency response procedures (e.g. Fire and Evacuation, Earthquake, Bomb, Robbery as appropriate etc).
- Near hit, incident, accident and injury reporting. Take immediate action, make scene safe, First Aid, report incident.
- Unsafe Act and Hazard Reporting. Take immediate corrective action on identified hazards. Reporting process, documentation and good housekeeping practices at all times are discussed and understood.
- Discuss safety requirements for visitors and contractors coming into work areas.
- Employee / Volunteer understands what bullying and harassment are and will treat everyone respectfully, honestly and professionally.
- Employee / Volunteer understands the relevant hazards and the safe behaviours / actions required for the work area, process or equipment in the work place. Refer to the relevant Hazards Register/s and Policies for information.
- Employee / Volunteer is aware of when meetings (including health and safety meetings) are held.
- Employee / Volunteer understands what hazards they may be exposed to in their work and what the required controls are.
- Employee / Volunteer understands what PPE (personal protective equipment) may be required to be worn for any task they will be carrying out - i.e. (eye / hearing protection etc).
- Orientation Walk - (Venue Specific).
- Location of Emergency Exits, Assembly points and Emergency Equipment.
- Location of First Aid Kits.
- Location of Health and Safety Information.
- Location of lunch room, tea and coffee facilities, toilets and washing facilities.
- Designated smoking areas.



ACKNOWLEDGEMENT OF INDUCTION

My signature below acknowledges that the person named below has explained the contents of this book to me.

I understand that I am required to follow the guidelines and instructions explained in the book.

I agree that if there is anything in the workplace that I do not understand, I will seek help from a health and safety representative, supervisor, or a manager of New Zealand National Party.

I agree to immediately report any incident to a New Zealand National Party representative, and that if I become aware of any hazard, I shall report it immediately.

I agree to comply with New Zealand National Party's AND any venue's Health and Safety requirements

I agree to wear PPE (personal protective equipment) as required.

I will not operate any plant or equipment for which I do not have training or experience to safely operate.

I am: A Volunteer Other (please state) _____

Name: _____

Position: _____

Signature: _____ Date: _____

Issued by Name: _____

Position: _____

Signature _____ Date: _____

