

TOSHA "IN TOUCH"

YOUR INDUSTRIAL UPDATE - Issue: August 2009

Visit our website: www.tosha.co.nz

IN THIS ISSUE:

- New Courses Available
- EWP - Work at Heights Q/A
- Staged Hazard ID & Control
- Certificate in Excellence Award
- Contractor Management Plans
- Back to Basics – Loss Prevention
- EWP Training South Island
- ACC Partnership/WSMP Training
- SNIPPETS
- Public Training

The year is progressing well and it is fantastic to have worked with some extremely positive organisations that have this far, enjoyed excellent business. May great attitudes and positive thinking outside the square continue.

QUOTE: "If it is to be, it is up to me". Make it happen everyone.

FROM MANAGEMENT

Due to high demand, several new courses have been introduced in 2009 and additional accreditations gained. You will read about these later in the letter under "New Courses". Another training trend is for courses to be trained over a period of time, or reduced to half day session/s or by reducing the course to an "Awareness" only programme. These trends are all in the name of cutting workplace "Off Job" time to a minimum. Another trend is drastic price and/or course content cutting. Please consider such trends carefully because if training content is cut, then why, and how effective is the shortened version, and if it is cheap – are you buying a sustainable service?. This trend could "bite" us as a nation. Recession hype has negatively shifted training benefits thinking to "tick the box" to be compliant, and both industry and providers need to be looking at the consequences for business operations in the future, not just conditions of today. Our advice is clear: only ever consider the long term benefits of your future business when making investment in your people, operations, and business practice. Enjoy your read ...

rae.sulzberger@tosha.co.nz

NEW COURSES

Truck Loader Crane

US16617 L3/15cr/ V3 "Use a truck loader crane to lift and place loads"

This training course covers assessing the worksite and preparing to lift and place loads; select lifting equipment and slinging load, lift and place loads with a truck loader crane; secure the crane and prepare the truck for road transport mode, stow equipment, and complete documentation.

Prerequisite: US3789 *Dogman and Slinging*

Post course study reduces off job training time

Truck Mounted Crane

US1754 L2/3cr/ V4 "Operate truck-mounted load lifting equipment"

This training course is suitable for drivers and others engaged in loading and unloading road haulage vehicles. Drivers must hold a current driver licence appropriate to the weight and configuration of the vehicle driven, including a current licence endorsement.

Class 2-5 Endorsement (modified course)

US17574 L2/3cr/ V4 "Operate a rigid vehicle to meet the requirements for a full class 2 driver licence"

US24089 L2/3cr/ V4 "Demonstrate knowledge of fatigue management, work time, and driver logbook requirements"

US17576 L2/3cr/ V4 "Operate a rigid vehicle to meet the requirements for a full class 4 driver licence"

US17577 L2/3cr/ V4 "Operate a combination vehicle to meet the requirements for a full class 5 driver licence"

If you have a learners licence in any of the above classes TOSHA can fast track you through the GDLS system.

Self Contained Breathing Apparatus (SCBA Escape Kit)

This half day training plus 15 minute individual practical assessment course equips candidates with the knowledge and skills covering the key components of the set; how to prepare SCBA for use; how to conduct pre-use inspections and test; how to don and wear the set; and decontaminating after use. The course includes best practices and organisational requirements. Also, organisations having the need to provide **Self Contained Breathing Apparatus** should not lose sight of the need to refresh staff in the skills for safe operation of this equipment. Infrequently used equipment leads to a reduction in skills associated with its use. Refresher training to re-hone skills and knowledge of the wearer, and full training for those non-wearers, is critical. Improper use can lead to serious injury or death. Those using sets for escape, commonly the 10 minute duration rather than the 35 minute "working sets" should be aware that the operating procedures are no less stringent and still require the same knowledge to operate.

