

Foundation Standard 2022v

Indicators 13.1 & 13.2

Health and Safety



The Royal New Zealand
College of General Practitioners
Te Whare Tohu Rata o Aotearoa

The Quality Programmes Team
May 2023

Topics covered

- What a hazardous substance is
- The hazardous substance inventory
- Hazards classifications including 6.1A & B
- Training
- Training using safety data sheets
- Reacting to an emergency



Indicator 13 has 4 criterion but we will only be looking at 13.1 & 13.2 in these slides

Criteria	Standard - what we'll be assessing on	Evidence to provide for assessment
13.1	The practice complies with the Health and Safety at Work Act 2015.	<ul style="list-style-type: none">• A documented health and safety policy and hazard and risks register.• A record of any health and safety incidents (including 'near misses') and resultant actions taken.• Completed team training records including certification of any required training, for example; health and safety representative, if applicable.• A documented induction plan and process for all team members, including GPEP registrars and volunteers.
13.2	The practice complies with the Hazardous Substances Regulations 2017	<ul style="list-style-type: none">• An inventory of all the hazardous substances at your workplace, including substance type, quantity and location and associated data safety sheets.• Hazardous substances in your workplace are added to the hazards and risks register.• Team members working with hazardous substances are trained to work safely with them.• Team members managing highly hazardous substances (eg, class 6.1A and 6.1B substances) have certified handling certificates or work directly under the supervision of a certified handler.

13.1 Acts

- The Act that governs Health & Safety in the workplace is called Health & Safety at Work Act 2015 (HSWA)
- Worksafe NZ administers functions of the HSWA in all places of work

The Health and Safety at Work Act 2015:

- ensures everyone has a role to play
- makes sure everyone's responsibilities are clear
- focuses on managing work risk
- requires those who create the risk to manage the risk
- requires businesses to engage with workers and enables the workers to actively participate in health and safety
- allows flexibility in managing health and safety risks





- They are the regulator of the workplace health and safety system
- are working to lift health and safety performance and supporting New Zealanders to return home from work healthy and safe.
- Work collaboratively with business and provide workers with H&S training as well as host a resource for NZ businesses at www.worksafe.govt.nz

Looking first at 13.1....

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There are 4 pieces of evidence to provide which should demonstrate that you meet compliance with this criterion

First piece of evidence: The Health and Safety policy

The Health and Safety Policy must include:

- a policy statement
- practice team members' roles and responsibilities
- health and Safety Officer identified and process for reporting
- how workers are engaged in health and safety and participate in risk management
- systems to manage and control risk
- how health and safety in the workplace is monitored and actioned as required
- how team members are trained to safely use hazardous substances in the workplace
- reference to the hazards and risk register (on next slide)

..and the hazards and risks register

- Identify hazards in all work areas in the practice
~ physically assess the area
- Assess the risk level of risk each hazard identified
~using a matrix
- Control the risk to reduce the harm and its severity
~ Identify how the risk can be reduced (mitigated)
- Reassess the level of risk for each hazard
~ Review and monitor whether the controls are working
and if the risk levels are acceptable

NB: See following 2 slides for extra detail



Use this matrix to assess the level of risk for each potential and actual hazard.

RISK ASSESSMENT MATRIX		Very unlikely to happen	Unlikely to happen	Possibly could happen	Likely to happen	Very likely to happen
CONSIDER THE SEVERITY OF INJURY/ILLNESS	Catastrophic (e.g fatal)	Moderate	Moderate	High	Critical	Critical
	Major (e.g Permanent Disability)	Low	Moderate	Moderate	High	Critical
	Moderate (e.g Hospitalisation/Short or Long Term Disability)	Low	Moderate	Moderate	Moderate	High
	Minor (e.g First Aid)	Very Low	Low	Moderate	Moderate	Moderate
	Superficial (e.g No Treatment)	Very Low	Very Low	Low	Low	Moderate

Document all hazards and risks (downloadable from Worksafe website)

Date of issue:

RISK REGISTER

Worksite/location:												
Risks identified	Potential harm	Significant risk?		Eliminate	Isolate	Minimise	Risk controls	Training or information required?	Regular checks of risk controls in place			
		Yes	No						Date checked	Date checked	Date checked	Date checked
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

PHOTOCOPY OR PRINT THIS FORM AS REQUIRED.



Second piece of evidence: A record of any health and safety incidents (including 'near misses') and resultant actions taken.

- Any incidents/accidents and near misses should be individually documented
- They are then to be entered onto or kept in a register and reported to Worksafe/PHO/The clinical governance group- as appropriate (according to SAC level)
- Worksafe MUST be notified when work related events causing the following occur:
 - a death
 - a notifiable injury or illness
 - a notifiable incident

NB: A register can be electronic or hardcopy - See the template on the following slide.

An example from Site safe of documenting an incident or injury

Incident and Injury Register

SSSP Form 8



All businesses are required to have processes for receiving, recording and evaluating information regarding any incidents or near-miss situations that occur.

Date and time of occurrence	Details <small>Name of person (injured or observer), description of incident/near miss, type of injury/disease (if any). How did it happen? (briefly).</small>	Immediate action taken?	Next steps	Signature and date of signoff
<input type="text"/> <input type="text"/>		First aid <input type="checkbox"/> Yes <input type="checkbox"/> No Corrective action <input type="checkbox"/> Yes <input type="checkbox"/> No Update/ review hazard register <input type="checkbox"/> Yes <input type="checkbox"/> No Review hazard register <input type="checkbox"/> Yes <input type="checkbox"/> No	Does this incident require a WorkSafe notification <input type="checkbox"/> Yes <input type="checkbox"/> No Should this incident be investigated by your company (PCBU 2)? <input type="checkbox"/> Yes <input type="checkbox"/> No Is this incident the subject of a toolbox talk? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/> <input type="text"/>
<input type="text"/> <input type="text"/>		First aid <input type="checkbox"/> Yes <input type="checkbox"/> No Corrective action <input type="checkbox"/> Yes <input type="checkbox"/> No Update/ review hazard register <input type="checkbox"/> Yes <input type="checkbox"/> No Review hazard register <input type="checkbox"/> Yes <input type="checkbox"/> No	Does this incident require a WorkSafe notification <input type="checkbox"/> Yes <input type="checkbox"/> No Should this incident be investigated by your company (PCBU 2)? <input type="checkbox"/> Yes <input type="checkbox"/> No Is this incident the subject of a toolbox talk? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/> <input type="text"/>
<input type="text"/> <input type="text"/>		First aid <input type="checkbox"/> Yes <input type="checkbox"/> No Corrective action <input type="checkbox"/> Yes <input type="checkbox"/> No Update/ review hazard register <input type="checkbox"/> Yes <input type="checkbox"/> No Review hazard register <input type="checkbox"/> Yes <input type="checkbox"/> No	Does this incident require a WorkSafe notification <input type="checkbox"/> Yes <input type="checkbox"/> No Should this incident be investigated by your company (PCBU 2)? <input type="checkbox"/> Yes <input type="checkbox"/> No Is this incident the subject of a toolbox talk? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/> <input type="text"/>

Third piece of evidence: Completed (health and safety) team training records

- Health and Safety Rep – if over 20 team members and a team member requests it. The Health and Safety Rep gets voted in and must complete formal training (see the guidance resources for more information)
- Any other training the practice considers it is required in order to safely manage health and safety in the workplace.

NB: There is a variety of training available on the Worksafe website.

Fourth piece of evidence: A documented induction plan and process for all team members, including GPEP registrars and volunteers.

- Induction training for all team members relevant to role on health hazards and procedures for handling substances. It is mandatory that a record be kept of this training/instruction for each worker

NB: The Act stipulates that induction training records are kept.

There is an induction plan template available on the Foundation Standard training page on the website.

