

## Manager Annual Checklist

The following checklist is to help ensure that all responsibilities are being met in accordance with MST policy and legal requirements. This form must be completed annually.

Checklist Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

### Risk and Incident Management

- The hazard risk register is completed regularly and updated when new information comes to light. All hazard risk management controls are set at the highest possible level of the control hierarchy.
- All accident and/or incident feedback and reports have been appropriately investigated.
- All notifiable events/incidents have been reported to the regulator (Worksafe NZ)
- All workplace accidents and incidents have been reported and the outcomes of investigations communicated to workplace participants.
- Incident and hazard risk registers are up to date and all relevant report/investigation forms completed and filed.

### Communication and Participation

- Health and Safety Committee meetings have been held at least annually and meeting minutes and outcomes have been communicated to the Board of Trustees and workplace participants
- All issues raised in relation to Health and Safety policies, practices or workplace accidents/incidents have been investigated and appropriate action taken
- The Board of Trustees have been informed of all high risk hazards and any notifiable events or incidents as per the Risk Management Policy requirements
- All relevant new industry health and safety information and requirements has been communicated to workplace participants

## Health and Safety Compliance

- All workers and workplace participants are aware of their obligations and responsibilities under our Health and Safety Policy
- The workplace is safe and secure and all MMO amenities available to workplace participants to maintain a safe and healthy environment are in good working condition
- The Health and Safety Committee is fully informed about all significant health and safety accidents an issues and consulted on significant health and safety policy and/or practice changes
- All sub-contractors have completed and filed 'sub-contractor acknowledgement forms' and are operating as required in accordance with the relevant provisions of our Health and Safety policy
- All workplace participants have completed health and safety inductions and filed completed workplace induction forms

## Review and Monitoring

- The annual review and audit of Health and Safety processes has been completed and the outcome reported to the Board of Trustees.
- The annual health and safety objectives and/or goals, which have been approved by the Board of Trustees and communicated to workplace participants, are monitored on a quarterly basis and progress reported to the Board and workplace participants.
- The Hazard Risk Register has been reviewed by MMO management on a quarterly basis

## Emergency Preparedness and Training

- All MMO emergency procedures are up to date and communicated to workplace participants and all required first aid certificates are current
- Our evacuation procedure has been reviewed and assured by an annual 'evacuation test'
- All fire extinguishers are appropriate for the area of service and have been checked and are up to date
- All first aid kits are complete and eye wash other first aid materials are within prescribed 'use by' dates