



NEW ZEALAND SECURITY
ASSOCIATION

CODE OF PRACTICE

Health and Safety
Capability

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FOREWORD

This Code of Practice defines the policies and procedures to be followed by all members of the New Zealand Security Industry Association Inc involved in operating a business supplying security products or services.

The objectives in preparing this document are to ensure that high professional standards are maintained, legal responsibilities are complied with and consequently that the industry's image and reputation is maintained.

The requirements of this Code are mandatory and compliance is a condition of Accredited membership of the New Zealand Security Industry Association Inc.

This document must be completed and sent to NZSA on application to undertake the NZSA Audit process as an Accredited member. Where possible, supporting evidence should be provided or made available for review.

Where the member can demonstrate an existing grading or accreditation for their Health and Safety capabilities will be deemed to be in compliance with this Code of Practice. Accepted gradings and accreditations are:

- ACC Accredited Employer Programme
- Safety Star Rating System (SSRS)

Members who are audited and deemed to be in compliance with this Code of Practice will not be required to undertake a further audit for a period of 5 years, subject to the satisfactory completion and return of the ACCREDITED MEMBER ANNUAL DECLARATION.

SECTION 1

GOVERNANCE

DESCRIPTION	EVIDENCE
1.1.1 Company Name	
1.2.1 Does the Company have a written Health and Safety Policy?	<i>Attach to Section 3.</i>
1.2.2 Is the Health and Safety Policy signed by the Company?	<i>NZSA to verify.</i>
1.2.3 Does the Company have compliant Health and Safety at Work Plans? E.g. SWMS or JSAs for each job.	<i>Attach to Section 3.</i>
1.2.4 Have Company management attended training to understand their Health and Safety legal obligations?	<i>NZSA to verify.</i>

DESCRIPTION	EVIDENCE
<p>1.2.5 Have Company Line Managers and Supervisors been formally trained to understand the legal responsibilities they hold on behalf of their organisation for Health and Safety?</p>	<p>NZSA to verify.</p>
<p>1.3 Are Health and Safety responsibilities documented for:</p> <ul style="list-style-type: none"> • Management • Line Managers • Supervisors • Employees • Casual Employees 	<p>NZSA to verify.</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>
<p>1.4 Which third party certification or approvals does the Company hold?</p> <ul style="list-style-type: none"> • ACC • Site Safe • Other Accreditations 	<p>Attach to Section 3.</p>
<p>1.5.1 Plant and Equipment</p> <p>Does the organisation have a preventative maintenance programme for its plant, machinery and equipment?</p>	<p>NZSA to verify.</p>

DESCRIPTION	EVIDENCE
<p>1.5.2 Plant and Equipment continued....</p> <p>When using plant and equipment either owned, leased or hired does the company have systems in place to ensure that:</p> <ul style="list-style-type: none"> • There is an Electrical safety testing regime and all electrical equipment displays a current electrical test tag. • Plant and equipment is safe to be used for the purpose intended. • Employees who operate the plant and equipment are trained in its safe use. • Employees have the correct licenses to operate plant and equipment. 	<p>NZSA to verify.</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>
<p>1.6.1 Safe Work Methods</p> <p>Is your scope of work expected to involve working with/in:</p> <ul style="list-style-type: none"> • Mobile plant • Working at heights • Confined spaces • Handling chemicals or other hazardous substances • Electrical or mechanical plant • Hot work • Compressed gases or fluids under pressure 	<p>NZSA to verify that Safe Work Practices and Certifications in place for all that are marked “Yes”. Attach copies to Section 3.</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>