Phone Tony House, Fire CBA Trainer - 0800 4 TOSHA

Confined Space Entry (Water Industry)

US19207 L3/5cr *Hazards of and entry for water industries confined space*

Pre-requisite US18426 L3/4cr *Demonstrate knowledge of hazard associated with confined spaces*

This two day course (including US18426) focuses on the infrastructure industry employees required to enter water industry related confined spaces such as: stormwater drains, sewer mains, risers, manholes and the like. It covers the dangers and hazards of confined space environments; the hazards created through work and interfacing activities; the legal requirements for establishing written controls for entry; emergency response plans and equipment; safety observer duties; and proving the confined space is safe for entry. The course can be run as a one day for those who already hold US18426 competency and/or split into modules to reduce "off-job" time.

Mobile Scaffolding

This half day course focuses on the requirements to assemble and dismantle mobile scaffolding less than 5 metres in height. Above this height the scaffold must be erected by a certified Scaffolder. The training covers the legal requirements; planning and preparation; hazard identification and safe work practices for erection; safe use of mobile scaffolding and dismantling. All forms of scaffold can be covered e.g. Layher, Alscuff, aluminium, mobile towers and free standing, and to manufacturers specifications. Assessment is both written and practically demonstrated competency of how to correctly and safely erect and dismantle mobile scaffolding.

Job Safety Analysis

US19522 L3/4cr *Undertake Job Safety Analysis*

This popular One Day training programme is run to meet client specific Job Safety Analysis (JSA) procedures and forms to meet US19522 L3/4cr performance criteria. The training is suitable for supervisors, team leaders, lead-hands, plant operators and contractors in charge of work teams and work activity controls. The content especially relates to industries operating stringent work permit controls. It covers legal and organisational requirements; the process and benefits of JSA; the critical steps required for JSA and practical workplace application. JSA Half Day Awareness training (not to u/std) can also be held for general work team members to understand the JSA process, how to be involved, and how to add value to overall Safety and Health Management programmes.

Atmospheric (Gas) Testing

US25510 L3/4cr *Operate an atmospheric testing device to determine a suitable atmosphere exists to work safely*

This half day theory and practical training plus individual practical assessments is suitable for plant operators, permit issuers, and those entering confined spaces for a wide range of industrial work environments. The training enables candidates to recognize atmospheric hazards; understand the different behaviours of differing gases; terminologies used relevant to technical operations and equipment; and above all, how to ensure the safe operations to prove, monitor and maintain a safe work environment.

Manual Handling

US17459 L2/3cr *Demonstrate and apply knowledge of safe manual handling practices in the workplace*

This half day theory and practical training programme can be adjusted to suit individual workplace needs or industrial sectors. It focuses on candidates being able to recognise manual handling hazards and risks created by the work activity, environment, frequency; loads to be transferred and the interface with different human body structures. Training covers how to safely use the torso to reduce strain when height and reach are factors; correct lifting and handling techniques when working alone or in a co-ordinated team lift; and the benefits of using a range of mechanical lifting devices and aids to reduce manual handling risks.

Workplace Health and Safety Fundamentals

US497 L1/3cr *Demonstrate knowledge of workplace health and safety requirements*

This Half Day course has been seriously reworked to not only incorporate the latest unit standard updates but to better suit industry to include fundamentals required for personnel entering the workforce or changing their industrial work environment. It will ensure they are aware of their individual legal responsibilities, duties and rights. The training encompasses the systems approach required for health and safety management, emergency response, hazard management and reporting, employee involvement, supervision and training, and accident investigation and reporting requirements.

LPG / CNG Forklift Cylinder Filling on Vehicle

Based on Hazardous Substances (Compressed Gases) Regulations 2004 – Reg 59 and 60

This Half Day course is critical for all staff filling LPG/CNG cylinders. It covers low or high pressure liquefiable gas cylinders and permanent gas, potential cylinder failure and adverse effects, asphyxiation, legislation and regulations, Codes of Practice requirements, emergency response procedures and applications. There is a practical component involving a demonstration of the procedures for safe filling of compressed gas containers.

Elevating Work Platform Training – Electrical Industry

US18272 L3/3cr *Operate power-operated elevating work platforms (EWP) in a electricity supply environment*

This course is available nationally and is specific to those working within the electrical industry – both employees and contractors. There are two pre-requisite unit standard competencies – US10507 (Electrical Industry PPE), and US6401 (Provide First Aid). The TOSHA course also meets the EWP industry standards and its trainers are approved to assess by the relevant ITO and the EWP Association of NZ. Other NZQA registered EWP unit standard training was based on US18272 in the first instance but excluded the electrical industry related elements.

BACK TO BASICS AND LOSS PREVENTION

Peter Drucker, a well known and internationally recognised business guru released a book in the late 1980s “*Managing in Turbulent Times*”. It was one of those periods not too dissimilar to the recent international crisis. Drucker stated:

Quote: “*The first duty of any business entity is to survive. The guiding principles of business economics is not the maximization of profit but the avoidance of loss*”.

What Drucker means, is there is more profit to be made from preventing loss and curbing unnecessary costs in our business units than expending energy, effort and hard earned dollars on chasing that extra sale or larger market share. These losses/costs include accidents, harm, injury, illness, equipment, vehicle damage, untrained staff, substandard production (quality and rework), replacement of parts and environmental restoration.

Safety is the controls we put in place to prevent accidental loss, be it safety of people, product, quality, production in processing plant, safety for the communities we service, safety of the environment, and safety of our business bank account.

When organisations (be they primary production, forestry, manufacturing, processing, infrastructure, local bodies, storage, transport or retail) integrate **Safety** with **Quality** and **Productivity**, they create a cost effective and profitable business unit. With the recent downturn in sales and turnover, it is time for us to go back to the basics and build our profitability upon a productive loss prevention programmes. If you need help with development, implementation and/or training to ensure you have a solid loss prevention / safety management foundation, then talk to . . .

Keith Sulzberger - 0800 4 TOSHA

ELEVATING WORK PLATFORM – WORK AT HEIGHT QUESTIONS/ANSWERS

We are constantly being asked the following questions. We give you these and the brief answers below. Please phone us for indepth answers, or where to find the governing or support documentation.

Q **WHEN DOES EWP WORK AT HEIGHT BECOME NOTIFIABLE WORKS – REPORTABLE TO DOL?**

A All construction work where there is a potential to fall 5 mtrs to the ground or structure below is **notifiable works**. Interpreted, this means 4.000 mtrs from sole of the feet height and where there is a 1.000 mtr handrail. If the person has the potential to be ejected out, or fall over the top of handrail or mancage at 5 mtrs or greater, it is **notifiable works**.

Q DO YOU HAVE TO WEAR A SAFETY HARNESS IN AN EWP?

A Yes, for all EWPs that slew or can move in a sideways direction including the luff of a forklift elevated cage. The DOL Approved Code of Practice for Power-Operated Elevating Work Platform, Section 12.3 Operations, Clause (c) states that a safety harness should always be worn with its lanyard attached to the platform. Industry Best Practice and principles established are for people wearing harnesses to have them attached to base of cage and length of lanyard should be limited to maximum reach of 600mm from the edge of cage to where the lanyard attaches to the top dorsal of the harness. **DOL Quote:** *The maximum fall factor allowed for any person in a fall arrest harness is one, which equals the length of the fall divided by the length of the lanyard assembly.*

To date, there has been exemption from DOL on scissor lifts only which have no sideways movement when elevated e.g. scissor lift positionally parked with brakes on, and then raised vertically to the elevated work zone.

Q WHEN DOES THE APPLICATION OF FALL ARREST SYSTEMS COMPETENCY (US15757) APPLY?

A If the worker is working from the EWP man cage, there is not an identified requirement to hold US15757 competency proof. There is a need to have an Emergency Response Plan should an untoward event occur. **NOTE:** If a worker steps up onto the midrail of the man cage, or has used the EWP to get up to a work platform or worksite and steps out of the cage, **THEN** that person must have had US15757 or similar training to enable them to safely apply fall arrest systems, or be working under the direct supervision of someone who has the training, skills and knowledge to prevent harm to all persons involved.

