

WORK SAFETY SYSTEMS

POLICY STATEMENT

To provide systems for the identification, management and control of all works and their associated hazards undertaken by staff and contractors on or in Bay of Plenty District Health Board (BOPDHB) properties.

PURPOSE

Work safety systems are implemented to ensure:

- Step-by-step analysis of work and hazards is conducted;
- Works are communicated and coordinated with affected departments;
- Controls are implemented for hazardous activities to manage risk;
- Correct isolation of building services prior to work to minimise risk;
- Works are appropriately contained to prevent potential harm to workers (staff, contractors and volunteers) patients, and visitors;
- All works are reviewed and approved / permitted by a competent and authorised member of the Property Services team.

Work Safety Systems comprise of:

- Job Safety Analysis and Work Approval
- Permit To Work if applicable
- Notifiable work permit if applicable

Work Safety Systems interface with and inform Hazard Management and Risk Management systems.

EXCLUSIONS

There are no exclusions.

REFERENCES

- [Health and Safety at Work Act 2015](#)
- [Health and Safety at Work \(General Risk and Workplace Management\) Regulations 2016](#)
- Archives New Zealand, District Health Boards General Disposal Authority (DA262)

ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 5.4.10 protocol 1 Permit to Work
- Bay of Plenty District Health Board policy 5.4.10 protocol 2 Job Safety Analysis and Work Approval
- Bay of Plenty District Health Board policy 2.1.1 Risk Management
- Bay of Plenty District Health Board policy 2.1.3 Hazard Management
- Bay of Plenty District Health Board policy 2.1.4 Incident Management
- Bay of Plenty District Health Board policy 5.1.3 Medical Gas Pipeline Systems
- Bay of Plenty District Health Board Work Safety - Form - Job Safety Analysis

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Policy Steward: GM, Property Services	Authorised by: Chief Executive Officer	

- Bay of Plenty District Health Board Work Safety - Permit – Confined Space Entry
- Bay of Plenty District Health Board Work Safety - Permit – Control System Change
- Bay of Plenty District Health Board Work Safety - Permit – Excavation Penetration
- Bay of Plenty District Health Board Work Safety - Permit – Hot Work
- Bay of Plenty District Health Board Work Safety - Permit – Live Electrical Work
- Bay of Plenty District Health Board Work Safety - Permit – Medical Gas
- Bay of Plenty District Health Board Work Safety - Permit – Steam System
- Bay of Plenty District Health Board Work Safety - Permit – Work at Height
- Bay of Plenty District Health Board Work Safety - Form - Work Approval
- Bay of Plenty District Health Board Hazard Register form

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