

the WORK STATION is NO play station

6 STEPS TO A SAFE & HEALTHY WORKPLACE

1 identify

A hazard is something unsafe or unhealthy. All hazards in a workplace must be identified. Those that can cause serious harm are known as 'significant hazards'.

The Health and Safety in Employment Act says that employers must take 'all practicable steps' to control significant hazards in the workplace.



2 eliminate

Employers must remove all significant hazards from the workplace.

For example:

- Replacing a fraying electrical cord.
- Fixing a broken or unstable ladder.

3 isolate

Sometimes it is not possible to remove significant hazards from the workplace.

Significant hazards that can't be eliminated must be isolated by your employer.

This means separating you from the hazard.

For example:

- Putting noisy machinery in a soundproof room.
- Putting warning signs in place when a temporary hazard arises.



4 minimise

Sometimes it may not be possible for your employer to eliminate or isolate a hazard. Hazards that can't be eliminated or isolated have to be minimised as much as possible.

For example:

- Wearing slip resistant shoes in a restaurant kitchen.
- When a particular part of your job is exhausting, do a different, easier job for a while.

5 train

When you start a new job or are doing new tasks at work, your employer must show you how to do your work properly and safely.

If you are new to the job, your employer must make sure that you are supervised so that you can do your work safely and not harm yourself or other people.

Your employer must tell you about hazards you will be exposed to, how to minimise your exposure, and what to do in an emergency.

For example:

- If you use computers, make sure your employer shows you how to use them safely to avoid aches and pains.

6 organise

Make sure you are involved when your employer is planning health and safety procedures in your workplace.

Take care of yourself and your workmates. The law says you are responsible for your own actions. You can be prosecuted if you create a hazard or cause other people injury at work.



Sometimes hazards continue to exist despite your employers attempts to control them or they may not be aware that they even exist.

If you think you are in danger at any time, or that your employer is not complying with the law:

- Discuss the problem with a workmate you trust
- Talk to your supervisor. Tell them you feel unsafe.
- Ring your union or talk to your union delegate.
- Contact the Occupational Safety and Health Service. OSH makes sure people abide by the requirements of the Health and Safety in Employment Act and can prosecute people who break the law.

Remember: you have a right to refuse unsafe work.

+ after an injury

If you are injured at work or your work is affecting your health, tell your supervisor at once. Your employer should arrange first aid and any other medical treatment if it is required.

Make sure that the hazard that affected you is controlled so nobody else is injured. Make sure it is recorded in your workplace "accident register". If the injury is serious, your employer must report it to OSH.

If you are unable to work because of a serious work injury, you may need to have some time off work. You will be paid 80% of your earnings until you are able to return. Your employer will pay the first week and ACC will pay the weeks that follow.

The most important thing you can do is concentrate on getting better and make a return to work. Sometimes when an injury is severe, a gradual return to work is best.

INFORMATION & help

Your union can give you information and help about keeping healthy and safe at work. Join a union if you don't belong to one. Some unions you can join are listed below. Their phone numbers and addresses are in the white pages of the phone book.

Service and Food Workers Union of Aotearoa
New Zealand Engineering, Printing and Manufacturing Union (EPMU)
PSA (NZ Public Service Association)
New Zealand Dairy Workers Union
Meat and Related Trades Workers Union of Aotearoa
New Zealand Meat Workers and Related Trades Union
Rail and Maritime Transport Union
Transport and General Workers Union
Central Amalgamated Workers Union (AWUNZ)
New Zealand Waterfront Workers Union
New Zealand Nurses Organisation
NZEI: Te Rui Roa (NZ Educational Institute)
FinSec (Finance Sector Union)
Tertiary Institutes Allied Staff Association (TIASA)
New Zealand Professional Firefighters Union
Flight Attendants & Related Services Association (FARSA)
New Zealand Post Primary Teachers Association (PPTA)
ASTE - Te Hau Takitini O Aotearoa (Association of Staff in Tertiary Education)
Association of University Staff (AUS)
New Zealand Writers Guild
Association of Salaried Medical Specialists (ASMS)

Your local Occupational Safety and Health office can answer any queries you have about workplace health and safety. Contact details are in the blue pages of the phone book. Their website at <http://www.osh.dol.govt.nz> has more information.

Your local branch of the Accident Rehabilitation and Compensation Insurance Corporation (ACC) can help you if you are injured and are unable to work. Contact details are in the blue pages of the phone book.

If you would like more information about your rights at work, contact the Young Workers Resource Centre, P O Box 9393 Hamilton, phone (07) 839 0094.

If you would like more information about unions and how to join, you can visit the CTU's website at <http://www.union.org.nz/>



New Zealand Council of Trade Unions,
PO Box 6645, Wellington
New Zealand
email ctu@hq.nzctu.union.org.nz.

Sponsored by Waikato District CTU
PO Box 9393, Hamilton, New Zealand.

The Health and Safety in Employment Act 1992 has special rules for all employers and employees about workplace health and safety.

No matter if you work full time, part-time or only occasionally, the Act applies to all workers. It doesn't matter where you work. The Act applies to all workplaces, including businesses, homes, farms and public places.

you have a RIGHT
TO BE **HEALTHY**
and SAFE at work

t h e W O R K
STATION
i s N O p l a y
s t a t i o n

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DID **YOU** know

Young people are three times more likely to be injured at work than adults.

Every year almost six thousand 15 to 24 year olds need more than a week off work due to workplace injuries.

Accidents at work kill more than one New Zealander every week.