Q SHOULD PEOPLE USING EWP HAVE HARNESS TRAINING?

A Yes. Fall Arrest Systems and harnesses are not designed to prevent a fall, they are designed to arrest the moving body; to prevent the person from hitting the ground; and to provide protection once the worker has fallen.

An incorrectly fitted harness can do a lot of physical damage to the body. When a mass weight of say 100kg travels downwards for 2 mtrs then comes to an abrupt halt with all weight being transferred to the body's genital region. The harness should fit snug and firm with no extra free movement. A "one size fits all" approach is unacceptable. Ideally, all people working on an EWP should have training to meet US21969 – "Demonstrate knowledge of and prepare to use basic safety harness systems on construction sites", or undertake similar training and assessment. Those competent in US21969 are also eligible to undertake harness inspection, certify and maintain records for the equipment as per Section 10 (2) b. of the HAISE Act and AS/NZS 1891.1:2007 requirements. This reduces the need and cost to meet legal obligations of having harness equipment checked and certified by external qualified personnel.

Q IS FALL PREVENTION ONLY REQUIRED ABOVE 3 METRES TO MEET REGULATION 21?

A No. Regulation 21 makes it mandatory for employers to provide fall prevention equipment suitable for the purpose for which it is used where any employee may fall more than 3 mtrs. It does not state that we do not have to provide fall prevention for less than 3 mtrs.

There have been 2 prosecutions in NZ where workers have fallen 2.7 mtrs, and another 2 prosecutions where employees have fallen 2.2 mtrs and harm was caused. Our NZ records show that more injuries occur from falls of less than 3 mtrs of height than above 3 mtrs. The DOL released their position statement relevant to Regulation 21 and Work at Heights in 2006 requiring all employers, principals and contractors to refer back to the key requirements of the Act.

The HASIE Act 1992 sets out the performance required of duty holders. Section 6 states that "every employer shall take all practicable steps to ensure the safety of employees while at work". For employers, Sections 7, 8, 9, and 10 of the Act set out the requirement to identify hazards, and a hierarchy of duties to be considered in sequence. This is to **Eliminate, Isolate, Minimise** and **Monitor** the process for management and control of hazards.

For additional information or interpretation of the above legislative requirements, contact . . .
Keith Sulzberger 0800 4 TOSHA

ELEVATING WORK PLATFORM TRAINING - SOUTH ISLAND

Stop Press: Elevating Work Platform training is now available in the South Island and the trainer is based in Christchurch. This will cater for either “**Inhouse (site)**” or “**Public**” training. TOSHA is delighted to introduce Rhys Kinder of Mainland Access as its trainer. Rhys is qualified as an EWPANZ trainer, and approved by the Opportunity ITO as a Workplace Assessor for Scissor, Vertical, Boom, Trailer or Truck Mounted units, plus the theory training component. NZQA Unit Standards are available or non unit standard training if preferred.

Phone Rhys (trainer) to discuss options, or Julie (PA) to book your training - 0800 4 TOSHA

STAGED - HAZARD IDENTIFICATION & CONTROL TRAINING

TOSHA will deliver **Hazard Identification and Control** training, or **Job Safety Analysis** using previously developed training modules or constructed specifically to meet your industry/workplace requirements. Duration can range from Half Day staff and contractor hazard awareness sessions – to a One Day course for lead hands, forepersons – to a two day programme to meet Unit Standard levels of competency. Combinations of modules can comprise legal requirements, hazard identification, risk assessment, development of controls to meet US497 / 17593 / 17602 (these being the 3 compulsory units for the **Occupational Health/Safety National Certificate, L3**).