DESCRIPTION	EVIDENCE
<p>1.6.2 Safe Work Methods continued...</p> <p>Is scope of work expected to involve working around utility services such as:</p> <ul style="list-style-type: none"> • Gas • Electricity • Water • Telephone 	<p>NZSA to verify that Safe Working Practices and Authorisations are in place for all that are marked “Yes” Attach to Section 3.</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>
<p>1.7 Hazard and Risk Management</p> <p>1.7.1 Does the organisation have a process to systematically identify and control hazards and risks onsite?</p> <p>1.7.2 Does the organisation have a system to record hazards relative risk scores and controls?</p> <p>1.7.3 Does the organisation have a system or process to ensure that customers are advised of any hazards that may be bought on site?</p> <p>1.7.4 Does the organisation complete risk assessments on all hazards encountered?</p> <p>1.7.5 How does the organisation consult with other PCBU’s whilst on customer sites?</p> <p>1.7.6 How does the organisation monitor staff and contractor compliance when on customer sites?</p>	<p>NZSA to verify</p> <p>NZSA to verify</p> <p>NZSA to verify</p> <p>NZSA to verify and attach Sample Risk Matrix to Section 3.</p> <p>NZSA to verify</p> <p>NZSA to verify</p>

DESCRIPTION	EVIDENCE
<p>1.8 Induction and training</p> <p>1.8.1 Does the organisation have an employee induction programme that includes Health and Safety?</p> <p>1.8.2 How does the company audit all workers participation levels in Health and Safety Management system.</p> <p>1.8.3 What other ways does the organisation use to ensure worker participation?</p> <p>1.8.4 Does the organisation maintain records of personnel when they are inducted?</p> <p>1.8.5 Does the organisation have specific health and safety rules and if so, how are they explained to staff and is there evidence that they are understood by all employees?</p> <p>1.8.6 Does the organisation provide and record specific health and safety training for employees?</p> <p>1.8.7 Does the organisation hold regular “tool box” meetings?</p> <p>1.8.8 Does the organisation have a documented drug and alcohol policy and procedure in place?</p>	<p>NZSA to verify</p> <p>NZSA to verify</p> <p>NZSA to verify</p> <p>NZSA to verify</p> <p>NZSA to verify</p> <p>NZSA to verify</p> <p>NZSA to verify</p> <p>NZSA to verify and attach copy to Section 3.</p>
<p>1.9 Use of Subcontractors</p> <p>Does the organisation have a process to determine the health and safety capability of subcontractors?</p>	<p>NZSA to verify</p>
<p>1.10 Accident and Incident Management</p> <p>1.10.1 Does the organisation have an accident and incident reporting system?</p> <p>1.10.2 How does the organisation investigate incidents?</p> <p>1.10.3 How does the organisation ensure any required remedial actions are completed</p> <p>1.10.4 Does the organisation have a system to report accidents and incidents to customers when the accident or incident occurs on their site?</p> <p>1.10.5 Does the organisation have recording and reporting systems for:</p> <p>Fatalities</p> <p>Serious Harm Accidents</p> <p>Medical Treatment Injuries</p> <p>Near Hit/Miss Accidents</p>	<p>NZSA to verify</p> <p>NZSA to verify</p> <p>NZSA to verify</p> <p>NZSA to verify and record history for last 3 years</p> <p>Number</p> <p>Number</p> <p>Number</p> <p>Number</p>

DESCRIPTION	EVIDENCE
1.11 Personal Protective Clothing and Equipment (PPE and PPC)	
1.11.1 Does the organisation assess all tasks /jobs to ascertain if PPE and PPC are required?	<i>NZSA to verify</i>
1.11.2 Does the organisation provide/supply PPE/PPC to all staff as required?	<i>NZSA to verify</i>
1.11.3 Does the PPE and PPC provided comply with AS/NZS Standards?	<i>NZSA to verify</i>
1.11.4 Does the organisation provide training to staff on the correct use of PPE and PPC?	<i>NZSA to verify</i>

SECTION 2

REFERENCES

DESCRIPTION	EVIDENCE
Please provide two referees to verify organisations capability and commitment to the management of health and safety:	<i>NZSA to verify</i>
Reference One:	
Company Name	
Address	
Contact Person	
Position	
Telephone	
Email	
Reference One:	
Company Name	
Address	
Contact Person	
Position	
Telephone	
Email	

SECTION 3
ADDITIONAL FILES

DESCRIPTION	ATTACHED (✓ / ✗)
Copy of Public Liability Insurance Cover	
Scanned copy of last 3 Health and Safety meeting minutes	
Copy of Company Risk Register	
Copy of Health and Safety Policy	
Copy of any Safe Systems of Work	
Other Documents	

NZSA print name and designation:

NZSA Signature:

Date:
