

## Health & Safety Policy

THE CARPET CLEANING TEAM is committed to ensuring full compliance with all current versions of the Health and Safety at Work Act 2015 (HSWA), the Health and Safety at Work Regulations, Codes of Practices, and any other relevant Standards, Guidelines or Legislation.

To meet this commitment, THE CARPET CLEANING TEAM will provide healthy and safe working conditions for all staff, contractors, visitors and members of the public at this or any other company-controlled site.

This is to be achieved through commitments to:

- Consultation between management, employees, elected health and safety representatives, and staff members in health and safety management and practices in the workplace.
- Determining the scope of the OH&S management system, assessing boundaries and applicability; considering external and internal issues, requirements and work-related activities performed.
- Conducting health and safety workplace and/or toolbox meetings at least quarterly. These meetings will include management and elected staff representatives, to present and review any issues. (In the case of a notifiable event see Incidents section).
- Annual reviews of management performance against health and safety responsibilities.
- Providing the appropriate training for senior management and staff in health and safety awareness, understanding, management and responsibilities.
- Taking all practicable steps to eliminate or minimise workplace risks and to provide all personal protective equipment for staff to wear, where applicable.
- Providing a safe working environment for all staff and any others that may encounter THE CARPET CLEANING TEAM or their activities.

- An annual self-assessment of our Health and Safety System, with management and safety representatives setting objectives, plans and performance measures with targets, so that we can make continuous improvements to our system.
- Ensuring all staff are committed to health and safety and are aware of their responsibility to provide a safe work environment for themselves and each other.
- Accurately reporting and recording of all workplace incidents and near misses and identifying appropriate follow-up to avoid reoccurrence.
- Supporting and promoting a safe and early return to work of any injured staff, where possible, through prompt treatment and active rehabilitation.
- Appointing a senior manager with specific responsibility to coordinate health and safety in the workplace.
- Provision of resources to accomplish these goals.

# Company Commitment to Health and Safety

## **A PCBU is defined as follows:**

a person conducting a business or undertaking or PCBU- means a person conducting a business or undertaking-

- whether the person conducts a business or undertaking alone or with others; and
- (ii) whether or not the business or undertaking is conducted for profit or gain"

## **Health and Safety at Work Act 2015 Part 1, s18, ss17**

A Representative is the Representative of the PCBU. A Worker is defined as follows:

"a Worker- means a person who carries out work in any capacity for a PCBU, including work as:

- An employee, a contractor or subcontractor, an employee of a contractor or subcontractor
- An employee of a labour hire company or an outworker
- An apprentice or trainee, or a person gaining work experience
- A volunteer worker

## **Health and Safety at Work Act 2015 Part 1, s19**

### **PCBU is responsible for: (For the purposes of this policy, it includes Managers, Directors and CEOs)**

- Taking overall responsibility and accountability for the protection of workers' work-related health and safety.
- Promoting safe work practices, with the aim of prevention of incidents as its goal, communicating the importance of conforming to the OH&S management system.
- Supporting the safe and early return to work of any injured employee.
- Annually review of health & safety systems for adequacy, effectiveness and changes required to achieve this.

- Commitment to annual self-assessment of our Health & Safety, so we can make continuous improvements.
- The overall development and implementation of THE CARET CLEANING TEAM'S Health and Safety System, ensuring and promoting continual improvement, by systematically identifying and taking actions to address nonconformities, opportunities, and work-related hazards and risks, including system deficiencies.
- Directing and supporting any workers to contribute to the effectiveness of the OH&S management system.
- Ensuring full compliance with HSWA, Codes of Practices, and relevant Standards, Guidelines or Legislation.
- Ensuring policy and objectives are established and compatible with the strategic direction of the business.
- Ensuring the integration of the OH&S management system processes and requirements into the business processes.
- Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.
- Ensuring accurate reporting and recording of health and safety issues.
- Risk identification and controls.
- Provision of resources to achieve objectives set by the organisation (results to be achieved), which can be strategic, tactical or operational. They can relate to different disciplines such as financial, health & safety or environmental goals and can apply at different levels (such as strategic, organisation-wise, project, product and process).
- Ensure that the responsibilities, accountabilities and authorities for relevant roles within the OH&S management system are assigned and communicated at all levels within the organisation and maintained as documented information

### **Information and Communication:**

THE CARPET CLEANING TEAM will determine the need for internal and external information and communications relevant to the OH&S management system, including:

- On what it will inform about and communicate
- When to inform and communicate

- Who to inform and with whom to communicate
- Internally among the various levels and functions of the organisation
- With contractors and visitors to the workplace
- With other external or interested parties
- How to inform and communicate
- How it will receive, maintain documented information on, and respond to relevant communications

THE CARPET CLEANING TEAM will define the objectives to be achieved by informing and communicating and will evaluate whether those objectives have been met.

They will consider the diversity aspects (for example language, culture, literacy, disability), where they exist, when considering its information and communication needs.

THE CARPET CLEANING TEAM will ensure that, when appropriate, the views of relevant external interested parties about matters pertinent to the OH&S management system are considered.

**The Organisation is responsible for:**

Determining external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended outcome(s) of its OH&S management system.

It will determine:

- The other interested parties, in addition to its workers, that are relevant to the OH&S management system;
- The relevant needs and expectations (i.e. requirements) of workers and these other parties;
- Which of these needs and expectations become applicable legal requirements or other requirements. Note: it is important to determine the needs and expectations of managerial and non-managerial workers.

The organisation will determine the boundaries and applicability of the OH&S management system to establish its scope. Once the scope is defined, the OH&S will include activities, products, and services within the organisation's control or influence that can impact the organisation's OH&S performance.

**The Health and Safety Representative (HSR) is responsible for:**

- Ensuring that each job progresses safely.
- Overall safety. They have a specific responsibility and have received special training, sufficient to do the job.
- The development, review and implementation of THE CARPET CLEANING TEAM'S Health and Safety System.
- Direct two-way line of communication and promotion of the Health and Safety System, within or outside of THE CARPET CLEANING TEAM structure. Monitoring any measures taken by management, regarding health & safety.
- Providing access to staff, and ensuring that codes of practice, standards, WorkSafe NZ issues and other health and safety legal requirements are current.
- Risk identification and controls.
- Health and safety induction and training.
- Ensuring that the incident and near miss reporting procedure is followed accurately.
- Ensuring reporting and recording procedures are adhered to.
- Collation of incident data, to establish any trends.
- Communicating to all staff any health and safety related changes which may affect them.
- Informing staff of whom their safety management and staff representatives are.

