

Health and Safety Compliancy Documentation

The researchers have identified from the Health and Safety at Work Act of 2015 what health and safety documentation Clever Green is required to have to be compliant with the Health and Safety at Work Act of 2015.

Tables 1.1 – 1-13 states what documents Clever Green is to have and the relevant sections of the act the document is required for.

Table 1.1 Sections of the Health and Safety at Work Act of 2015 that Require Clever Green to Have Policies.

Documentation	Sections of the Health and Safety at Work Act of 2015 that Require this Document
Health and Safety policy for contractor, visitors and workers.	S34 (1)
Policy containing Provision and Maintenance of the work environment	S36(1)(a)
Policy on safe systems of work	S36(3)(b)(c)
Policy containing safe use, handling and storage of structures	S36(3)(d)
Policy containing Emergency and evacuation procedures	S36(2) S36(3)
Policy containing risk assessment and management.	S36(3)(f) S37(1) S38(1)
Policy Control Measures	S36(3)(g) S37(1) S38(1)(c)
Policy containing informing workers, visitors and contractors of Hazards and Risks	S37(1)

Policy containing frequency of Health and Safety Inspections	S44(4)
Policy on Worker Engagement	S45 S59(1) S60 S61
Policy on Training	S45
Policy on Standard Operating Procedures	S45
Policy for Ceasing Work	S83 S86
Policy on Notifiable Events	S55(1) S57

Table 1.2 Sections of the Health and Safety at Work Act of 2015 that Require Clever Green to Have a Standard Operating Procedure Document

Documentation	Sections of the Health and Safety at Work Act of 2015 that Require this Document
Standard Operating Procedure Document	S36(1) S36(2)

Table 1.3 Sections of the Health and Safety at Work Act of 2015 that Require Clever Green to Have a Risk Register Document

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Documentation	Sections of the Health and Safety at Work Act of 2015 that Require this Document
Risk Register Document	S36(1) S36(3) S37(1) S44(4) S83

Table 1.4 Sections of the Health and Safety at Work Act of 2015 that Require Clever Green to Have Consent Forms

Documentation	Sections of the Health and Safety at Work Act of 2015 that Require this Document
Parental or Caregiver Consent Forms	S36(2) S46

Table 1.5 Sections of the Health and Safety at Work Act of 2015 that Require Clever Green to Have a Checklist for Visitors, Contractors or Casual Workers

Documentation	Sections of the Health and Safety at Work Act of 2015 that Require this Document
Checklist for Visitors, Contractors or Casual Workers	S36(2) S45 S46 S58

Table 1.6 Sections of the Health and Safety at Work Act of 2015 that Require Clever Green to Have a Training Register

Documentation	Sections of the Health and Safety at Work Act of 2015 that Require this Document
Training Register	S36(3)

	S45
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Table 1.7 Sections of the Health and Safety at Work Act of 2015 that Require Clever Green to Include in a Job Description

Documentation	Sections of the Health and Safety at Work Act of 2015 that Require this Document
Job Description	S44(4) S55(1) S56

Table 1.8 Sections of the Health and Safety at Work Act of 2015 that Require Clever Green to Have Feedback Forms.

Documentation	Sections of the Health and Safety at Work Act of 2015 that Require this Document
Feedback Form	S44(4) S58 S60 S61

Table 1.9 Sections of the Health and Safety at Work Act of 2015 that Require Clever Green to Have an Inspection Register.

Documentation	Sections of the Health and Safety at Work Act of 2015 that Require this Document
Inspection Register	S44(4)

Table 1.10 Sections of the Health and Safety at Work Act of 2015 that Require Clever Green to Have a First Aid Register.

Documentation	Sections of the Health and Safety at Work Act of 2015 that Require this Document

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First Aid Register	S56
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Table 1.11 Sections of the Health and Safety at Work Act of 2015 that Require Clever Green to Have an Incident and Near-Miss Report Form.

Documentation	Sections of the Health and Safety at Work Act of 2015 that Require this Document
Incident and Near-Miss Report Form	S56 S57

Table 1.12 Sections of the Health and Safety at Work Act of 2015 that Require Clever Green to Have a Workplace First Aid Needs Assessment Checklist.

Documentation	Sections of the Health and Safety at Work Act of 2015 that Require this Document
Workplace First Aid Needs Assessment Checklist	S57

Table 1.13 Sections of the Health and Safety at Work Act of 2015 that Require Clever Green to Have a Job Safety Analysis Form.

Documentation	Sections of the Health and Safety at Work Act of 2015 that Require this Document
Job Safety Analysis Form	S36(6) S58 S60 S83

Resource is an excerpt from *Ensuring Clever Green is Compliant with New Zealand Health and Safety Legislation* compiled by Tomsett, Palmario and Ping Yii under the supervision of John O’Sullivan. Ara Business School, 2019.