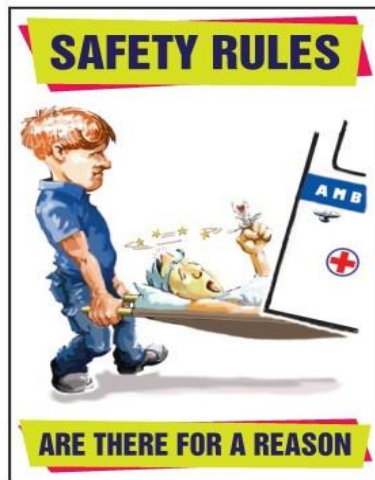




SEVENTH-DAY
ADVENTIST
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North New Zealand Conference

Rules, Standards and Expected Behaviour



2017

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North New Zealand Conference

Rules, Standards and Expected Behaviour

Breach of Health and Safety Rules

NNZC personnel who disregard general safety rules and safety instructions will incur disciplinary action and **may** include, removal from a NNZC place of work or ministry

However any continued breach of general safety rules, or observed breach, or reported and proven breach of critical rules **will** result in immediate removal from the place of work and may result in employment termination of the offending person or persons

Disregard by those persons in attendance at NNZC facilities of H&S rules is unacceptable behaviour and will require the offender being told of the need and reason for rule compliance and an expectation that they will follow the Church's H&S rules and guidelines

NOTE !

The following list of critical, operational and general rules and standards are not exhaustive and may be added to, or updated, as required, to meet changes in NNZC activities, places of work or a changing operating environment

Critical Rules

Critical Rules are in place to prevent serious harm or death

Personal Protective Equipment

1. Personal equipment, **including safety equipment and clothing**, used by NNZC personnel or trainees, in the course of their work, or training, shall comply with relevant NZ safety standards, WORKSAFE New Zealand Codes of Practice and industry guidelines
2. Such equipment and clothing shall be maintained and serviced, by the user / NNZC, as necessary, to ensure operational effectiveness and safety

Plant Equipment and Tools

- 1 All NNZC, Ministry or Facility plant, equipment and tools supplied and used in connection with its various operations and activities (*including safety equipment*) shall be:
 - Purpose designed
 - Manufactured, and
 - Set-up to be safe for its employees, its contractors and their employees, and attendees at its ministries and facilities to use
- 2 All NNZC plant, equipment and tools, (including safety equipment) used by the employer, or supplied for use by its personnel, trainees or its contractors and their employees, shall be maintained and serviced as required to ensure their effectiveness and safe use by the user
- 3 All tools and equipment used by NNZC personnel, trainees and its contractors and their employees, shall be restricted to the use they are intended
- 4 No plant, equipment, or tools shall be modified or repaired in a manner likely to compromise their safe use by NNZC personnel, contractors and their employees, ministry or facility attendees, in its places of work, ministries or facilities

First Aid

1. First aid kits are for emergency use in NNZC workplaces, ministries and facilities
2. In all NNZC worksites or its directly controlled ministries or operations a holder of a current first aid certificate issued by a recognised organization shall be present at all times. NNZC Churches and their ministries are encouraged to follow this practice
3. A clearly marked first aid kit shall be kept:
 - in each NNZC vehicle
 - at each NNZC worksite ministry and facility and also at each of its Churches or their ministries
 - vehicle kits can substitute for those required at the work area provided the vehicle remains unlocked at the place of work

4. Every first aid kit shall be fully stocked, and stored so as to ensure contents are protected against contamination by dust, heat, moisture or any other source

Fire suppression equipment is for use in fire emergencies only. Any misuse of this equipment shall incur disciplinary procedures for the offending person/s. An approved auto- extinguisher shall be in each NNZC vehicle with a current test certificate

Dangerous Goods – storage, transport and use of

- Petrol and diesel fuels and other flammable liquids shall be carried, stored and packed in containers that comply with the relevant provisions of the Hazardous Substances and New Organisms Act 1996 and applicable Regulations
- No NNZC vehicle shall carry, or have stored, any petrol or diesel fuel, or flammable liquid in the same compartment as passengers
- **No person shall smoke, light a fire or bring a naked flame or other source of ignition within 15 metres of any area set aside for the storage of bulk storage of petrol, diesel or other flammable liquids**

Machines Power Equipment / tools

- Machines, powered equipment / tools shall not be located or operated in a manner likely to expose operators or other workers to significant hazards
- All equipment / tools shall be used and operated in accordance with manufacturer operating instructions
- No mobile / stationary equipment shall be operated with sub-standard machine functions that constitute a significant hazard to operators or others on a NNZC workplace, ministries or facility

Operational Rules

Due to the high risk nature of certain of NNZC activities, programs and operations the following rules, and behavioural standards will apply to all personnel involved with NNZC activities, operations and programs

1. **No** person shall work at, or visit any NNZC workplaces, ministries or facilities while under the influence of drugs or alcohol
2. **No** person shall enter an area where work or other activities are taking place until their presence has been acknowledged by the person in charge of the workplace or activity site
3. There shall be in place an effective system for hazard management in each of NNZC workplaces, ministries, facilities or operations and comprehensive information relevant to operational Health and Safety hazards and their control provided to, and understood, by its personnel and others associated with each of its ministries, facilities or operations
4. At all times NNZC shall have an experienced and competent person in charge of each of its workplaces, ministries and operations and ensure that all work or activities are supervised and performed in a safe manner
5. **All** NNZC personnel and ministry and facility leadership shall be properly instructed, qualified and adequately trained for the work they are required to perform including relevant health and safety instruction and information
6. **No** person shall work in a manner, or position themselves where they are likely to cause harm to themselves or others in their area of work or operating as part of a NNZC activity
7. **No** person shall work on their own unless all reasonable practicable steps are taken to ensure they have the means of getting help in an emergency, and
8. That appropriate safety clothing and equipment is **available to**, and **used** by NNZC employees, its contractors and their employees, ministry or facility personnel to minimize the risk of personal harm that might arise from the work they are engaged to do
9. In situations where adverse weather or other environmental conditions create significant hazards that cannot be satisfactorily controlled on NNZC worksites, ministries or activities, operations shall be suspended