**Each employee/temporary employee/contractor/sub-contractor is responsible for:**

- Being familiar with and complying with all health and safety conditions of their employment contract, if applicable, and THE CARPET CLEANING TEAM'S Health and Safety Policy. This includes using all personal protective equipment provided, and other safety equipment and devices as required.
- Ensuring the health and safety of themselves and others.
- Being actively involved in promoting the Health and Safety System, which includes:
  - Identifying and reporting potential risks in the workplace.

- Identifying OHS opportunities; a circumstance or set of circumstances that can lead to improvement of OHS performance (performance being a measurable result, related to the effectiveness of the prevention of injury and ill health to workers and the provision of safe and healthy workplaces).
- Prompt reporting of all incidents and near misses to the appropriate person.
- Discouraging and preventing other workers from working in an unsafe manner, if necessary.
- Taking an active role in THE CARPET CLEANING TEAM'S rehabilitation plan, and if applicable participating in health and safety training.
- Being involved in the development of the policies and in risk identification affects them.
- Nominating a safety Representative to represent them.

## **Drug and Alcohol Testing**

To ensure the maintenance of this policy, all workers may be subject to random drug and alcohol testing or when there is "reasonable cause to suspect".

Drug testing may be required where, by way of observation or other reasonable methods including disclosure, a worker's behaviour or work performance indicates the person is under the influence of drugs or alcohol.

The introduction of the Drug and Alcohol Testing Programme is about altering behaviour and raising drug and alcohol awareness, to create a safer work environment.

The programme is not intended to create a work environment that is harsh, unjust, or unfair. However, due to the importance of ensuring safety in the workplace, workers who breach the drug and alcohol policy may be disciplined.

At all times during the implementation of the drug and alcohol testing process, management and staff will conduct themselves in a courteous manner toward workers and will respect the worker's rights. Any member of management who acts without reasonable cause, or who behaves

overzealously in the implementation of these procedures will be subject to disciplinary action.

**The method of investigation is as follows:**

- An observation must be made, or information is given, which indicates that the worker has behaved in a way that indicates a breach of this policy and/or which may put themselves and other workers at risk of their health and safety.
- The worker will be asked to explain their behaviour. If no reasonable or satisfactory response is given, the worker may be asked to undergo an examination at the local medical centre or other independent testing company or organisation, to ascertain whether they are under the influence of alcohol or drugs.
- The worker may also be asked to go home until the end of the day or shift.
- On the worker's return to work and following receipt of the results of any tests, the Managing Director will interview the worker. The worker has a right to have a witness present.
- Allegations may be made to the worker and the worker will be asked to respond. Depending on the response, further investigations may take place to assist THE CARPET CLEANING TEAM determining the facts and/or appropriate disciplinary action to be taken.
- A worker who refuses to undergo testing will be regarded in the same manner as a failed/positive test and may find it difficult to provide evidence to disprove an allegation that they have breached this policy.
- In the absence of medical evidence to disprove an allegation, THE CARPET CLEANING TEAM will make any decision it feels is reasonable and justified, considering observation, witness statements, and any other sources of evidence that are relevant to the investigation.

All reasonable efforts will be made to ensure confidentiality regarding personal information about workers.



# Company Commitment to The Environment

THE CARPET CLEANING TEAM is committed to helping provide an environmentally friendly workplace for all Workers (employees, temporary employees, contractors, sub-contractors, volunteers), visitors, and others who may be affected by the operations of THE CARPET CLEANING TEAM.

## **Management is responsible for:**

- Promoting environmentally friendly practices, with sustainability as its goal.
- Reviewing the Environmental Policy annually, for effectiveness, improvements, and performance and any changes which may be required.
- The overall development and implementation of THE CARPET CLEANING TEAM'S Environmental Policy.
- To ensure that the Environmental Policy is understood at all levels of THE CARPET CLEANING TEAM.
- The appointment of an Environmental Representative, to implement the goals of the Policy.
- Provision of funding, resources, and training to achieve objectives.

## **The Environmental Representative is responsible for:**

- Ensuring that each job is completed in an environmentally friendly manner.
- The implementation, maintenance, and review of THE CARPET CLEANING TEAM'S Environmental Policy.
- Overall environmental management. They have a specific responsibility and will have appropriate training.
- Ensuring the servicing of all vehicles owned and operated by THE CARPET CLEANING TEAM.
- Ensuring that waste is minimized and disposed of in an environmentally friendly manner.
- Making sure any concerns by affected or interested parties are considered, when developing any processes which may affect the environment.

- Ensuring that environmental management information is available to all staff.
- Ensuring reporting of any environmental incidents.
- Following up on adjustments required, following an incident.
- Environmental management induction and training.
- Ensuring that objectives set are achieved and setting further objectives.
- Communicating and promoting the environmental goals and objectives within and outside THE CARPET CLEANING TEAM'S structure.

**Each employee/temporary employee/contractor/sub-contractor is responsible for:**

- Being familiar with and complying with THE CARPET CLEANING TEAM'S Environmental Policy and all conditions of their employment contract.
- Ensuring they are promoting environmental management in their workplace and any by-product of it.
- Being actively involved in promoting and implementing the Environmental Policy, which includes:
  - Identifying and reporting any environmental incidents in the workplace.
  - Minimization of waste, and the disposing of waste in an environmentally friendly manner.

Being involved in the development of the Environmental Policy and any factors that affect them.

# Incidents

All incidents (includes injuries and near misses) are to be logged into this document and the document is to be signed off quarterly, regardless of any incidents that have occurred. This is to ensure regular monitoring is taking place.

## **Incident Reporting and Investigation**

An incident is an occurrence(s) arising out of or during work that could or does result in injury or ill health (also called an accident). An incident where no injury and ill health occurs but has the potential to do so may be referred to as a "near-miss", "near-hit" or "close-call".

All incidents and near-miss incidents must be investigated. The depth of the investigation is determined by the severity of the occurrence. This process applies whether the incident occurred on this site or on a customer's site.

The investigation is carried out immediately or as soon as possible after the occurrence. There may be one or more non-conformities (non-fulfilment of a requirement), or there may be no non-conformity.

