

Face-to-Face Course
HSR 'n Action Plan
Courtesy of Safety 'n Action
Part 1

Section 1.1

Identify the duty holders in the scenario below

Mr Brown Limited is a medium sized PCBU providing temporary storage for a number of local grain companies. The owner and sole director, Mr Brown looks after the day to day running of the PCBU. The yard supervisor, Mr Smith, supervises all activities in the storage yard. The PCBU employs three other people: Mr Davis, the fork lift truck operator, Mr Jones, the yard hand and Mrs White, the administrative assistant.

| PCBU | Officers | Workers |
|------|----------|---------|
| | | |
| | | |
| | | |

Section 1.2

Identify the Officers in your PCBU

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Section 1.3

Ways in which workers are able to communicate Health & Safety issues to management

| Ways workers can communicate | How you, as an HSR, could get involved |
|------------------------------|--|
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| | |

Section 1.4

Rate your PCBU's current success in engaging with its workers on a scale of 1 to 5

Not Engaged 1 2 3 4 5 Fully Engaged

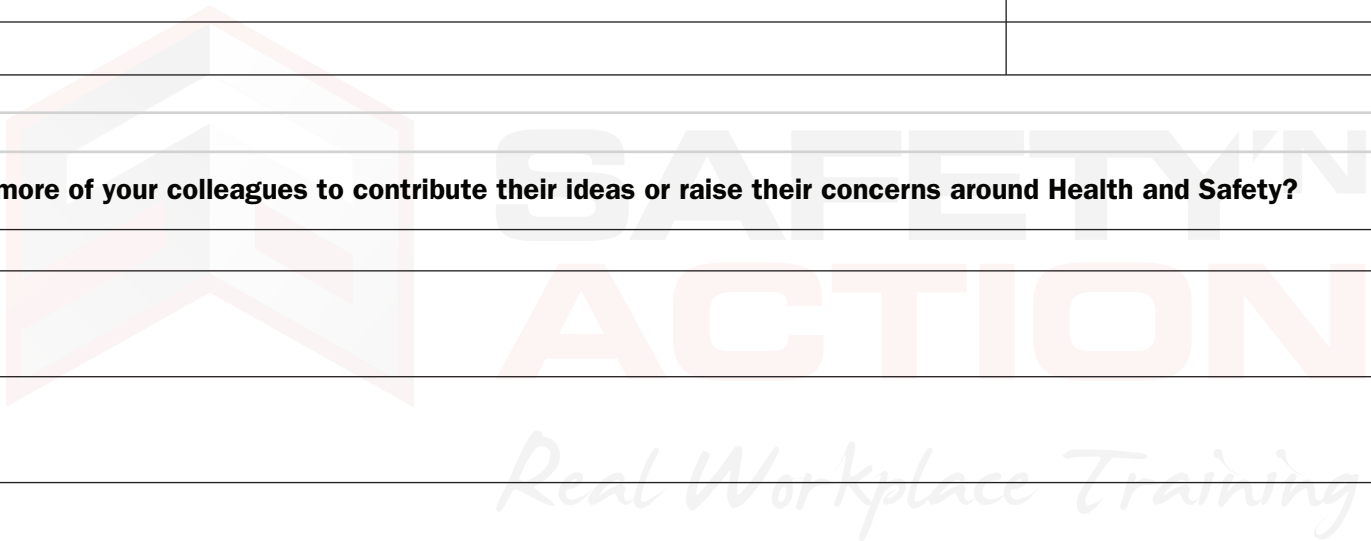
How do you think it can be improved and by whom?

| How it can be improved | Who could improve this |
|------------------------|------------------------|
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Section 1.5

How could you get more of your colleagues to contribute their ideas or raise their concerns around Health and Safety?

| Suggestions |
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Part 2

Section 2.1

Why may your PCBU need a health and safety committee?

| | |
|---------------------------|--|
| 1. | |
| 2. | |
| 3. | |
| If not required, why not? | |
| | |

Section 2.2

How could workers be informed about the HSR elections?

| | |
|----|--|
| 1. | |
| 2. | |
| 3. | |

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Part 3

Section 3.1

If the PCBU decides on multiple work groups, how many work groups would your PCBU have? Please complete the Matrix below.

| List the different places of work in your company | Approx distances between places | Different types of hazardous work environments | Number of grouping of workers carrying out same/similar work | Shiftwork | | Number of work groups |
|---|---------------------------------|--|--|-----------------------------|-------|-----------------------|
| | | | Group the places of work from the first column | DAY | NIGHT | |
| | | | | | | |
| | | | | Total number of work groups | | |

Section 3.2

How can you communicate to your work group so they understand your role as an HSR?

| How you can communicate | Who needs to help you with this |
|-------------------------|---------------------------------|
| 1. | |
| 2. | |
| 3. | |

Section 3.3

Identify a Health and Safety concern to raise with your PCBU from your work group

| Health and Safety concern | Other information you need |
|---------------------------|----------------------------|
| | |

List two hazards in your work group that can cross into other work groups

| Hazards | Work groups the hazard effects |
|---------|--------------------------------|
| 1. | |
| 2. | |

Section 3.4

Which senior managers in your company need to be aware of the PCBU's obligations to you as an HSR?

| Name | Role | How they could be updated |
|------|------|---------------------------|
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EXAMPLE ONLY - NOT TO BE REPRODUCED

PROVISIONAL IMPROVEMENT NOTICE (PIN)

This provisional improvement notice (PIN) is issued under part 3, subpart 3 of the Health and Safety at Work Act 2015 (the Act). This PIN requires the duty holder to whom it is issued to remedy a contravention, prevent a likely contravention from occurring or remedy the things or operations causing the contravention or likely contravention of the Act or Regulations. Section 76 of the Act requires that the person to whom a PIN is issued must, as soon as practicable, display a copy of the PIN in a prominent place at or near the workplace, or part of the workplace at which work is being carried out that is affected by the PIN. See the reverse of this form for information on things that must be done or taken into account before a PIN is issued by a HSR.