10. Night time operations shall only be undertaken where illumination does not cause a hazard
11. These operational rules apply equally to NNZC employees, ministry and facility Leadership, members and volunteers who may be assisting in NNZC places of work, ministries or facilities

Transportation of Employees and Equipment / Materials

1. All vehicles operated by NNZC for transporting its personnel, or those associated with its operations, ministries or facilities shall comply with:
 - Transport related legislation and subsequent amendments
 - Traffic regulations
 - The above requirements are in addition to provisions in any relevant Act, Regulation, or Code of Practice which may be in effect
2. All NNZC vehicles shall be serviced and maintained in a manner to ensure their legal compliance and operator safety at all times
3. Drivers of NNZC vehicles used for its operations shall hold a relevant and current driver's license
4. NNZC vehicles will be driven in compliance with speed restrictions and with due regard to environmental conditions
5. No loose tools, fuel or equipment shall be carried in the passenger compartment of a vehicle transporting employees, or other persons associated with, or taking part in NNZC activities or operations
6. Vehicles operated by NNZC that have approved seat belts fitted shall be worn by passengers and the number of passengers shall not exceed the vehicle available seat belts
7. All incidents / accidents involving NNZC vehicles shall be reported to the Conference Secretary as soon as possible (ASAP) after such incidents / accidents

General Rules

Visitors to NNZC Operations

It is NNZC policy that:

Visitors to NNZC ***operational sites*** shall have prior approval of the person in charge of the workplace / operation, who shall ensure they are:

- informed of significant hazards on the worksite
- told how to minimise harm from such hazards
- designated a safe area, or
- supervised so that they are not harmed in the place of work, and
- issued with appropriate protective clothing and equipment for visitors, and
- that such equipment supplied is used are complied with, and
- that all health and safety instructions / directions given by the person in charge or by authorised company personnel, are complied with at all times, and
- NNZC visitor checklists are completed and signed by the visitor/s

Drugs and Alcohol

It is NNZC policy that its worksites will be drug and alcohol free

Consequences of a breach of drug and alcohol rules are serious and could include:

- Disciplinary action taken against offending employees and trainees
- Legal prosecution
- Future employment prospects reduced within NNZC operating sector, and
- Breach of drug and alcohol rules could result in the loss of contractual opportunity for NNZC

NNZC Smoking Policy

NNZC has a non-smoking policy relating to its places of work, buildings and vehicles

Task Competency

No NNZC, its ministries or facilities personnel shall undertake any task if they do not have the skill or experience to carry out a required task without causing harm to themselves or others in the workplace, ministries or facilities

Employees or other persons without the skill to do a task safely must be supervised by someone experienced and competent, who can ensure they can carry out the required task without harming themselves or others in the workplace, ministries or facilities until they are competent to carry out any required task safely

NNZC Vehicle Maintenance / Records

NNZC vehicles shall be:

- Regularly serviced, maintained and kept in a clean and tidy condition, and
- Operated compliant with relevant legislative requirements

NNZC vehicle drivers shall

- Ensure vehicles are compliant with legal requirements, and
- By visual inspection ensure vehicles are roadworthy, clean and tidy
- Ensure compliance with Vehicle Log Book requirements
- Ensure vehicle servicing is carried out in line with manufacturer's guidelines and records of servicing kept in the vehicle glove compartment
- Shall complete all relevant NNZC vehicle / driver checklists and associated documentation

Hazard Management / Accident Documentation

In the case of hazards arising, or accidents occurring, in NNZC workplaces or ministries appropriate NNZC documentation shall be completed by employees and forwarded to management for appropriate action

Emergency Procedures

All NNZC, ministry and facility personnel and attendees are required to know and understand those emergency procedures relevant to its workplaces, ministries and facilities and in the case of an emergency follow evacuation procedures

All NNZC employees, ministries and facilities attendees are expected to take part in evacuation drills if they are present during such an evacuation exercise

Additional Safety Rules / guidelines applying to NNZC places of work, Programmes and ministries

Additional to those general NNZC health and safety rules and guidelines included in this Health and Safety Plan, the following rules and guidelines will also apply:

- Those recognised industry rules, Codes of Practice and Best Practice Guidelines specific to those areas in which NNZC operates
- Relevant machinery / equipment manufacturers and supplier health and safety operating guidelines
- Those applicable National, Local and Territorial Authority health and safety compliance requirements, and

Unacceptable Workplace, Ministries and Facilities Behaviour

- Disregard for NNZC Health and Safety Rules and Instructions
- NNZC Safe Places Legislative Requirements.
In this regard NNZC has in place policy, rules and guidelines consistent with legislative requirements and NZPUC Safe Places material
- Bullying in any of NNZC Workplaces, Ministries or Facilities
- Harassment of any kind in any of NNZC Workplaces, Ministries of Facilities

For further information on behavioural concerns or other H&S rules, guidelines or other H&S matters refer to the NNZC Website (Health and Safety)