ACC PARTNERSHIP OR WSMP PROGRAMME TRAINING REQUIREMENTS

The ACC Partnership and WSMP programmes require management team members to have **Legislative Update** training every two years. Those team members leading the company’s Hazard Management programme are required to attend Refresher **Hazard Management** training every two years. TOSHA will deliver BOTH of these courses as a One Day Combined training programme. **Talk to Keith or Kevin regarding the training, or to Margaret for a copy of the course objectives and outline or to book the training.**

CERTIFICATE IN EXCELLENCE AWARD

Our current award winning client is **Air New Zealand Property Group**, located in Auckland and Christchurch. Their certificate can be seen on our website. ([Click Here](#)). Bob Bull, as leader of the team can be extremely proud of the progress to date through regularly auditing systems for improvement taking the Property Group compliance rating from 48% in 2004 to 90% in 2009. The demonstrated commitment and input from the entire team to ensure adherence and compliance are award winning efforts. TOSHA is delighted to present the Property Group with our gold framed **Certificate in Excellence** to display in their premises foyer. A message of “Well Done” is extended to the team for their collective “**leading the way**” attitudes, individual ownership and drive to progressively improve their Health and Safety Management Systems compliance ratings through goal setting, team member participation, implementation, and ongoing monitoring. Congratulations to you all.

SNIPPETS

FIRE EXTINGUISHER, WARDEN TRAINING AND RELATED SERVICES - AUCKLAND

This training and related services is now available in Auckland and surrounding provinces. Harry Enstrom is a qualified workplace assessor and comes with many years of fire and related industrial training experience. Harry has his own Fire Training trailer and can simply undertake Fire Extinguisher training for your staff on your site, or Fire Warden training for your team and elected Wardens. Other services include: Building Warrants of Fitness, Emergency Evacuation Plans, Fire System Management installations etc.

ELECTRICAL EQUIPMENT TESTING TRAINING

US6705 L3/3cr “*Test electrical appliances for safety*”

This course trains site personnel in how to use their electrical testing equipment. The equipment can range from office appliances through to machinery to ensure all electrical components are safe for use. The courses are held anywhere in NZ, and candidates receive one-on-one training on the portable testing equipment used.

NATIONAL CERTIFICATE L3, OCCUPATIONAL HEALTH AND SAFETY

We have such a lot of enquiry for this National Certificate, but all enquirers are looking for funding. May we suggest interested personnel talk to their ITO regarding funding, then we can run the course for you. Many candidates already hold a fair percentage of the credits required, and we would be happy to run individual courses as Publics as a means to the end – a National Certificate. We would be pleased to work with any ITO to assist interested industry parties achieve their goal.

Suggested Pathway:

- | | | |
|---------------------|-----------------------------------|-------------------------------|
| - 497 Workplace H/S | - 17601 Accident Investigation | - 17588 Work Permit Receiver |
| - 17602 Hazard ID | - 18426 Hazards of Confined Space | - 17595 Contractor Management |
| - 18408 Fire Warden | - 17593 Safe Work Practices | - 17600 Work at Heights |
| - 6401/2 First Aid | - 17596 Safety Observer | - 20645 HSNO Approved Handler |
| - 20198 H/S Rep | | |

Phone any of our PAs – Margaret, Julie or Stacey to discuss - 0800 4 TOSHA

STRESS AND TIME MANAGEMENT TRAINING – US12355 AND US12349

A brilliant one day course delivered by Wayne Morris, a guru in People Behaviours. The course is run nationally and we have a second trainer based in Auckland – Fraser Buchanan, equally as informed as Wayne. You can expect to learn: - people behaviours that impact on ability to self manage; - understand stress sources, effects, and how to deal with it; - manage time for self and teams; - prioritising techniques; - planning to create effective and efficient self management.