1. Health and Safety Representative

| | |
|-------------|-----------------|
| First Name: | Last Name: |
| Work Group: | Contact Number: |

2. PIN issued to:

| |
|--|
| Name of Duty Holder: <i>(i.e. individual natural person or an organisation such as a company or public authority as relevant)</i> |
| Address: |
| Town/City: |

3. PIN given to (if the PIN is given to someone on behalf of the duty holder):

| | |
|-------------|-----------------|
| First Name: | Last Name: |
| Position: | Contact Number: |

4. I have consulted with the duty holder prior to issuing this PIN (Section 69(3) of the Act)

Yes No

5. Details of contravention

Site Location: _____
I, _____ reasonably believe on _____ at _____ that you:

Are contravening a provision, or have contravened a provision in circumstances that make it likely that the contravention will continue or be repeated; of the:

Health and Safety at Work Act 2015, section _____

Health and Safety at Work (_____) Regulations (YYYY), regulation _____
Specific regulation, e.g. Asbestos Regulation date

Brief description of how the provision is been or has been contravened:

Note: The HSR may, but is not required to, specify measures, in accordance with section 72 of the Act, that they believe should be taken to remedy or prevent the contravention or likely contravention or matters or activities causing the contravention or likely contravention:

6. Compliance

| | | |
|-----------------------------------|---|------------------|
| Date PIN Issued DD / MM / YYYY | Date Compliance with PIN Required DD / MM / YYYY <i>(Minimum of 8 days after date PIN issued)</i> | Signature of HSR |
|-----------------------------------|---|------------------|

Complete the Provisional Improvement Notice on the following page using the information below
This is an EXAMPLE ONLY

Section 1: Health and Safety Representative

- HSR: Jason Napier
- Workgroup: Engineering
- Contact Number: 012 345 6789

Section 2: PIN Issued to

- Duty Holder (PCBU): A Company Ltd.
- Company Address: 1234 Some Way, Albany, Auckland. 1000

Section 3: PIN given to (If the PIN is given to someone on behalf of the duty holder)

- The PIN can be left with Chris Hyde, who is the officer of the PCBU

Section 4: I Have Consulted With the Duty Holder Prior to Issuing this PIN

- The HSR has consulted with the Boss as the officer of the PCBU

Section 5: Details of the Contravention

- The site location is: number 2 press in the machine shop
- The date and time are today's at the time of completing the PIN
- This is a contravention of the Health and Safety at Work Act, section 38, Duty of PCBU who manages or controls fixtures, fittings, or plant at workplaces
- Brief Description of the Contravention: The guard missing from the press in the machine shop leaving the operator exposed to moving parts and the risk of crush injuries. Doesn't comply with section 7 of the best practice guidelines for safe use of machinery
- The HSR has recommended the guard be replaced to rectify the issue

Section 6: Compliance

- Enter the date, at least 8 days after issue of the PIN that the recipient is required to remedy the contravention

NOTE: There is no prescribed form for a PIN. It can take any form as long as it states the required information.

Part 5

Section 5.1

Write down the workplaces you may be inspecting and how you will give notice to your PCBU prior to inspection

| Workplace | Who will be given notice | How you will give the notice |
|-----------|--------------------------|------------------------------|
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| | | |

Section 5.2

What hazards need some action in your workplace and how will you approach your PCBU to resolve these issues?

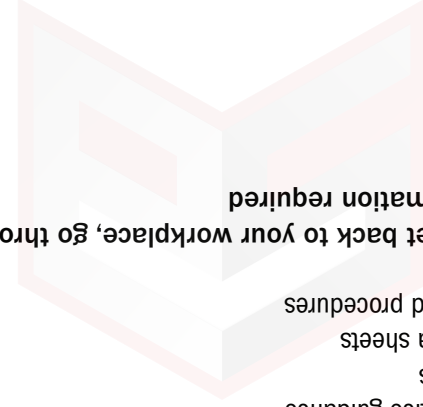
| Hazards that need action | How you will approach your PCBU |
|--------------------------|---------------------------------|
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Section 5.3

Provide an example of where you must ensure worker privacy at your workplace

Instructions for Page 10

1. In the first column, note down your PCBU's activities that have associated hazards and risks
2. In the second column, note down the health and safety information that is available or would be required. For example:
 - Job Safety analysis/risk assessment
 - Safe systems of work/method statement
 - Good practice guidance
 - Fact sheets
 - Safety data sheets
 - Policies and procedures
3. When you get back to your workplace, go through this list and check the information already available is adequate and ask your PCBU for the information required



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| Activities with hazards and risks in your workplace | Workplace health and safety information available or required |
|---|---|
| <i>eg. Working with Asbestos</i> | <i>New Asbestos regulations</i> |
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