



PREVENTION CARE RECOVERY

Te Kāpōrehana Ahuwhia Hanga Whāra

# ACC Workplace Safety Management Practices



*This certifies that*

**Network Electrical Servicing Ltd**

has met the Tertiary level requirements for ACC Workplace Safety Management Practices

This is effective for the period: 01 May 2012 to 30 April 2014



Ralph Stewart  
Chief Executive  
ACC

## HEALTH AND SAFETY POLICY STATEMENT

Network Electrical Servicing Ltd undertakes to comply with all relevant Health & Safety legislation, Codes of Practice, related Standards and identified Safe Work Practices. All Health and Safety Management systems will be focused on continuous improvement of Health and Safety performance.

Network Electrical Servicing Ltd is committed to create and manage drug and alcohol free places of work. The Employee is expected to actively contribute by taking personal responsibility for his/her own actions. This includes ensuring that they are not impaired by drugs and alcohol while at work and that they report incidents where individuals may be impaired or otherwise in breach of this policy.

Network Electrical Servicing Ltd undertakes to comply with smokefree law and is committed to create a smokefree workplace. Employees must not smoke inside the NES building such as workshop, office, smoko room, halls, vehicles etc. All employees must use authorised smoking areas outside of the NES building.

Management at all levels are committed to the effective management of Health & Safety to this end all management will

- Be trained in Health & Safety requirements to ensure that they are all competent in relation to Health & Safety
- Have Health & Safety responsibilities assigned to them as in 1.3.
- Performance reviews of the Health & Safety responsibilities will be performed annually for all management and supervisory staff
- Be responsible to develop a performance criteria for work areas for which they are responsible

Oxana Lee will act as the Health & Safety Co-ordinator, it is her responsibility to facilitate the Health and Safety Management System, act as a convenor of meetings, audits and accident investigation teams. Michael Fife will act as a deputy Health and Safety Co-ordinator.

It is important to Network Electrical Servicing that there is a high level of involvement and consultation with all staff in all matters relating to Health & Safety. Staff has selected two of their members to be involved with Health & Safety and act as staff representatives. The Staff Health and Safety Representatives involve in all matters regarding Health and Safety Management.

Network Electrical Servicing Ltd also recognises that all staff have responsibilities in relation to Health & Safety therefore all staff are expected to work in a safe manner.

As a minimum standard staff will be required to;

- Always wear the Personal Protective Equipment when required.
- Always use safe work methods to protect yourself, other workers and the public.
- Assess every job undertaken for hazards and take appropriate steps to control those hazards.
- Advise Management if you are aware of any situation or plant that is putting staff at risk.

All Health & Safety information will be accurately reported and recorded and an assessment of this will be included in all Management performance reviews. This policy will be reviewed and updated annually.

Signature:   
Gavin Harris - General Manager

Date: 08/02/2012