

 <p>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</p>	WORK SAFETY SYSTEM – WORK APPROVAL	Policy 5.4.10 Protocol 2
WORK SAFETY SYSTEMS PROTOCOL		

PURPOSE

This Protocol is applicable for all work undertaken on a Bay of Plenty District Health Board (BOPDHB) site, with the exception of those specifically controlled by a main contractor where the area is secure and exclusively controlled by the main contractor.

A Work Approval (WA) protocol has been implemented to provide for job task analysis, hazard identification, risk controls, communication and authorisation associated with all work activities.

WA provides a structured and repeatable process to:

- review the work methodology, hazard identification and risk controls;
- notify any isolations of building services and alarms, and record the operational disruptions to be anticipated in conducting the works (noise, dust, fumes);
- specify any Permits-To-Work (PTW) to be issued in association with the job (policy 5.4.10 protocol 1);
- communicate work schedule and impact to affected departments;
- conduct checks for additional hazards (conflicting works, departmental activities / hazards);
- review the Asbestos Register and issue an Asbestos Work Approval (AWA) if required
- schedule and authorise works to proceed;

Job Safety Analysis (JSA) is an integral part of the WA process and provides a structured and repeatable process to:

- break jobs down into achievable and logical steps or tasks to reflect the preferred work methodology;
- identify and record the potential hazards associated with those steps or tasks;
- identify the controls required to eliminate or minimise those hazards.

Repeatable / Routine Work

For jobs that are frequently repeated by DHB trade staff or contractors (e.g. changing light bulbs, cleaning filters, lubricating routines) a routine JSA may be created and retained on file. The contractor or tradesperson undertaking the repeatable/ routine work item will read and follow the methodology in the routine JSA. A routine JSA may be referenced in a Work Approval form.

The Property Services Facilities Managers are responsible for maintaining the register of routine JSAs and Construction H & S and Compliance Advisor for ensuring that each is reviewed for currency every two (2) years from issue.

PROCESS

The JSA and WA procedure is summarised in the attached process flow diagram. The Property Services Facilities Manager (or Project Manager) is responsible for reviewing and signing the JSA. All work carried out by contractors on BOPDHB sites must be issued a WA which must be kept with the person who is carrying out the work and be available for inspection at all times.

1. Resources

Job Safety Analysis and Work Approval template forms are stored on Facilities and Property DocMan site for the use of staff and contractors.

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2. Training

All BOPDHB Property Services Facilities Management staff and identified contractors shall receive training in BOPDHB Job Safety Analysis and Work Approval principles and system requirements.

3. Reporting And Monitoring

Hazards identified as part of Job Safety Analysis should be referred to the Property Services Hazard Register for that location for comparison or recording purposes.

Any potentially significant hazards shall be referred for risk analysis and management in accordance with the BOPDHB policy 2.1.1 Risk Management and 2.1.3 Hazard Management.

4. Audit

4.1 Audits shall be undertaken by Property Services management to assess the effectiveness and application of the Job Safety Analysis and Work Approval system.

4.2 Any person submitting or authorising a Job Safety Analysis and Work Approval will be directly responsible for ensuring that the work is undertaken in accordance with the step methodology and applying all hazard controls.

5. Records

5.1 All Job Safety Analyses and Work Approvals will be filed and retained for the period outlined in the District Health Boards General Disposal Authority (DA262).

6. Roles And Responsibilities

Role	Responsibility
BOPDHB Property Services (PS) staff and contractors	<ul style="list-style-type: none"> Complete a JSA for all work to be undertaken. Submit JSA for review and approval from Property Services Facilities Manager. Contribute to reviews and other processes to improve the JSA and WA System
Property Services Facilities Manager	<ul style="list-style-type: none"> Review and provide feedback on work methodology, hazards identified and facilitate the required action to eliminate or minimise risks associated with those hazards. Record, review and endorse JSA in line with WA process.
Health & Safety and Compliance Advisor	<ul style="list-style-type: none"> Ensure systems and processes are implemented to protect workers (employees, contractors and volunteers) and visitors within department / service in accordance with the Health and Safety at Work Act 2015 and the BOPDHB Health and Safety policies. Ensure staff have received JSA training including additional training on the use of any equipment as necessary.