Talk to Margaret 0800 4 TOSHA

CONTRACTOR SITE SAFETY/HEALTH MANAGEMENT PLAN SERVICES

TOSHA have an effective **Contractor Site Safety/Health Management Plan** tool that can be adapted to any site or Principal/Contractor working relationship. The tool assures the Principal that the Contractor has a documented system to manage hazards being brought to the site AND THAT the Principal's site requirements have been met in a documented format. This service expedites the "Preferred Contractor" process by the Principal and can eliminate hours of work identifying Preferred Contractor status. The benefits to the Contractor are they know they have and are following a system that ensures compliancy, AND THAT their documentation meets the Principal's Preferred Contractor status requirements.

LATEST NZQA UNIT STANDARD ACCREDITATIONS

- US2138 – Asbestos Awareness
- US19207 – Confined Space Entry where water is present
- US6705 – Electrical Equipment Testing
- US29360 – EWP Scissor
- US29361 – EWP Truck Mounted
- US29362 – EWP Self Propelled Boom
- US29363 – EWP Trailer Mounted
- US29364 – EWP Vertical
- US29366 – EWP Theory

CUPBOARDS TO STORE FLAMMABLES

TOSHA has a contact for you to source cupboards specifically to store your site flammables.

Phone Chris at Haverstock on 09 525 2820

TOSHA TRAINING AND AUDITING SERVICES CATALOGUE 2009

Phone 0800 4 TOSHA and ask to receive the current Training/Auditing Services Catalogue

RECENT DoL FINES - (COURTESY OF SAFEGUARD MAG)

Types of fines, but we will not be publishing names even though this is public information and comes under that legislative ruling. However, we need to keep our finger on what is happening out there.

- \$52,000 – amputated finger
- \$51,000 – employee exposed to ammonia gas after breaking storage valve
- \$45,000 – contractor paralysed when falling from scaffolding
- \$90,000 – worker crushed between two pieces of equipment

CLIENT'S TRAINING RECORDS - TOSHA WEBSITE ACCESS FOR FREE

TOSHA no longer charges for several downloadable Staff Training Records accessed via our website. All clients need to do is apply to Ishah Hamzah, Records Administrator for a password and instructions for use.

RECENT RELEASE INFORMATION FROM THE DOL

Click on the link below to access latest releases from Health and Safety, Department of Labour

<http://www.osh.dol.govt.nz/news/whatsnew.shtml>

LINK TO APPROVED CODES OF PRACTICE LIST

<http://www.osh.dol.govt.nz/order/catalogue/index.shtml>

IMMEDIATE PUBLIC TRAINING 2009 (NP, AUCKLAND, CHRISTCHURCH) OR ANYWHERE ELSE IN NZ IF NUMBERS SUFFICE

[Click Here for website link to 2009 Remaining Public Training Schedule](#)

Courses to run shortly:

- Accident Reporting and Investigation	Auckland	17/18 September 2009
- Health and Safety Rep – Stage I	Auckland	10/11 September 2009
- Health and Safety Rep – Stage II	New Plymouth	31 Aug / 1 Sept 2009
- HSNO – Approved Handler	Auckland	28 August 2009
- Work at Heights	Auckland	31 August 2009
- Electrical Equipment Testing	Auckland	25 & 26 August 2009
- Elevating Work Platform	Auckland	26 August 2009

Please contact us for Registration forms on 0800 4 TOSHA if you do not already have one
Look out for your monthly updated Public Course mailout. If you do not receive it and wish to, please contact Julie 06 757 8889 or email julie.preston@tosha.co.nz

WHO TO CONTACT FOR TOSHA ASSISTANCE?

Margaret Barnett, Julie Preston or Stacey Rumball - Phone 0800 4 TOSHA (0800 4 86742)

Feel Free

to forward this mailer to anyone whom you think it will be of benefit to. We welcome new contacts and all they need do is submit their email address and permission for TOSHA to add them to the recipient's list.

If you wish to subscribe or unsubscribe to this e-newsletter please email julie.preston@tosha.co.nz

**WE APPRECIATE your feedback regarding the value of this Newsletter – Please be frank.
email your comments to: rae.sulzberger@tosha.co.nz**