Health & Safety

**HEALTH AND SAFETY**

Health & Safety

Craggy Range recognises the importance of good health and safety management in order for the Company to achieve business excellence.

We are committed to providing and maintaining a healthy and safe working environment for all its employees and in ensuring that work does not adversely affect the health and safety of other people such as suppliers, visitors and contractors. In addition we will take all practicable steps to avoid damage to plant, equipment, materials or any other property as a result of accidents, fire or dangerous occurrences.

[[http://intranet/_layouts/images/pdf16.gif](http://intranet/ourresources/Health_and_Safety/Forms/Health%20and%20Safety%20Policy.pdf)Health and Safety Policy](http://intranet/ourresources/Health_and_Safety/Forms/Health%20and%20Safety%20Policy.pdf)

Rehabilitation Procedure

Craggy Range is committed to the principle of providing incident management and appropriate rehabilitation support for injured employees. This involves supporting employees, that have either work related or non-work related injuries/illness, with effective rehabilitation in accordance with the Accident Compensation Act 2001.

Craggy Range will commence early intervention with suitable support and direction for employees. This will be in accordance with any medical recommendations to ensure optimal management practices are adopted. At all times the rights, welfare and confidentiality of the employee will be respected.

[[http://intranet/_layouts/images/pdf16.gif](http://intranet/ourresources/Health_and_Safety/Forms/Rehabilitation%20Procedure.pdf)Rehabilitation Procedure](http://intranet/ourresources/Health_and_Safety/Forms/Rehabilitation%20Procedure.pdf)

Hazard Management

Craggy Range is committed to fulfill its obligations with regards to the identification and management of hazards and as such will ensure that:

* Effective methods are in place to systematically identify new and existing hazards
* Regularly assess hazards to determine whether they are significant
* It takes all praticable steps to:
  + Eliminate significant hazards; or
  + Isolate significant hazards; or
  + Minimise significant hazards.
* It monitors employees exposure to hazards and obtians consent to monitor employees health where necessary.
* It provides information to employees about workplace hazards.
* It trains and supervises employees so that they can manage hazards safely.
* It provides employees with reasonable opportunities to be involved in workplace health and safety processes.

The identification, assessment, monitoring, management and reporting of hazards are the responsibility of every member of staff.

For those of you based at our Giants site, if you see anything that needs maintenance or fixing, please ensure you complete a Maintenance Card and forward this to Reception.  Once received, the request will be logged and a timeframe put in place to correct what has occured.

Maintenance Cards can be found in Reception, the Facilities Office and in Terroir.

[[http://intranet/_layouts/images/pdf16.gif](http://intranet/ourresources/Health_and_Safety/Forms/Hazard%20ID%20and%20Control%20Procedures.pdf)Hazard Identification and Control Procedure](http://intranet/ourresources/Health_and_Safety/Forms/Hazard%20ID%20and%20Control%20Procedures.pdf)

[[http://intranet/_layouts/images/pdf16.gif](http://intranet/ourresources/Health_and_Safety/Forms/Hazard%20Identification%20Form.pdf)Hazard Identification Form](http://intranet/ourresources/Health_and_Safety/Forms/Hazard%20Identification%20Form.pdf)

[[http://intranet/_layouts/images/pdf16.gif](http://intranet/ourresources/Health_and_Safety/Forms/PPE%20Guidelines.pdf)Personal Protective Clothing and Equipment Guidelines](http://intranet/ourresources/Health_and_Safety/Forms/PPE%20Guidelines.pdf)

[[http://intranet/_layouts/images/pdf16.gif](http://intranet/ourresources/Health_and_Safety/Forms/Near%20Miss%20Form.pdf)Near Miss Form](http://intranet/ourresources/Health_and_Safety/Forms/Near%20Miss%20Form.pdf)

Training

The Human Resources Manager or delegated authority in conjunction with Line Managers will be responsible for the development, organisation, and monitoring of health and safety training.

The Health and Safety Coordinator will whenever possible facilitate and deliver health and safety training.  Specialist Health and Safety Consultants will be employed to deliver specific training if and when necessary.

All employees, and in certain circumstances contractors, sub-contractors and visitors will be entitled to health and safety training, where their activities could present a risk to themselves, staff or visitors at Craggy Range.