And 13.2

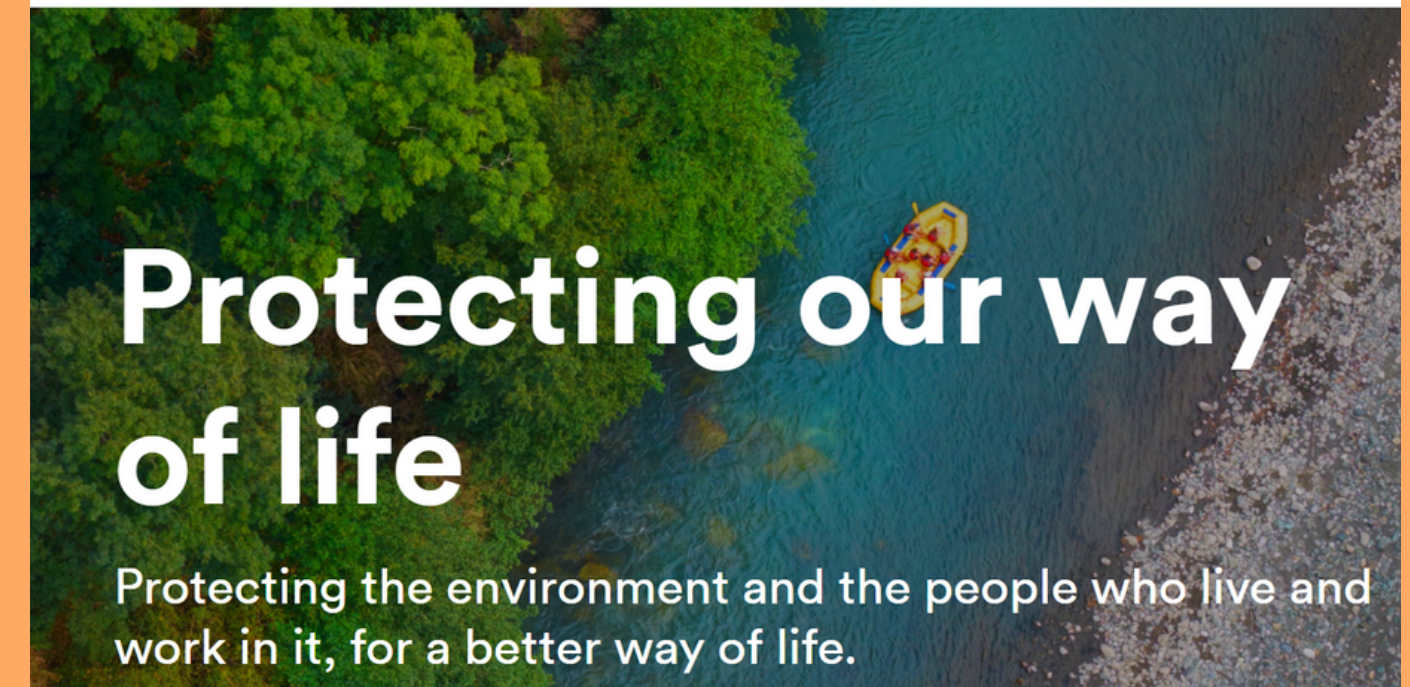
Criteria	Standard - what we'll be assessing on	Evidence to provide for assessment
13.2	The practice complies with the Hazardous Substances Regulations 2017	<ul style="list-style-type: none">• An inventory of all the hazardous substances at your workplace, including substance type, quantity and location and associated data safety sheets.• Hazardous substances in your workplace are added to the hazards and risks register.• Team members working with hazardous substances are trained to work safely with them.• Team members managing highly hazardous substances (eg, class 6.1A and 6.1B substances) have certified handling certificates or work directly under the supervision of a certified handler.