## **The immediate supervisor and or Health and Safety Representative will carry out the initial investigation to:**

- Establish the cause. Assess whether serious misconduct was involved.
- Compile an accurate record of the event. Ensure that the investigation covers a description of the site, the operation, processes, plant/equipment (including PPE), events, and people present or who were involved in the accident, incident, or near miss. Interview all witnesses.
- Carry out a complete site examination, with photographic evidence or description and/or diagrams and documentation.
- Define action, responsibility, and measures to prevent reoccurrence, within a predetermined time frame.
- Update the risk register, where necessary. Ensure it is reviewed for new risks identified because of the accident/incident/near miss and also existing risk contributing factor(s) and management controls.

- Supply the manager with documents and reports, so that they can review the report, carry out any further investigation if necessary and ensure that action is taken to avoid a recurrence, then sign off the report.
- In the case of a notifiable event, ensure that any injured party and assistants cannot be subjected to further injury by (if safe and practicable) removing them to a safe distance from the cause of the incident and then have a trained first aider attend to the injured party. An ambulance should be called if there are any doubts about the severity of the injury.
- In the case of a notifiable injury, management or the Health and Safety Representative is required to contact the nearest WorkSafe NZ office as soon as is practicable. (Or at least within 24 hours).
- DO NOT alter or move any machinery or equipment (unless it may cause immediate danger to others) and tape off the area of the incident. Machinery or equipment cannot be used again until it has been cleared by WorkSafe NZ.
- Notifiable Event forms must be filled out and sent to WorkSafe NZ within seven days. This can be done by completing the appropriate online notification form on the WorkSafe website [worksafe.govt.nz/notify-worksafe](https://worksafe.govt.nz/notify-worksafe)
- Make inquiries as to the extent of the injuries and of the potential of any long-term effects.

### **Process to Review a Critical Event and/or a Change in Work Procedures or Policy**

- Ensure that the investigation has identified the contributing risks whose management controls are to be reviewed, or that any newly identified risks are added to the risk register with their respective management controls defined.
- Verify that the corrective actions have been effective following the changes. If not, reassess what needs to happen to ensure effectiveness.
- Make enquiries as to the extent of the injuries to the employee and potential of any long-term effects.
- Evidence that the risk register has been reviewed because of the investigation, with links of time and date of review which match the event that triggered the investigation.

- A review of any further training required is to be completed.
- Any staff to be made aware of the event and reason for changes to the policies, processes, equipment and/or the risk register. They are to be given the opportunity to discuss the event, to prevent reoccurrence.

## First aid kits

### **Suggested minimum contents for a workplace first aid kit**

Here is a list of recommended contents for first aid kits for workplaces with no special risk:

- a manual, giving general guidance on first aid
- individually wrapped moist wipes or saline solution
- 20 individually wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work in Dressings may be of a specific type, for food handlers
- two sterile eye pads
- two individually wrapped triangular bandages (sterile) and clasps or safety pins to secure bandages
- two stretch bandages
- six medium-sized, individually wrapped unmedicated wound dressings - approximately 12cm x 12 cm
- two large, sterile, individually wrapped unmedicated wound dressings - approximately 18cm x 18cm
- two pairs of disposable gloves
- one resuscitation mask

This is a suggested contents list only. You may want to use equivalent items.

When you do your Needs Assessment you may identify a need for additional items. These could include:

- scissors
- adhesive strips or Band-Aids for minor wound dressing
- non-allergic adhesive tape
- disposable aprons
- forceps or tweezers, to remove foreign bodies
- plastic bags for waste disposal

- hand sanitizer

Ideally, these items are stored inside the first aid kit. But, if necessary, they may be stored separately so long as they are available for use as required.

### **Suggested minimum contents for vehicle or lone worker's first aid kit**

- a leaflet giving general guidance on first aid
- six individually wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work
- two individually wrapped triangular bandages (sterile)
- one stretch bandage
- clasps or safety pins to secure bandages
- one large, sterile, individually wrapped unmedicated wound dressing – approximately 18cm x 18cm
- one pair of disposable gloves
- one resuscitation mask

This is only a suggested contents list; equivalent items will be considered acceptable. This kit can be carried in individual belt pouches by people working alone.

Once the PCBU has completed their assessment of the first aid items required, a need for additional items may be identified. This could include, for example:

- scissors
- adhesive strips or Band-Aids, for minor wound dressing
- non-allergenic adhesive tape
- disposable aprons
- forceps or tweezers, to remove foreign bodies
- plastic bags for waste disposal
- individually wrapped moist wipes or saline solution

The contents of vehicle or lone worker first aid kits should be stocked from backup stock at the main work site. Consideration also needs to be given as to how mobile and lone workers can summon help if they are injured. Examples being the provision of mobile phones, radio access, GPS, or a phone check-in procedure.

# Emergency Plan Procedures

## Fire Warden Duties

If you discover a fire in the building:

1. Activate the Alarms.
2. Put on your Fire Warden Identifier (Vest, Hat or Arm Band).
3. Begin your patrol of the building and instruct all staff to evacuate immediately and proceed to the Assembly Point.
4. This is at:
5. Once you have reached the assembly point, conduct a roll call for the staff in your area.
6. Report to the Building Warden.

If the alarms activate without your knowledge, carry out tasks 2 to 5 above.

Your target time for a complete evacuation is a maximum of 2:00 minutes.

## The 30 Second Rules are:

1. Fire will double in size every 30 Seconds. This is without any accelerants.
2. It will take you 30 seconds from the time you discover a fire, activate the alarms, get the correct fire extinguisher and return to the fire.
3. 30 seconds is the approximate life of an extinguisher once it has been activated.

Use the Correct Firefighting equipment for the type of fire:

- Type A - Wood, Paper, Textiles - Use a water-based extinguisher (Hose or Stored Pressure).
- Type B - Liquids (Oil, Petrol, Chemicals) - Use a Dry Powder or CO2 extinguisher.
- Type E - Electrical Equipment - Use a CO2 or Dry Powder (Must be labelled ABE) extinguisher.
- Type F - Cooking oil/fat.

Fire extinguishers can be easily recognised by the colour band on them:

- Red - Water/water-based
- White - Dry powder
- Black - CO2 (Carbon dioxide)
- Blue - Foams
- Beige - Wet chemical

Look for the labels on the fire extinguisher for the type of fire it is most effective on.

Never put yourself at the risk of getting burnt or trapped by the fire.

**Heat + Oxygen + Fuel = FIRE**

**N.B. Trial Evacuations are to be conducted at 6-month intervals or 6 months from the previous evacuation (real or trial)**

## **Tsunami**

The following rules apply:

- The Ministry of Civil Defence and Emergency Management will issue a national warning on the television and radio.
- Move inland to high ground.
- Stay away from streams and rivers.
- Never go to the coast.