[[http://intranet/_layouts/images/pdf16.gif](http://intranet/ourresources/Health_and_Safety/Forms/Training%20Procedure.pdf)Training Procedure](http://intranet/ourresources/Health_and_Safety/Forms/Training%20Procedure.pdf)

[[http://intranet/_layouts/images/pdf16.gif](http://intranet/ourresources/Health_and_Safety/Forms/Health%20and%20Safety%20Induction%20Checklist.pdf)Health And Safety Induction Checklist](http://intranet/ourresources/Health_and_Safety/Forms/Health%20and%20Safety%20Induction%20Checklist.pdf)

[[http://intranet/_layouts/images/pdf16.gif](http://intranet/ourresources/Health_and_Safety/Forms/Guidance%20Notes%20For%20Those%20Carrying%20Out%20A%20Health%20And%20Safety%20Induction.pdf)Guidance for those carrying out a Health and Safety Induction](http://intranet/ourresources/Health_and_Safety/Forms/Guidance%20Notes%20For%20Those%20Carrying%20Out%20A%20Health%20And%20Safety%20Induction.pdf)

[[http://intranet/_layouts/images/pdf16.gif](http://intranet/ourresources/Health_and_Safety/Forms/Role%20of%20A%20Fire%20Warden.pdf)Role of Fire Warden](http://intranet/ourresources/Health_and_Safety/Forms/Role%20of%20A%20Fire%20Warden.pdf)

[[http://intranet/_layouts/images/pdf16.gif](http://intranet/ourresources/Health_and_Safety/Forms/Procedure%20for%20Writing%20SOP.pdf)Procedure for Writing SOP](http://intranet/ourresources/Health_and_Safety/Forms/Procedure%20for%20Writing%20SOP.pdf)

Accident and Incident Reporting

Craggy Range is committed to fulfill its obligations under the Health and Safety in Employment Act 1992 with regards to the reporting, recording and investigation of Accidents, Incidents and Near Misses and as such will ensure that:

* Accident registers are maintained.
* All accidents and near misses that have occurred are recorded and investigated.
* All serious harm accidents are recorded and investigated.
* The Ministry of Business, Innovation & Employment (MoBIE) is notified of any serious harm accidents as soon as is practicable.
* The scene of a serious harm accident will not be interfered with.

**Scope**

To provide as safe a working environment for its staff, contractors and visitors as is practicable by carrying out systematic Job Safety Analysis, implementing appropriate control measures and safe working practice.  Nevertheless, there maybe situations where employees, contractors or visitors, may be involved in an accident or incident.  All work related accidents, dangerous occurrences, near misses and incidents which have or could have resulted in injury to individuals or damage to property should be properly investigated and reported using the Incident/Injury Investigation Report Form.

**What Should Be Reported**

* Accidents involving employees, including minor injuries.
* Accidents involving non-employees e.g. visitors, contractors etc.
* Incidents where no one is injured but there is a potential for injury.
* Physical assaults or verbal abuse employees.
* Dangerous occurrences such as fires, gas leaks or explosions, chemical spillages, damage to asbestos materials, failure or collapse of lifting equipment such as hoists, etc.
* Work-related ill-health such as dermatitis from use of chemicals, occupational asthma, musculo-skeletal pain as a result of using computers or manual handling etc.

[[http://intranet/_layouts/images/pdf16.gif](http://intranet/ourresources/Health_and_Safety/Forms/Procedure%20for%20Managing%20Accidents,%20Incidents%20and%20Near%20Misses.pdf)Procedure for Managing Accidents, Incidents and Near Misses](http://intranet/ourresources/Health_and_Safety/Forms/Procedure%20for%20Managing%20Accidents,%20Incidents%20and%20Near%20Misses.pdf)

[[http://intranet/_layouts/images/pdf16.gif](http://intranet/ourresources/Health_and_Safety/Forms/Accident%20Incident%20Investigation%20Form.pdf)Accident Incident Investigation Form](http://intranet/ourresources/Health_and_Safety/Forms/Accident%20Incident%20Investigation%20Form.pdf)

[[http://intranet/_layouts/images/pdf16.gif](http://intranet/ourresources/Health_and_Safety/Forms/First%20Aid%20Procedure.pdf)First Aid Procedure](http://intranet/ourresources/Health_and_Safety/Forms/First%20Aid%20Procedure.pdf)

Health and Safety Committee Terms of Reference

The pupose of the Health and Safety Committee is to provide a forum to consider health and safety issues relevant to Craggy Range and to advise on appropriate actions necessary to rectify matters. The Committee will work to ensure that the Craggy Range Health and Safety Policies and Procedures are in order to ensure that the best health and safety practices are known to and implemented by staff, contractors and visitors. In addition it will work to promote and encourage active participation by all staff in Health and Safety matters and to foster an environment which supports networking and the exchange of information and best working practices.