Again, there are 4 pieces of evidence to provide which should demonstrate that you meet compliance with this criterion

13.2 Acts & regulations

- Hazardous Substances Regulations 2017(workplace)
- Worksafe NZ administers functions of the Hazardous Substances regulations 2017 in all places of work
- The Act which governs hazardous substances in NZ (non workplace) is called Hazardous Substances & New Organisms Act 1996 (HSNO Act)

An FYI on the hazardous substances classification codes



- Hazard classifications codes are found on substance labels and safety data sheets.
- Classification codes include information about the safe way to store, use and dispose of chemicals.
- We use the Globally Harmonised System (GHS 7) hazard classification system in New Zealand.
- The GHS 7 assigns classifications to a hazardous substance based on its:
 - physical hazards (such as flammability)
 - human health hazards (such as acute toxicity)
 - environmental hazards (such as whether it is hazardous to the aquatic environment).

The regulations require that practices:

- Keep an inventory of all hazardous substances
- Obtain a safety data sheet for each
- Manage/mitigate risk and eliminate risk if reasonably practicable.
- Have an emergency response plan
- Workers must receive induction & training
- Have appropriate signs, labelling, storage

A Hazardous substances is...

Any substance with one or more of the following intrinsic properties:

Explosiveness

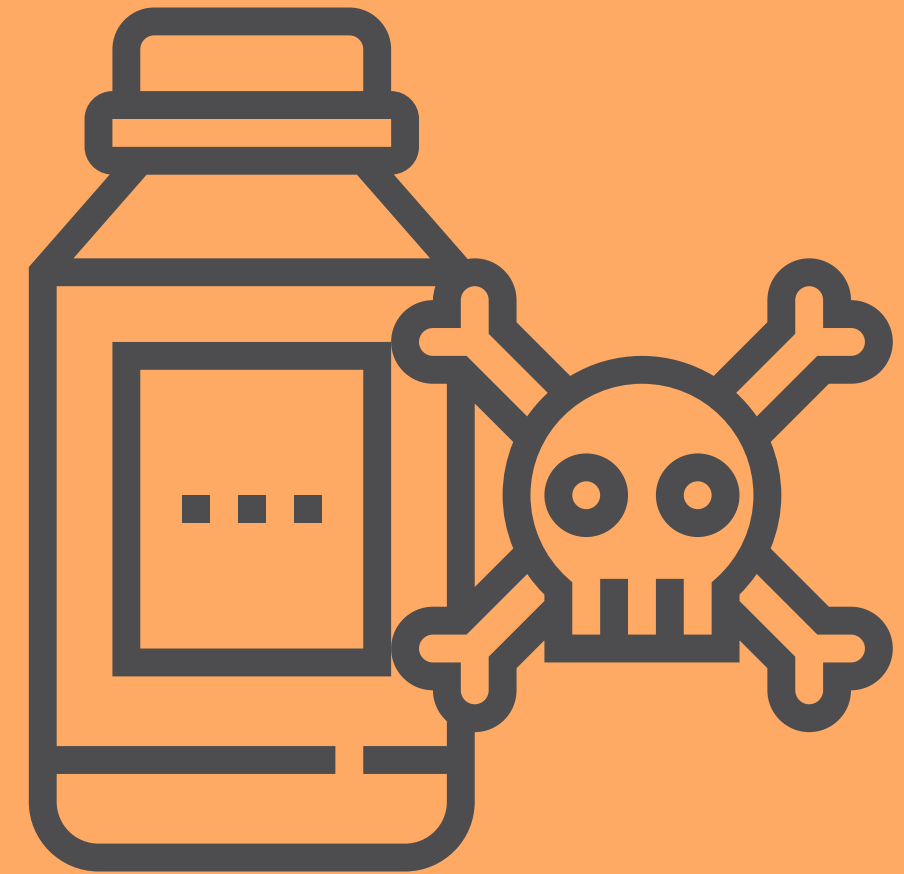
Flammable and
compressed non
flammable gasses

A capacity to oxidise

Corrosiveness

Toxicity

Eco-toxicity



First piece of evidence: An inventory of all the hazardous substances at your workplace, including substance type, quantity and location and associated data safety sheets.

- Use the Worksafe calculator to make an inventory of all the hazardous substances used at your workplace including hazardous waste (if any)
- keep your inventory up-to-date and accurate
- make sure your inventory is readily accessible to emergency services workers.

NB: your inventory of hazardous substances is calculated using the 'WorkSafe tool' and includes substances of a certain grade/severity. All the other substances, as well as those on your inventory, need to be added to the practice's hazards and risks register.

This is Worksafe's toolbox with a calculator where practices enter the hazardous substance type, quantity and other information. The substance needs to meet a threshold to be accepted on the inventory; for example simple detergents won't meet the severity rating for the inventory and should be entered into the hazards and risks register instead.

The screenshot shows the 'HAZARDOUS SUBSTANCES TOOLBOX' website. The navigation menu includes 'GUIDE', 'WORKBOOK', 'CALCULATOR' (highlighted in green), 'VIDEOS', and 'WORK'. The main heading is 'HAZARDOUS SUBSTANCES CALCULATOR'. Below this, there is a paragraph explaining the calculator's purpose: 'The Hazardous Substances Calculator will help you create an inventory and work out what key requirements you need to meet, based on the hazardous substances you use, handle, manufacture and store at your workplace.' This is followed by two paragraphs of instructions: 'Before using the calculator for the first time you should make a list of all your hazardous substances. It may be helpful to use the Workbook for this. Once your list is complete, enter the details into the calculator to work out what key controls you need in place.' and 'The information you include in the calculator is private and no one else has access to that information including WorkSafe. Each inventory you start is assigned a unique PIN so that you can update your inventory in future.' A link is provided: 'Click here for a quick guide to use the Hazardous Substances Calculator to create an inventory of the substances in your workplace and find out the majority of controls that apply to them. Alternatively watch one of the videos by clicking them below.' Below the text are four video thumbnails, each with a yellow background and a hazard icon. The thumbnails are: 'HAZ SUBS Calculator Video 1: What it is and how it helps you', 'HAZ SUBS Calculator Video 2: Creating an inventory', 'HAZ SUBS Calculator Video 3: Getting the most out of it', and 'HAZ SUBS Calculator Video 4: Evaluating your use'. At the bottom, there are three buttons: 'CREATE NEW INVENTORY' (circled in red), 'Insert PIN', and 'UPDATE YOUR INVENTORY'.

HAZARDOUS SUBSTANCES
TOOLBOX

GUIDE WORKBOOK **CALCULATOR** VIDEOS WORK

HAZARDOUS SUBSTANCES CALCULATOR

The Hazardous Substances Calculator will help you create an inventory and work out what key requirements you need to meet, based on the hazardous substances you use, handle, manufacture and store at your workplace.

Before using the calculator for the first time you should make a list of all your hazardous substances. It may be helpful to use the Workbook for this. Once your list is complete, enter the details into the calculator to work out what key controls you need in place.

The information you include in the calculator is private and no one else has access to that information including WorkSafe. Each inventory you start is assigned a unique PIN so that you can update your inventory in future.

[Click here](#) for a quick guide to use the Hazardous Substances Calculator to create an inventory of the substances in your workplace and find out the majority of controls that apply to them. Alternatively watch one of the videos by clicking them below.

HAZ SUBS Calculator
Video 1:
What it is and how it helps you

HAZ SUBS Calculator
Video 2:
Creating an inventory

HAZ SUBS Calculator
Video 3:
Getting the most out of it

HAZ SUBS Calculator
Video 4:
Evaluating your use

CREATE NEW INVENTORY Insert PIN **UPDATE YOUR INVENTORY**

A closer look at the calculator using oxygen as an example

INVENTORY LIST

The substances you add will display below. Click on any of the substances to see its details, edit or delete the substance.

Expand all | Collapse all

1. Oxygen

1 m³ ↓

HAZARDOUS SUBSTANCE CONTROLS

The Hazardous Substances controls will only display below if they have been triggered by the substances in your inventory. Click on the control to find out more about that control.

Expand all | Collapse all

Generic Controls



The inventory will list any controls on the right hand side. In most cases, these will be generic controls.

In cases where the hazardous substance is severe, such as 6.1 A or B, you may see listed there:

- Certified Handler
- Secured Substances
- Hazardous areas

Certified Handler



Hazardous Areas



Worth noting ...

- The mercury in a sphygmomanometer is considered a 'manufactured article' under HSN0 and is excluded from Hazardous Substances regulations
- Liquid nitrogen is used for treatment and therefore not classed as a hazardous substance but must be included on the hazards and risks register (but not the hazards inventory)
- Liquid phenol in a bottle – used for ingrown toenail procedures) is a class 6.1 substance and requires certified handler training. BUT phenol swabs, phenol EZ ampoules, can be used instead without certified training – see the resources in the guidance. There are still risks with use so should be added to the hazards and risks register
- Formalin pots received by practices from labs have been diluted to a strength which does not require certified training. But there are still risks with use so should be added to the hazards and risks register

A quick recap on the inventory vs the hazards and risks register...

- The inventory is done through the calculator on the Worksafe site and usually only includes only a few severely hazardous items- these items should also be transcribed across onto the hazards and risks register
- The inventory should also be made available to emergency services in the event of a fire or other emergency.
- The hazards and risks register must list all potential and actual risks and hazards to team members, contractors , patients, visitors , along with a risk rating and how to manage and mitigate these risks

Second piece of evidence: Hazardous substances in your workplace are added to the hazards and risks register.

The register of risks and hazards includes anything that has the potential to cause harm, for example:

- injury from physical environment
- Biological (risk of infection)
- Injury from equipment or substances
- Mental health - such as burn out or stress
- Robbery or aggressive/dangerous people

Steps:

- Identify hazards in all work areas in the practice
 - physically assess the area
- Assess the risk level of risk each hazard identified
 - using a matrix
- Control the risk to reduce the harm and its severity
 - Identify how the risk can be reduced (mitigated)
- Reassess the level of risk for each hazard

Review and monitor whether the controls are working and if the risk levels are acceptable

Third piece of evidence required: Team members working with hazardous substances are trained to work safely with them.

- Team members need to be aware of hazardous substances in their work area, along with the dangers they pose, and get the training and supervision necessary to work safely with and around them.
- Safety data sheet training needs to be documented and include:
 - Content of training as per the data sheet:
 - properties of a hazardous substance
 - how it affects health and safety in the workplace
 - how to manage these risks.
 - how the substance should be safely used, stored, transported and disposed of.
 - first aid information
 - information about PPE that the person handling the substance should wear (If applicable)
 - what to do in the event of an emergency, such as a spill or fire.

NB: Document training done using the safety data sheet and attach to smartsheet

Safety data sheet training template available in resources

Hazardous substances Safety Data Sheet (SDS) training undertaken by team members.

Details		
Practice Name		
Person delivering/supervising the training/learning		
Date of training		
Name of hazardous substance		
Content of training as per the data sheet: <ul style="list-style-type: none">• properties of a hazardous substance• how it affects health and safety in the workplace• how to manage these risks.• how the substance should be safely used, stored, transported and disposed of.• first aid information• information about PPE that the person handling the substance should wear (If applicable)• what to do in the event of an emergency, such as a spill or fire.		
Attendee self-declaration: I have read the Safety Data Sheet for this hazard and confirm I am familiar with the content as listed above.		
Team member Name	Role/designation	Signature

Signature of the trainer/supervisor:

NB: Can be adapted for group learning or self learning

Fourth piece of evidence: Team members managing highly hazardous substances (eg, class 6.1A and 6.1B substances) have certified handling certificates or work directly under the supervision of a certified handler.

- To determine whether a hazardous substance requires certified handler training, refer to the Health and Safety regulation 13.9
- In general practice, hazardous substances range in severity from cleaning products to solutions such as phenol.
- Depending on the concentration, volume and/or severity of these properties, substances are graded using the Hazardous Substances and New Organisms Act 1996 (HSNO).
- The grading of the substance determines whether certified training is required or whether correctly documented inhouse training using the data sheet information will be sufficient.