## **Volcanic Eruption**

The following rules apply:

- Listen to the radio for information and advice.
- Conserve water and save in containers.
- Stay inside as much as possible.
- Wear a mask and goggles if you are going outside.
- If possible, keep clothes worn outside separate from clothes worn inside.
- Avoid basements and or confined spaces as gases can accumulate.
- If possible, keep the roof and guttering free of ash to avoid the roof collapsing under the weight.
- Unless necessary do not leave the building unless advised by Civil Defence Emergency Management officials.
- Turn your electricity and gas off at the mains.

## **Medical Emergency**

The following rules apply:

- Do not move the injured/ill person unless they are in danger of further injury and you are not endangering yourself.
- Have someone get the first aider to attend to the injured/ill person.
- Call an ambulance if required.



## Earthquakes

The following rules apply:

- Store heavy items near or on the floor.
- Implement the recognized self-protection process of:
  - "Drop - Cover - Hold".
- Know how to turn off water, electricity and gas.
- Have adequate fire extinguishers for small fires.
- Have a survival kit.
- Treat injuries.
- If you are in a damaged building, try to get outside into an open safe place.

**All staff and visitors MUST follow the instructions of the Emergency Wardens during an Evacuation.**

Emergency Contacts

Civil Defense [www.civildefence.govt.nz](http://www.civildefence.govt.nz)

WorkSafe NZ 0800 030 040 [www.worksafe.govt.nz](http://www.worksafe.govt.nz)

EPA 800 429 7827 [www.epa.govt.nz](http://www.epa.govt.nz)

National poisons Centre 0800 764 766

Ambulance 111

Police 111

Fire 111

**First Aiders:** One is required for every ten staff members and every site crew. Two per 25 workers in moderate-risk workplaces. Assess company size, level of risk in the workplace and assign first aiders appropriately. The first aiders should be chosen based on availability during the week, skills, interest to do so, and prior qualifications and experience. They must hold a current first-aid certificate.

**Kits required:** at least one in each area of work, including vehicles. At least one on each floor. They must be clearly identified using a white cross on a green background.

# Hazardous

THE CARPET CLEANING TEAM is committed to ensuring full compliance with all hazardous substances requirements:

1. Keep an **Inventory** – Hazardous Substances Register.
2. Use and Share **Safety Data Sheets** (SDS) – formerly referred to as MSDS, these are ideally sourced from your hazardous substance supplier, at the time of purchase. Read each document and note down important information about each; properties, how to store it, PPE requirements, and first aid information. Anyone who uses that substance must be familiar with the SDS and it must be easily accessible to all staff. Document the SDS date on your Hazardous Substances Register.
3. Conduct a **Risk Assessment** – can you substitute another substance for the same job? How can you reduce exposure to risks caused?
4. Inform and Train your Workers – complete the **Staff Skill Level Training Sheet** to show this has been done.
5. Prepare for **Emergencies** – have a plan outlining how you will deal with a hazardous substances emergency  
e.g. someone is burned or poisoned, a fire or leak occurs.
6. Correctly **Label** Hazardous Substance Containers, including Waste
7. Install **Warning Signs** – Place signs where substances are used and stored e.g. entrance to property, building and rooms where it is located and used. Signs must be clearly visible and state; hazardous substances present, general type of hazard, what to do in an emergency.
8. Make sure **Storage Areas and Containers** are Safe – Store only what you need, keep incompatible substances separate, use appropriate containers and label everything clearly. Depending on the substances you use, you may need special storage cabinets and a compliance certificate.
9. Take Care with **Hazardous Waste** – If waste is hazardous e.g. toxic or corrosive, you must treat the waste in the same way as you treat any other hazardous substance with similar properties. Including:  
recording it in inventory, correctly storing and labelling, ensuring staff working with it have the knowledge, experience, and supervision to do so safely.

10. Provide **Protective Gear** – You must make sure workers have the correct clothing and equipment, to use the substance. You must also ensure they know how to correctly use and maintain it

For further information on hazardous substances refer to [www.hazardoussubstances.govt.nz](http://www.hazardoussubstances.govt.nz)

## Risk Controlling the Risk

### 1: Alcohol, Drugs or Medication

**High**  **Elimination** **Administrative**

- Alcohol of any type must not be consumed on the premises unless it is a company approved function.
- If you are over the legal driving alcohol limit you must find an alternative means of getting home.
- If you are on prescribed medication which may affect your performance, you must inform management of this fact before you begin work.
- Any employee who causes an accident injuring another person due to drugs or alcohol will be instantly dismissed and could face serious prosecution under the Health & Safety at Work Act (2015).
- Drug testing may be required on various sites. Refer to the Drug and Alcohol section of the H&S policy and testing for further information.

### 2: Allergies

**Moderate**  **Administrative** **PPE**

- If you suffer from allergies, then you must make management aware of this, before you undertake any work which may create an allergic reaction.
- Should your allergy be severe enough to require medication or similar, always have it available e.g. Asthma inhaler for asthma, antihistamines for bee stings etc.

### 3: Amenities

**Moderate**  **Administrative**

- Toilets must be kept clean and well serviced.
- Lunchrooms are to be clean, tidy and hygienic.

- If any amenities are unclean or not hygienic, contact the appropriate person.

#### 4: Broken Glass

**High** → **Elimination**

- Clean up broken glass immediately.
- Large pieces may be picked up by hand if this can be done safely and without cutting the person.
- The remainder should be swept up with a brush and pan.
- Dispose of glass in the correct recycling container.
- It is recommended that closed-in shoes and gloves are worn when cleaning up broken glass.

#### 5: Changing Attachments on Tools or Equipment

**Moderate** → **Engineering Administrative**

- When changing attachments on tools or equipment unplug the tool completely.
- Never replace with an attachment not designed for the tool.
- Do not leave a tool without the attachment change not completed.
- On machinery (generally bigger fixed machinery) where the process may take time, follow the "Lock Out" procedure if you must leave an uncompleted change.

#### 6: Chemicals, Sprays, Paints, Poisons and Solvents

**High** → **Substitution Engineering Administrative PPE**

- All chemicals etc. must be kept in correctly marked, well-sealed containers.
- If you find Chemicals, Poisons, Paints, Sprays or Solvents in your work area inform the site supervisor and have them removed.
- If you need to use Chemicals, Poisons, Paints, Sprays or Solvents:
  - Wear the appropriate safety protective clothing, masks etc. as recommended by labelling on the product and on the information provided.
  - Have Safety Data Sheets (SDS) available at all work sites.
  - Ensure that there is sufficient ventilation and no ignition points.
  - If you interact with a substance you don't recognise, inform your supervisor immediately.
  - Do not allow oils, chemicals and fuels to run away into drains or waterways.