The Health and Safety Commitee meets at least quaterly and minutes are circulated to all committee members.

[[http://intranet/_layouts/images/pdf16.gif](http://intranet/ourresources/Health_and_Safety/Forms/Health%20and%20Safety%20Committee%20Terms%20of%20Reference.pdf)Health and Safety Committee Terms of Reference](http://intranet/ourresources/Health_and_Safety/Forms/Health%20and%20Safety%20Committee%20Terms%20of%20Reference.pdf)

Emergency Procedures

In line with current legislation Craggy Range has in place an Emergency Evacuation plan together with procedures to deal with other potential workplace emergencies and/or natural disasters.

[[http://intranet/_layouts/images/pdf16.gif](http://intranet/ourresources/Health_and_Safety/Forms/Emergency%20Evacuation%20Plan.pdf)Emergency Evacuation Plan](http://intranet/ourresources/Health_and_Safety/Forms/Emergency%20Evacuation%20Plan.pdf)

In the event of a:

[[http://intranet/_layouts/images/pdf16.gif](http://intranet/ourresources/Health_and_Safety/Forms/In%20The%20Event%20Of%20A%20Chemical%20Spill.pdf)Chemical Spill](http://intranet/ourresources/Health_and_Safety/Forms/In%20The%20Event%20Of%20A%20Chemical%20Spill.pdf)

[[http://intranet/_layouts/images/pdf16.gif](http://intranet/ourresources/Health_and_Safety/Forms/In%20The%20Event%20Of%20An%20Earthquake.pdf)Earthquake](http://intranet/ourresources/Health_and_Safety/Forms/In%20The%20Event%20Of%20An%20Earthquake.pdf)

[[http://intranet/_layouts/images/pdf16.gif](http://intranet/ourresources/Health_and_Safety/Forms/In%20The%20Event%20Of%20A%20Tsunami.pdf)Tsunami](http://intranet/ourresources/Health_and_Safety/Forms/In%20The%20Event%20Of%20A%20Tsunami.pdf)

Contractor Management

Craggy Range is committed to fulfil its obligations under current legisation with regards to providing a healthy and safe workplace for contractors and sub-contractors to ensure that:

* Contractors and subcontractors work in a healthy and safe manner and are not harmed (or do not cause harm to others) while working on Craggy Range sites.
* Promote injury prevention through safe work methods, safe equipment, proper materials and safe practices at all times.
* A list of preferred contractors is maintained.

[[http://intranet/_layouts/images/pdf16.gif](http://intranet/ourresources/Health_and_Safety/Forms/F1%20Contractor%20Scope.pdf)Contractor Flowchart](http://intranet/ourresources/Health_and_Safety/Forms/F1%20Contractor%20Scope.pdf)

[[http://intranet/_layouts/images/pdf16.gif](http://intranet/ourresources/Health_and_Safety/Forms/Contractor%20Management%20Procedure.pdf)Contractor Management Procedure](http://intranet/ourresources/Health_and_Safety/Forms/Contractor%20Management%20Procedure.pdf)

[[http://intranet/_layouts/images/pdf16.gif](http://intranet/ourresources/Health_and_Safety/Forms/Contractor%20Health%20and%20Safety%20Induction%20Register.pdf)Contractor Health and Safety Induction Register](http://intranet/ourresources/Health_and_Safety/Forms/Contractor%20Health%20and%20Safety%20Induction%20Register.pdf)

[[http://intranet/_layouts/images/pdf16.gif](http://intranet/ourresources/Health_and_Safety/Forms/F1%20Contractor%20Scope.pdf)Contractor Scope](http://intranet/ourresources/Health_and_Safety/Forms/F1%20Contractor%20Scope.pdf)

[[http://intranet/_layouts/images/pdf16.gif](http://intranet/ourresources/Health_and_Safety/Forms/F2%20Contractor%20Assessment%20Questionnaire.pdf)Contractor Assessment Questionnaire](http://intranet/ourresources/Health_and_Safety/Forms/F2%20Contractor%20Assessment%20Questionnaire.pdf)

