



Star Scaffolding Limited is committed to providing a Healthy and Safe workplace for employees, contractors and visitors on all company premises and customer work sites. We seek to continually improve our performance in Health and Safety by ensuring that:

- An effective programme is in place and maintained to ensure that all workplace hazards are identified and appropriate measures taken to control these hazards.
- The programme is reviewed and monitored to take account of changing conditions and circumstances in the workplace.
- Records are kept of the hazard management programme.
- Employees have the opportunity to participate in the development of Health and Safety practices and in becoming Health and Safety Representatives.
- Relevant documentation relating to occupational Health and Safety issues is made available to employees.
- Work systems, plant and substances are subjected to testing and hazard assessment before being introduced.
- Employees and contractors are trained, supervised and provided with information to undertake their duties safely.
- Personal protective equipment needed to secure Health and Safety is provided to employees, who are adequately trained in its proper use, maintenance and storage.
- Accidents are reported, recorded and investigated.
- In the event of an injury/illness Star Scaffolding Limited works with ACC to achieve a robust outcome for our employees by using appropriate treatment and rehabilitation principles.
- This policy is monitored and revised following any organisational changes or changes in legislation or best practices, or otherwise every two years.

## **Responsibilities of management**

- To consult with employees on Health and Safety matters that affect them.
- To ensure that all plant, substances and work systems used are suitable for their intended purposes and meet safety requirements.
- To provide adequate training, information, instruction and supervision,
- To ensure that contractors and visitors are made aware of their responsibilities and safety procedures.
- To respond promptly to any Health or Safety issues brought to their attention.
- To ensure that Health and Safety objectives and responsibilities are included in job/task descriptions and are reviewed annually.
- The Managing Director has overall responsibility for the effective management of workplace Health and Safety.



## **Responsibilities of employees**

- To carry out work in a way that does not adversely affect their own Health and Safety or that of others around them.
- To learn and understand Health and Safety rules and follow them.
- To be certain they completely understand instructions before starting work, to avoid taking short cuts and always use safe work procedures.
- To carry out work free from the influence of drugs and/or alcohol,
- To use correctly any information, training, personal protective equipment and safety devices provided.
- If in doubt about the safety of a task, to stop and get instructions from the supervisor or manager before continuing.
- To make sure they understand exactly their responsibilities in emergencies.
- To know how and where medical help can be obtained.
- To report all accidents and unsafe conditions to the supervisor or Health and Safety representative promptly.



Safe Operating Procedure  
 RESCUE AT HEIGHT  
 Originator: General Manager  
 Approved: Managing Director

Document No HSM 1  
 Page 3 of 3  
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Maintaining a safe workplace and healthy workforce is important to Star Scaffolding Limited. From time to time employees may be injured, or suffer illness from a work injury. Where this occurs Star Scaffolding Limited is committed to ensuring that the employee's condition is identified and treated as early as possible.

Star Scaffolding Limited's objective is to support injured employees by liaison with the employee, employee's representative, supervisor/manager, ACC and treatment provider(s), and whenever possible, help them regain their fitness so that they can return to their normal duties.

The underlying principle behind the Accident Prevention, Rehabilitation, Compensation Act 2001 is that the workplace, rather than a hospital or the home, is the most appropriate and effective place to rehabilitate injured employees, Star Scaffolding Limited aims to reduce the length and severity of illness or injury by early intervention and active rehabilitation.

**Star Scaffolding Limited's rehabilitation process will promote:**

- Early reporting of injury and illness;
- Early intervention and medical referral;
- Establishment of transitional duties when required to support early or partial return to work;
- Full return to normal duties or transitional duties when practical.

There are several parties involved in the rehabilitation and return to work process who must all take responsibility for contributing to its success.

<b>Party</b>	<b>Responsibility</b>
Employee	Report symptoms or injury immediately and in the correct manner. Take responsibility for, and comply with, agreed rehabilitation plan.
Supervisor/Manager	Identify and provide transitional duties. Maintain contact with the injured/ill employee, supervise return to work and provide support and encouragement.
Employee Representative	If requested by the employee, support the injured employee, advise on alternative duties, communicate concerns and work towards agreement.
Treatment providers	Monitor and report the effectiveness of treatment and support early or partial return to work.
ACC Case Management	Contact the injured employee, assess needs and entitlements and work with medical treatment providers and Star Scaffolding Limited.