- Chemicals are to be stored as per HAZNO regulations.

## 7: Children in the Workplace

**Extreme** → **Elimination Engineering**

- For their own safety, children must always be supervised while on-site or be in a child-approved area.
- Do not allow children to play with or climb on anything.
- Children **ARE NOT** permitted in areas with machinery/vehicles operating. (Workshops, warehouses, etc.)
- Always be aware of children and if they enter a work area that may be hazardous and could cause injury to themselves or others, stop what you are doing and ask them to leave, or ask their parents to remove them from the area.

## 8: Company Vehicles

**High** → **Engineering Administrative**

- Only drive company vehicles you are familiar with and are licensed and/or certified to drive.
- Ensure that the vehicle is in good order and is registered and warranted.
- Always wear a safety belt.
- Vehicles should be equipped with a current first aid kit and a fire extinguisher.
- Keep the vehicle tidy. Ensure everything is secure so should heavy braking or an accident occur, tools, materials and other items will not be thrown around the vehicle and injure any occupants.
- Do not carry loose articles in the cabs of vehicles, as they could jam the pedals of the clutch, brake or accelerator and distract the driver, causing an accident.
- Never drive a company vehicle after drinking alcohol, taking drugs or prescription medication that could affect your ability to drive.
- If driving long distances, take regular breaks and if you feel tired, pull over.
- Only authorised personnel approved by management are permitted in company vehicles.
- Pets are not permitted in company vehicles.
- You are not permitted to carry hitchhikers when driving a company vehicle.

- Do not make calls on a cell phone while driving unless your vehicle is equipped with a hands-free kit, or you have an ear piece or similar and voice control is available. Otherwise pull over and ring the person back when it is safe to do so.
- Never read or do texts, emails or anything that takes your attention off driving under any circumstances.

### 9: Contractors, Subcontractors

**High** → **Engineering** **Administrative**

- All contractors are to be inducted and made aware of the risks on the site.
- Ensure all contractors are inducted with the appropriate forms.
- Stay away from contractor's work areas and equipment.
- Do not alter or interfere with any work done by a contractor.
- Do not assist a contractor in their work, unless it is part of your job description and you're trained to.

### 10: Dehydration

**Moderate** → **Administrative**

- Keep well hydrated when working during warmer months of the year.
- Dehydration causes fatigue and can impair judgement, especially when operating machinery.
- If you feel thirsty, you are already becoming dehydrated.
- Water is the best.

### 11: Dust

**Moderate** **Low** → **Engineering** **PPE**

- Keep your work area as clean as possible to eliminate dust build-up and keep dust levels to a minimum.
- You should always wear dust masks in any area where dust is a problem.
- If the dust is affecting you, then you should inform your supervisor immediately.

### 12: Electrical Equipment & Small Tools

**High** → **Elimination** **Substitution** **Administrative**

- Only use a device if you are trained and authorised to.
- Do not use portable electric equipment if the equipment itself could become dangerously wet.

- Use RCDs (Residual Current Devices) wherever practicable when using mains powered equipment.
- Do not attempt to repair any faulty equipment yourself.
- Ensure any guards required are in place, before use.
- If the leads of equipment become damaged, DO NOT use the equipment until after it has been repaired.
- Never pull the plug out from the socket by pulling on the cord.
- Blades, discs, cutting edges and bits etc. are to be of the correct type for the tool and fitted correctly.
- All portable electric equipment must be checked and certified in accordance with AS/NZS 3760.
- Do not unplug any equipment while you have wet hands. Dry your hands first.
- Turn switch off before unplugging.
- Ensure all electrical equipment has been added to your Maintenance Schedule and the dates for upcoming maintenance are recorded in a reminder system (diary etc.).

### 13 Equipment Maintenance and Servicing

High  Elimination  Substitution  Engineering  Administrative

- All equipment and machinery must be serviced and maintained according to the manufacturer's instructions or in accordance with The Carpet Cleaning Team's own maintenance schedule.
- The maintenance schedule/report must be completed by a designated person on completion of service.
- All new equipment must be added to the maintenance schedule within one month of being installed/commissioned.
- If you discover any equipment or machinery that has not been serviced or has been serviced incorrectly, report this to your supervisor.

### 14 Eye Damage

Moderate  PPE 

- Wear safety glasses when using machinery, equipment or if you are engaged in a process where something could encounter your eyes.
- If dust is a problem, then wear eye protection.

## 15 Faulty Machinery/Equipment

High → Elimination Substitution Administrative

- If the equipment or tool you are using is faulty or not operating correctly, you must stop using it and advise your supervisor.
- Do not attempt to repair the fault unless you have been trained to do so.
- Follow "lock out" procedure.

## 16 Fire Fighting Equipment and Exits

Moderate → Elimination Administrative

- Make sure that fire exits are clear and accessible.
- If you see anything blocking a fire exit, extinguisher or hose reel remove it immediately.
- Ensure that all fire extinguishers and hose reels are visible and accessible.
- Never use extinguishers or hose reels as hangers or hooks to place other items on.

## 17 Flammable Substances

Moderate → Elimination Engineering Administrative

- Keep flammable materials or substances away from exits and entrances.
- Never store any flammable items where they may be at risk of catching fire.
- Use appropriate storage containers as required by the Hazardous Goods (HSNO) regulations, considering the quantity of products held on premises.

## 18 Foot Injuries

Moderate → PPE

- You must wear the appropriate safety footwear when on site, or if required on any site you visit.
- This includes contractors or visitors, where applicable.

## 19 General Public and Visitors

High → Engineering Administrative PPE

- All visitors who are visiting a specific staff member are to sign the Visitors Book on arrival and sign out when leaving, where applicable.



- The public are not allowed in work areas that machinery or vehicles are operating unless there is a reason to be there and only if accompanied by a staff member.
- If you are to take a person through a work area ensure you provide them with any required personal protective equipment required, you inform them of hazards in the area and stay within designated areas, walkways, etc. Their safety is your responsibility.
- If you see anyone you do not know in the workplace, ask them to leave.