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REFERENCES

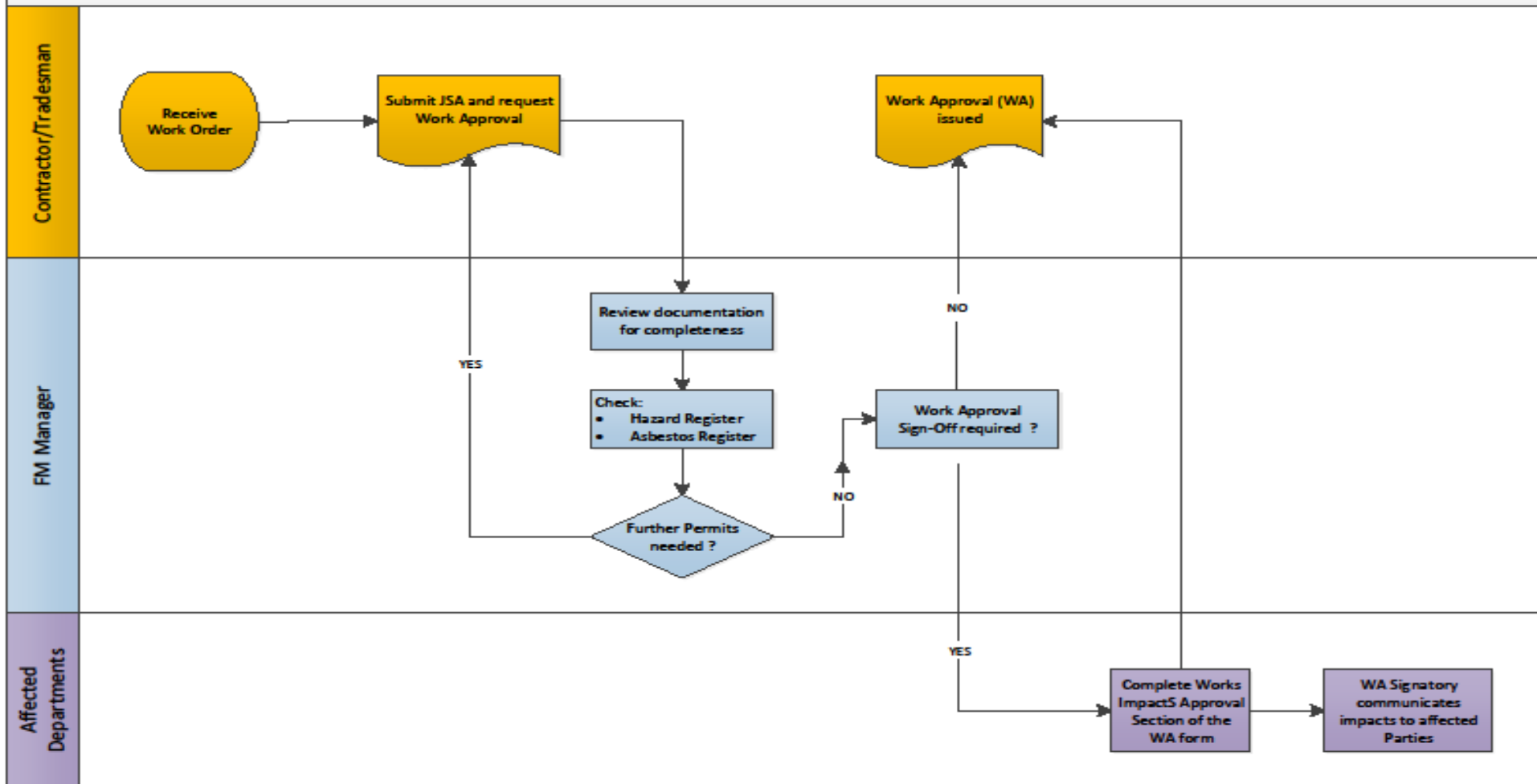
- [Health and Safety at Work Act 2015](#)
- [Health and Safety at Work \(General Risk and Workplace Management\) Regulations 2016](#)

ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 5.4.10 Work Safety Systems
- Bay of Plenty District Health Board policy 5.4.10 protocol 1 Permit to Work
- Bay of Plenty District Health Board policy 2.1.1 Risk & 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
- Bay of Plenty District Health Board Work Safety - Permit – Confined Space Entry
- 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 – Work at Height
- Bay of Plenty District Health Board Work Safety - Form - Work Approval

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