[[http://intranet/_layouts/images/pdf16.gif](http://intranet/ourresources/Health_and_Safety/Forms/F3%20Contractor%20Evaluation%20Tool.pdf)Contractor Evaluation Tool](http://intranet/ourresources/Health_and_Safety/Forms/F3%20Contractor%20Evaluation%20Tool.pdf)

[[http://intranet/_layouts/images/pdf16.gif](http://intranet/ourresources/Health_and_Safety/Forms/F4%20Contractor%20Site%20Health%20and%20Safety%20Plan.pdf)Contractor Plan](http://intranet/ourresources/Health_and_Safety/Forms/F4%20Contractor%20Site%20Health%20and%20Safety%20Plan.pdf)

[[http://intranet/_layouts/images/pdf16.gif](http://intranet/ourresources/Health_and_Safety/Forms/F5%20Contractor%20Agreement.pdf)Contractor Agreement](http://intranet/ourresources/Health_and_Safety/Forms/F5%20Contractor%20Agreement.pdf)

[[http://intranet/_layouts/images/pdf16.gif](http://intranet/ourresources/Health_and_Safety/Forms/F6%20Contractor%20Induction%20Checklist.pdf)Contractor Induction Checklist](http://intranet/ourresources/Health_and_Safety/Forms/F6%20Contractor%20Induction%20Checklist.pdf)

[[http://intranet/_layouts/images/pdf16.gif](http://intranet/ourresources/Health_and_Safety/Forms/F7%20Contractor%20Review%20Form.pdf)Contractor Review Form](http://intranet/ourresources/Health_and_Safety/Forms/F7%20Contractor%20Review%20Form.pdf)

[[http://intranet/_layouts/images/pdf16.gif](http://intranet/ourresources/Health_and_Safety/Forms/F8%20Contractor%20Post%20Evaluation%20Form.pdf)Contractor Post Evaluation Form](http://intranet/ourresources/Health_and_Safety/Forms/F8%20Contractor%20Post%20Evaluation%20Form.pdf)

Sign-in Register.pdf[Sign-in Register](http://intranet/ourresources/Health_and_Safety/Forms/Sign-in%20Register.pdf)

Craggy Range as a Contractor

 Since the introduction of the Health & Safety at Work Act 2015, Craggy Range is increasingly being requested to provide details about our Health and Safety policy, procedures and record to external organisations.  Listed below are documents that you may be asked to provide.  If you receive requests for additional information that is not already available on The Vine please contact your Health and Safety Rep.

* [Health and Safety Policy](http://intranet/ourresources/Health_and_Safety/Forms/Health%20and%20Safety%20Policy.pdf)
* Hazard Registers
  + [Giants](http://intranet/ourresources/Health_and_Safety/Forms/Hazard%20Register%20-%20Giants%20Winery.pdf)
  + [Gimblett Gravels and Kidnappers Vineyards](http://intranet/ourresources/Health_and_Safety/Forms/Hazard%20Register%20-%20Gimblett%20and%20Kidnappers%20Vineyards.pdf)
  + [Gimblett Gravels Winery](http://intranet/ourresources/Health_and_Safety/Forms/Hazard%20Register%20%E2%80%93%20Gimblett%20Gravels%20Winery.pdf)
  + Marlborough
    - [Avery Vineyard](http://intranet/ourresources/Health_and_Safety/Forms/Hazard%20Register%20Avery%20Vineyard.pdf)
    - [Black Birch Vineyard](http://intranet/ourresources/Health_and_Safety/Forms/Hazard%20Register%20Black%20Birch%20Vineyard.pdf)
    - [Rimapere Vineyard](http://intranet/ourresources/Health_and_Safety/Forms/Hazard%20Register%20Rimapere%20Vineyard.pdf)
  + [Martinborough](http://intranet/ourresources/Health_and_Safety/Forms/Hazard%20Register%20-%20Martinborough%20Vineyard.pdf)
* [Emergency Procedures](http://intranet/ourresources/Health_and_Safety/SitePages/Home.aspx#Emergency_Procedures)
* [Process for Investigating Accidents, Incidents and Near Misses and Workflow Chart](http://intranet/ourresources/Health_and_Safety/Forms/Procedure%20for%20Managing%20Accidents,%20Incidents%20and%20Near%20Misses.pdf)
* 5 Year Accident Record
* Liability Insurance

Appendix

http://intranet/_layouts/images/pdf16.gif[Documentation and Specialist Advice](http://intranet/ourresources/Health_and_Safety/Forms/Documentation%20and%20Specialist%20Advice.pdf)