## 20 Ladders

High → Substitution Administrative

- Only use ladders as they are designed to be used.
- All ladders shall be set up on a firm level surface, unless a secure method is used to ensure an even distribution of weight between the stiles. In the case of a step ladder, this includes the back frame.
- All "A-frame" ladders must lock across the two uprights.
- Ladders, unless specifically designed, are only to be used for access to an area, not for working off.
- Only industrial approved ladders are permitted to be used on site.
- Only use non-conducting ladders when doing electrical work.
- All ladders must meet NZS 5233: 1986 or NZS 3609: 1978.
- Ensure the feet of the ladder are placed on clear, level ground and positioned so it can't slip or topple.
- Leaning ladders should always be approximately 1/4 of the height of the ladder away from the wall.
- Never climb any ladder unless you feel completely safe doing so.
- Leaning ladders must be tied and secured at the top if the operator is working above three metres.
- When engaging in electrical work non-conducting ladders must be used.
- Before using any ladder, ask yourself:
  - Is using a ladder the safest and best work method for the job?
  - Is the ladder in good condition and suitable for the type and height of work?
- While using a ladder:
  - Do not carry a load that will prevent both hands from being able to hold or grab the rungs.

- Do not over-reach – the waist should always remain within the confines of the stiles.
- Unless there is a secure handhold, do not stand on a rung or step that is closer than 0.9 metres from the top of the ladder or steps, while working.
- Always ensure that all loose tools or other items have been removed from the steps or rungs before moving the ladder.
- Where the ladder encroaches onto a passage or roadway, place cones or barricades around the base.
- Ladders shall be withdrawn from service immediately on suspicion of any structural damage such as:
  - Bent or twisted stiles;
  - Loose, bent, worn, or split rungs or steps;
  - Loose, bent or disconnected braces between steps and stiles or back frame;
  - Damaged or missing locking bars;
  - Missing rivets or non-slip feet.

## 21 Locking Out Machinery/Equipment

High → Engineering Administrative PPE

- If a machine or equipment is to be stopped for service or repair, it must be "locked out".
- The machine should be prevented from starting e.g. unplugged or physically prevented from being activated and a lockout tag or the like placed on it.

## 22 Manual Handling

Moderate → Elimination Administrative

- Lift by keeping your back straight and bending your knees, reduce twisting from side to side.
- Do not lift anything that is too heavy for you and could cause you an injury.
- If something is too heavy use a mechanical lifting device if available or ask for assistance.

## 23 Noise

High → Elimination Substitution Engineering Administrative PPE

- Loud and/or long-term moderate noise can cause hearing loss.
- As a guide, if you cannot hold a conversation at normal levels with someone 600mm away you should be wearing hearing protection.
- If after using hearing protection you can still hear a lot of noise, you should wear a higher rated grade.
- Avoid exposure to excessive noise whenever possible, otherwise wear hearing protection.
- Consider others around you, if you are going to be creating loud noise, isolate people from this, where you are able to do so.

## 24 OOS/RSI

Moderate → Elimination Substitution Engineering Administrative

- OOS (Occupational Overuse Syndrome) or RSI (Repetitive Strain Injury).
- Do not continue doing the same activity if you are suffering from any pain or discomfort.
- Have a change of work after 40 minutes of repetitive activity, or at any time if you are uncomfortable with the work you are doing.
- Set yourself up in a comfortable position if doing repetitive work.
- Take micro breaks and do the exercises in the office module (pages 8-9).
- If you find yourself showing signs of OOS/RSI report it to the H&S Officer.

## 25 Pathways, Stairwells and Exits

Moderate → Elimination Administrative

- Pathways, stairwells, and exits are to be kept clear.
- Never leave items on stairways or in pathways as it will create a trip risk to other people using them.
- Be constantly alert for stock, goods, materials, rubbish, and other items which may be blocking walkways and remove them from the area.
- Handrails on staircases must be sturdy and able to support the people who use them.
- Always be cautious when carrying items up or downstairs, ensure you can see where you are walking.

- Do not speak to others when using the stairs, as they may turn and fall.

## 26 Power Leads

High → Elimination Substitution Engineering Administrative

- Ensure that all power leads are in good condition, without nicks or exposed wires.
- Faulty leads must be tagged out and repaired by a qualified person.
- Always use an RCD if the main power supply does not have an RCD or isolation switch built into it.
- Avoid trailing power leads across the floor of the working area, where they may create a trip risk.
- Leads in the workshop, factory environments, or similar are to be tested bi-annually and in office environments every two years.
- All-electric leads, tools, and equipment used on construction sites or similar must be checked before use and tagged every 3 months. As per AS/NZS 3760.

## 27 Practical Jokes in the Workplace

Extreme → Elimination Administrative

- Practical jokes that could cause injury are forbidden and could result in immediate dismissal.
- If due to a practical joke, a fellow employee is injured, it is very likely you could also be faced with prosecution from WorkSafe NZ.

## 28 Retractable Blades/Box Cutters

Moderate → Engineering Administrative

- Never carry a box cutter or similar without retracting the blade.
- Always retract the blade as soon as you have finished an action.
- When cutting, don't put any part of your body in front of the blade i.e. stand to the side.
- Use caution when using retractable blades.
- Note: Many sites do not permit retractable blade knives unless the blade is spring-loaded and is auto-retractable. With these knives, you must hold your finger on the button for the blade to remain out so therefore this minimizes the chances of cutting yourself. Other options are knives with a form of the guard over the blade. Either of these types of knives is a preferable and safer option.

### 29 Rushing Jobs

High → Elimination Administrative

- Employees must never be pressured into rushing a task that could compromise their health & safety.
- Always allow time for the task to be completed in a safe manner.
- A rushed task causing injury will take far longer in the end than a task done at a safe speed.

### 30 Skin Cancer (Working Outside)

High → Elimination Administrative PPE

- Melanoma can be caused by the sun's ultraviolet rays. Protect yourself from sunburn.
- Seek jobs in the shade during the middle of the day and early afternoons (11am-3pm) when possible.
- Wear clothing such as hats, long-sleeved shirts and long pants to protect your skin.
- Sunglasses should be worn to protect your eyes from the sun.
- Take care on windy and cloudy days. Although you remain cool, you can still burn.
- Consult your doctor if a freckly spot or mole changes shape, colour, or size.
- Use a broad-spectrum high-level (30+) sunscreen on any skin that is not protected with clothing.

### 31 Slippery/Wet Floors

Moderate → Elimination Administrative

- Slippery floors and spillages need to be cleaned up immediately, whenever possible. Otherwise, put up a sign or tape off the area until the spillage can be dealt with.
- Install non-slip or anti-fatigue matting to improve staff safety and comfort where practicable or provide specialized footwear where necessary.

