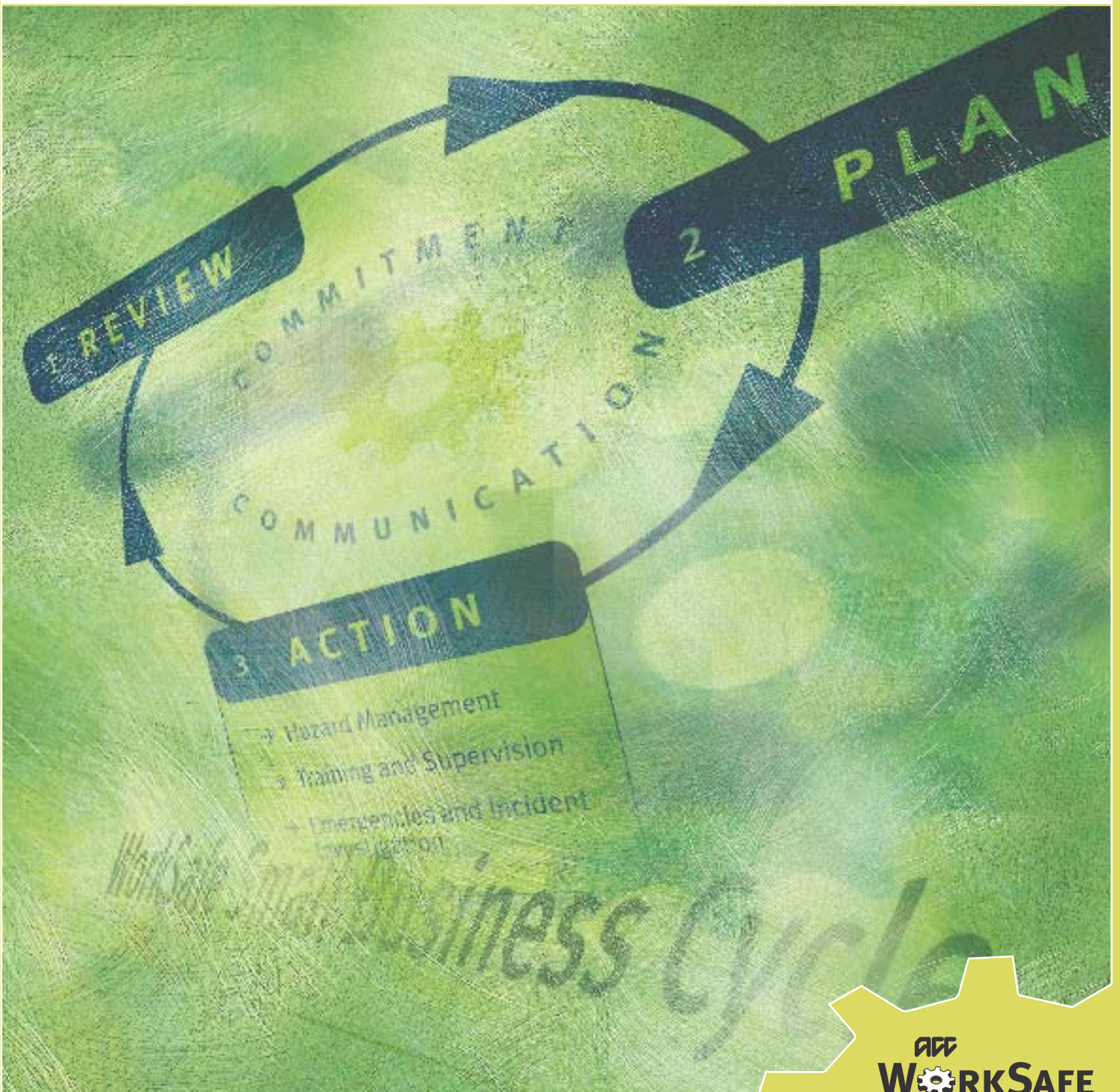




# Improving Workplace Safety and Health

**OSH**  
occupational safety  
& health service  
te ratonga oranga  
DEPARTMENT OF LABOUR

FOR SMALL BUSINESS



## Why should you bother with health and safety?

→ Keeping a small business afloat can be difficult.

One thing that can make it even more difficult is work-related injury or disease, which results in unexpected costs or the loss of a valued staff member.

→ As a business owner/manager the law says that you have to look after the safety and welfare of people in your workplace. You must also involve staff and their health and safety representatives on an ongoing basis.

→ Research in New Zealand shows that when employees are directly involved in their own health and safety, injury and illness rates improve.

→ This ACC WorkSafe Series for small business is the first step in improving your workplace health and safety. Employers, staff and health and safety representatives have additional responsibilities under the Health and Safety in Employment Act. For more information on this Act visit [www.osh.dol.govt.nz](http://www.osh.dol.govt.nz) or contact your local OSH branch.

## Small Business WorkSafe Cycle

There are several key things that you need to do to keep your workplace safe:

→ Manage hazards – identify, assess and control them.

→ Train and supervise staff to ensure they are aware of the hazards and follow safe work procedures.

→ Prepare for emergencies, including first aid, rehabilitation and incident investigation.

All of these processes must involve your health and safety representatives and staff.



Working through the Small Business WorkSafe Cycle will help you set up and support these key health and safety systems.

Using the WorkSafe Cycle process of review, plan and action helps you to:

→ keep track of different health and safety activities

→ regularly review or check key activities

→ improve health and safety in your workplace over time.

## Review – how well are you doing with health and safety?

To see how you are going with health and safety in your workplace ask yourself, health and safety representatives, and your staff the following questions.

	YES	NO
Have you and your staff managed hazards – e.g. identified them, decided which are significant and taken action to deal with them?		
Do you check regularly that you have dealt with hazards effectively?		
Do you and your staff check for hazards when there is new or changed equipment or procedures?		
Do you tell contractors about hazards and find out what hazards they bring into your workplace?		
Do you have an employee participation system* and discuss health and safety with your staff?		
Do you provide a workplace introduction (induction or orientation) that includes health and safety for new workers?		
Do you provide staff with adequate health and safety information and training, and supervise staff until they can work safely?		
Do you have emergency procedures and equipment in place?		
Do staff report incidents and injuries, and do you investigate them?		
If applicable, have you supported injured staff to stay at work (safely) or to return as soon as possible?		

If you could not answer YES to all these questions, note down below the action you and your staff need to take.

Use the ACC WorkSafe resources listed on the back of this brochure to help you develop your workplace health and safety programme.

## What do you need to improve?

	WHO	WHEN

\*Employee Participation FACT Sheets and Guidelines, available from OSH, explain what the law says about *agreed employee participation systems* and *health and safety representatives*.



## Further resources for small business

### ACC WorkSafe series for small business

- Improving workplace safety and health
- How to manage hazards
- Training and supervision
- Emergencies and incident investigation

visit → [www.acc.co.nz/injury-prevention](http://www.acc.co.nz/injury-prevention)

or call → 0800 THINKSAFE (0800 844 657)