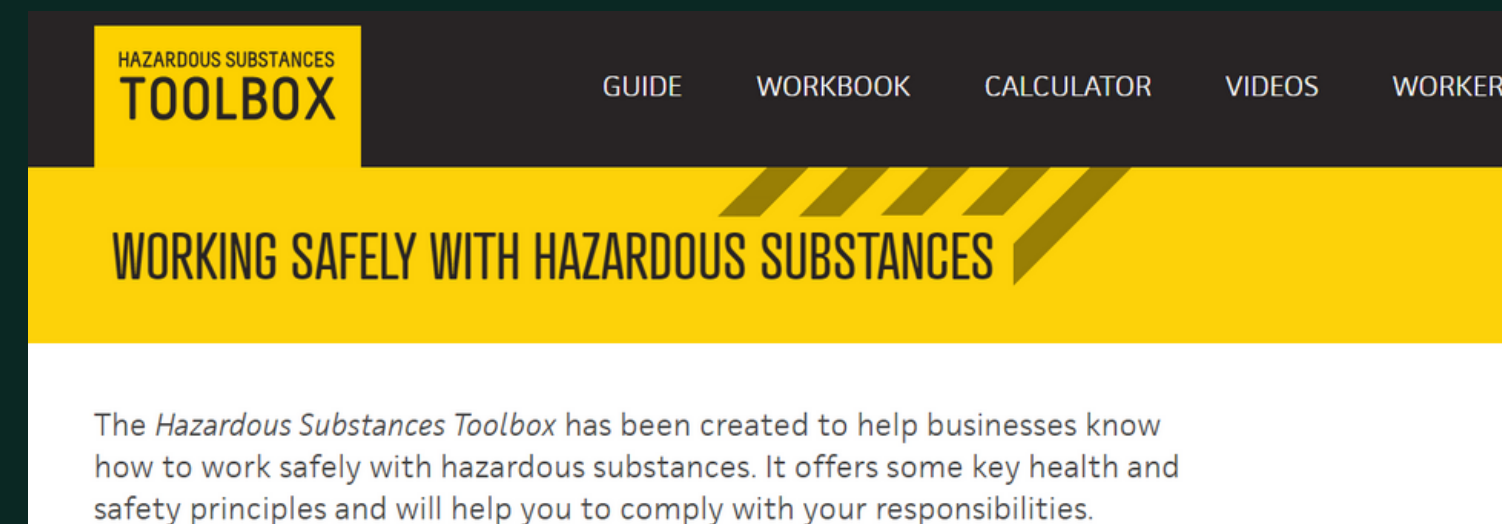
NB: Providing practices follow the previous recommendations on phenol and are not diluting their own formalin pots, this training is usually not required.

A fabulous resource:

Working safely with hazardous substances, April 2022- available on the worksafe website



Worksafe have recently published an informative document on working safely with hazardous documents. The link is included in the guidance. It's intended it be used in conjunction with the toolbox.



In an emergency

- Ensure practice procedures for spills are updated with information from the safety data sheets.
- Threshold quantities of hazardous substances do not require an emergency response plan as part of the Fire Emergency NZ 2018 regulations /approved evacuation scheme, however best practice is still to have one including an inventory sheet and floor plan detailing location.
- Notify Worksafe if a serious injury, illness, or incident happened to a person or people carrying out work, or as a result of work that your organisation is responsible for.
- Ensure there is appropriate PPE on site at all times
- Contact 111 for Fire/Hazmat emergencies

References / resources

-
- Health and Safety at Work Act 2015
 - Hazardous Substances Regulations 2017
 - Worksafe NZ
 - Environmental Protection Agency (EPA)
 - Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018.
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Thank you!

The Quality Programmes Team is
happy to help.

Please contact us at:

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www.rnzcgp.org.nz/quality



**The Royal New Zealand
College of General Practitioners**
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