### 32 Stress and Fatigue

High → Elimination Substitution Administrative

- Stress and fatigue can be caused by time pressures, issues at home, long hours, etc.
- If you are feeling stressed, talk to the Health and Safety Officer or PCBU. Do not ignore it.

### 33 Training

Extreme → Administrative

- Do not do any task that you are not trained or authorised to do.
- If you are asked to do a task or use a piece of equipment that you are not familiar with, inform your supervisor and get training before usage.
- Do not be shy to ask for training, or if you are unsure about something ask your supervisor or a colleague.
- It is better to ask and get training than pretend you know how to do a task and end up injured.

### 34 Trip Risks

Moderate → Elimination

- Keep bins, mats, power leads, and other items that can create trip risks out of foot traffic areas.
- Keep items off the ground where possible or stack them in an area that won't create a direct risk.
- If you see something that could be a trip risk, remove it.

### 35 Unfamiliar Sites (Engaging in Contract Work)

High → Administrative PPE

- Unfamiliar sites could have a variety of risks you are not familiar with, so be cautious.
- Report to the person in charge, to be inducted and made aware of risks or conditions you may encounter and should know about.
- Follow all on-site instructions about risks.
- If you are uncomfortable with a situation or task you are to perform on the site, contact your supervisor before proceeding any further.

### 36 Vehicles and Machinery on Sites

High → Engineering Administrative PPE

- On sites with commercial vehicles/machinery, you must wear a safety vest to increase your visibility.
- Use walkways whenever possible.
- Always stay away from any areas where vehicles being loaded or unloaded, or machinery is working, unless it is necessary to be there. If you are required to enter an area where commercial vehicles or machinery are operating you must wear a fluoro jacket, shirt, or vest

of some sort. The object is to raise the level of awareness of both the vehicle, machinery operator, and people walking near them.

- If you are required to approach a vehicle on-site do it in a manner so you can be clearly seen approaching.

### 37 Weather Conditions

High → Elimination Substitution Engineering Administrative

- Do not try to work at heights or areas exposed to the elements, if there is any concern about your safety.
- If weather conditions become an issue while working, secure the work you were doing and leave the area.
- Always be aware of wind when working in an exposed position.
- Do not endanger yourself. If weather conditions are of concern, find a safe environment to work in.

### 38 Working Alone and at Night

High → Elimination Engineering Administrative

- If you are working alone after standard work hours, do welfare checks at least hourly or as required.
- Do not use any machinery or equipment which could put yourself at risk of injury.
- Always have a torch available and be made aware of light switches and lighting.
- Avoid going into unlit areas whenever possible.

### 39 Working at Heights (General)

High → Engineering PPE

- When working at any height where there is a risk of falling, a safety harness must be worn if there is no other restraint barrier such as a safety rail.
- Never work above any height if you are not comfortable in doing so.
- Do not work at height in any conditions that may cause an accident, such as wet weather or high winds.

#### 40 Work Left in an Unsafe Condition

High → Elimination Engineering

- Ensure your work is left in safe condition whenever possible or put up signage, tape/barriers, etc. to protect and warn people of the risk.
- Ensure all work is stable and cannot be affected by adverse weather or injure any other person.

#### 41 Work Place Aggression/Harassment

Moderate → Elimination Engineering Administrative

- If confronted by an aggressive person, be polite and leave the area.
- Report events of aggression or harassment to your supervisor and avoid physical confrontation.
- Make a record of specific events which you feel are inappropriate. Include the date, time, and place and who was present, what was said, how you felt, how you responded, and what other people said and did.
- If a workmate/manager's ongoing behaviour makes you feel uncomfortable, stressed, or threatened and you are unable to change this situation yourself, speak to someone senior about the issue.

#### 42 Aggravated Robbery

Extreme → Engineering Administrative

- If confronted by an armed robber demanding money, do not argue with them.
- Give them what they require and do not antagonise them in any way.
- Always be security conscious when handling cash.
- Try to remain calm and comply with their instructions.
- Take extra care when cashing up, or any activity where cash is openly available.
- Keep all doors well secured when on your own, or with restricted staff numbers.
- As soon as it is safe to do so, call the Police on 111.
- Obtain a copy of the WorkSafe NZ 'Guidelines for the safety of staff from the threat of robbery' booklet and implement the procedures.



#### 43 Air Conditioning/Heat Pumps

Low → Elimination Substitution Engineering Administrative

- Ensure that the air conditioning is working correctly and that you have good, clean fresh air.
- Be aware that air conditioning filters must be cleaned and sanitised on a regular basis, as there can be bacterial build-up.

#### 44 Computer Workstations

Moderate → Substitution Administrative

- A poorly set out workstation and posture can, over time, create an OOS problem.
- Follow the recommendations in the "Pocket Ergonomist" on WorkSafe's website.
- Report any feeling of discomfort or pain experienced while at your workstation.

#### 45 Displays and Showcases

Low → Elimination Substitution Engineering Administrative

- Arrange displays and showcases in a safe manner which does not create a risk.
- Ensure that they are stable and well secured to prevent falling over even if they are moved or climbed on by a customer or child.
- Allow sufficient area around/beside a display to allow a walkway, away from passageways or walk areas.
- Check that no display could cause injury to either customers or employees.

#### 46 Drawers in Work Area

Low → Elimination

- Do not leave drawers open and unattended.
- Always close fully after use.

## 47 Filing Cabinets, Cupboards Shelving and Other Office Equipment

Low → Substitution Engineering Administrative

- Furniture must be placed securely on the floor and not "wobble".
- Shelving must be secure and of sufficient strength to bear the weight of whatever is to be stored on it.
- Evenly load shelves drawers and cabinets so they do not become top heavy.
- Store heavy items between waist and chest height.
- Do not overload or cram things onto shelves.

## 48 Lighting in the Office

Moderate → Substitution

- Always ensure that you have good lighting.
- Natural light should be used if possible, otherwise use good artificial light.

## 49 Office Furniture, Chairs, Desks

Moderate → Substitution

- Office furniture should, wherever possible, be ergonomically designed.
- Use only furniture that is adjustable for the user, and designed for the purpose.

## 50 Reaching to High Places

High → Engineering PPE

- Only use stable ladders to reach elevated areas, and ensure that they are set up properly.
- All stepladders must have the front and back locked together.
- Do not stand on any furniture unless it is completely stable and cannot move while you are on it.
- Climbing onto shelving is not permitted under any circumstances.

## 51 Aggressive Dogs and Animals

High → Elimination Administrative

- Always use caution around unfamiliar dogs, animals, etc.
- Before arriving on-site, check with the owner about any animals that will be there and request that they are tied up, if appropriate.

- If you are unsure and, in a vehicle, do not leave your vehicle and contact the owner.
- If around an aggressive dog. If it is not possible to calm the situation, you should stand still and avoid all eye contact. Look down and keep your arms still and folded in front of you, then slowly and calmly start moving away without turning your back on the dog.

## 52 Chemicals

High  Engineering Administrative PPE

- The practice will maintain a hazardous substance register and SDS (Safety Data Sheets) are to be available for all chemicals on site.
- Staff is to be trained in chemical handling, for disposal.
- Wear protective clothing, as instructed.
- Avoid skin contact.
- Report any spillages to your supervisor.
- Should you come in contact with a chemical, immediately report it to your supervisor.
- Always wear suitable protection when using chemicals (gloves, safety glasses, apron, etc) as advised by the manufacturer in the SDS.
- Keep chemicals and cleaners well away from food products.
- Do not put chemicals into food or drink containers, under any circumstances.

## 53 Cleaning Bathrooms/Toilets

Moderate  Administrative PPE

- Use safe bending/reaching techniques when cleaning floors and down low/up high
- Wear rubber gloves when cleaning bathrooms/toilets.
- Always wash your hands after cleaning toilets.
- When cleaning showers and/or baths, place a wipe on the floor to stand on, to avoid slipping. Use the side of the shower as support.
- Spray shower/bath walls with surface cleaner while standing outside of the shower.
- Ensure nozzle is facing away from you, and at arm's length.

- Report any cracks/damage to shower or toilet to management/maintenance.

#### 54 Cleaning Mirrors

Moderate → Administrative PPE

- Wear gloves when cleaning mirrors.
- Ensure the spray nozzle is facing away from you.
- Use safe bending techniques, to avoid back strain.
- If there are any cracks or breaks, inform your supervisor/maintenance.

#### 55 Cleaning Lifts

Moderate → Engineering Administrative

- Use the lift key to prevent it from moving while you are cleaning.
- Never use a ladder in a lift unless the lift key is stopping it from moving and only use an industrial-grade step ladder.
- Use appropriate spray cleaner to wipe down surfaces, keeping the nozzle pointing away from your eyes and at arm's distance.

#### 56 Electricity and Wet Hands

High → Administrative

- Do not unplug any equipment while you have wet hands. Dry your hands first.
- Turn switch off before unplugging.

#### 57 Entering and Working in Hazardous Environments

High → Elimination Administrative PPE

- Never enter a workshop until you have had a safety briefing/induction as to risks in the area.
- DO NOT tamper with machinery you are not trained and permitted to use.
- Before cleaning around any machinery, ensure it is turned off and not in operation.
- Always be aware of your surroundings.
- Wear all personal protective equipment required for the environment.

## 58 Hoses

Low → Elimination

- Uncoiled hoses are a constant trip risk.
- If you use a hose, you must recoil it after use.
- Warn others if the hose is lying across common walkways.

## 59 Hygiene

Moderate → Engineering Administrative

- Always maintain a high standard of personal and work area hygiene.
- This is to protect the health of both the staff and your customers.
- Wash your hands regularly and avoid cross contamination.

## 60 Infection and Disease

High → Elimination Administrative PPE

- All employees going out onto site must take all practical steps to avoid coming into contact with infectious material.
- All appropriate protective equipment must be worn, where there is a risk of harmful substances coming into contact with skin or eyes.
- Be especially cautious if you have cuts/breaks in your skin, to cover them up to avoid contact.

## 61 Public Areas - Pool/Spa/Restroom/Changing Room/Gym

High → Elimination Administrative PPE

- Care is to be taken with waste to be removed from the area. Wear rubber gloves and be wary of sharps/broken glass/bodily fluids.
- Gloves and suitable footwear are required for use when cleaning these areas.
- Inform your supervisor if you find a syringe/needle.
- Use appropriate cleaning products for these high-use areas. Protect your eyes if strong chemicals are used, and wear a mask.
- Be aware of slippery areas and take care when using electrical equipment.

## 62 Reaching to High Places

High → Substitution Administrative

- Only use industrial grade step ladders to reach elevated areas and ensure that they are set up properly.
- All stepladders must have the front and back locked together.
- Do not stand on any furniture unless it is completely stable and cannot move while you are on it.
- Climbing onto shelving is not permitted, under any circumstances.
- Use extension handles on cleaning equipment, where possible.

## 63 Sharp Objects

High → Elimination Administrative

- All sharp objects must be handled with care. (broken glass etc)
- Sharp objects are to be placed in a bin or similar not a plastic bag or similar where it could protrude out the side and injure others.

## 64 Slippery Floors

Moderate → Elimination Engineering Administrative

- Slippery floors and spillages need to be cleaned up immediately, whenever possible.
- Otherwise put up a warning sign or tape off the area, until the area has dried off.

## 65 Sweeping & Mopping Floors

Moderate → Elimination Engineering Administrative

- Slippery floors need to be cleaned immediately, whenever possible.
- Use correct techniques when using mops/brooms, to avoid slips or back strain.

## 66 Vacuum Cleaning/Spot Cleaning

Moderate → Engineering Administrative PPE

- Avoid trailing leads across the floor and in high traffic areas (people) do not use until it is less busy. If this is unavoidable, cover the leads to prevent a trip risk.
- Remain upright and do not bend at the waist. Bend at your knees if required.

- Turn vacuum off and then turn off at wall, before unplugging.
- Use correct product for spot cleaning, with appropriate PPE.
- If working on the carpet in one place, use care getting down and up.

## 67 Vacuuming Stairs & Corridors

Moderate  Engineering Administrative

- Coil vacuum cleaner cord carefully and avoid trailing leads across the floor and in high traffic areas (people) do not use until it is less busy. If this is unavoidable, cover the leads to prevent a trip risk.
- Hold hose behind the body and remain upright. Bend at your knees if required.
- Ensure vacuum cleaner is always in a stable position on stairs.
- Turn vacuum off and then turn off at wall, before unplugging.

## 68 Waste Bins

Moderate  Substitution Administrative PPE

- Ensure waste food bins are emptied regularly and have well secured lids, to prevent vermin from accessing the scraps.
- Wash hands well after using the bins.
- Wear gloves if handling the bins.
- Be wary of dangers such as syringes, contaminants and glass.