

Working with business



PREVENTION. CARE. RECOVERY.

Te Kaporeihana Āwhina Hunga Whara

Measuring your capabilities in Fleet Safety Management

ACC Fleet Saver Audit Standards

July 2017





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Complying with the workplace safety standards set out in this document should not be relied on to satisfy compliance with legal and other obligations of the employer. It is the responsibility of the individual employer to be satisfied that these legal and other obligations are met.

Getting started

The ACC Fleet Saver audit standard is used by ACC-approved Auditors to undertake audits of registered persons wanting to enter into the ACC Fleet Saver programme.

The ACC Fleet Saver audit standard is comprised of nine (9) critical elements - 7 of the critical elements are modeled on the previous WSMP audit. Two critical elements are specific to the fleet industry.

The ACC Fleet Saver audit standard will be used by ACC to:

- assess the safety systems of fleet operators to determine the levy they will be charged on their vehicle licensing fee
- encourage safer fleet on-road and workplace practices
- reward those registered persons who implement safe on-road and workplace practices.

What does the audit standard cover?

The audit standards cover the following critical elements:

1. Registered person commitment to safety management practices
2. Fleet safe driving practices
3. Fleet vehicle selection and maintenance
4. Risk and hazard identification, assessment, and management.
5. Incident and injury reporting, recording and investigation
6. Worker participation in health and safety management
7. Emergency planning and readiness
8. Contractor and sub-contractor management
9. Workplace observation.

What are the three levels of performance?

Within the audit standards there are three (3) levels of performance which are shown below and shaded as indicated.

The registered person has developed and implemented policies and procedures that demonstrate their commitment to continuously improve on-road and workplace safety, and injury prevention.	Bronze 
The registered person has systems in place to enable continuous improvement through training and other means.	Silver 
The registered person has advanced systems in place that demonstrate continuous improvement in on-road and workplace health and safety.	Gold 

Achieving the audit standard

Dependent on the outcome of the audit, three levels of performance in the form of differentiated heavy goods vehicle (HGV) classes that reflect lower risk from active use of good safety management practices will be provided. To enter the ACC Fleet Saver programme, a fleet operator must meet all of the bronze level requirements in each critical element of the audit standard.

The audit provides ACC with a 'snapshot' of a registered person's on-road and workplace health and safety practices. It is the registered person's responsibility to ensure they continue to meet or exceed the audit requirements on a day to day basis.

While not compulsory, registered persons who meet the bronze entry level requirements are encouraged to progress through to silver and gold levels in future audits.

Tips on using this document

An applicant must complete the following steps to join the ACC Fleet Saver programme.

Step 1 – before applying to the programme, a Self-Assessment form must be completed for every critical element of the audit standard. This provides an indication of whether the applicant has the required knowledge and ability to demonstrate safety practices in their business and is ready to be audited.

Step 2 – when applying to join the programme, an applicant must complete the Application form to start the audit process.

Step 3 – once an applicant becomes a member of the programme for 4 years, should they wish to continue their membership, they must complete a new application form. This allows ACC to audit their business again and determine their eligibility to maintain their Fleet Saver membership.

All forms are available either in printed or electronic format.

How does this audit standard apply to the ‘registered person’?

The audit standard should not be viewed as specific in terms of specifying ‘who’ needs to meet particular requirements. Rather, all of those covered by an ACC Fleet Saver application (whether a single registered person, or a group of registered persons) must meet all of the requirements to meet the requirements of the audit standard.

For example

A Fleet Saver application may cover Company A, B, C. Each of these companies individually needs to meet the requirements of the audit standard. They cannot pick and choose which part of the audit standard they meet (i.e. Company A cannot meet the requirements for elements 1-3, Company B meets all of the requirements of elements 4-6 etc). Each company, contractor, or registered person receiving the levy reduction is assumed to have implemented and met all of the requirements.

Definitions

Registered owner	An individual registered person or group of registered persons, PCBU, applicants that employs one or more people for wages or salary.
Senior Manager	Chief Executive Officer, General Manager, Director, Self-employed person, Managers at the highest level of a company or organisation.
Manager	Someone with the delegation to hire, fire and/or supervise employees. The manager generally reports to a higher level of managers within the company or organisation.
Employee	An individual directly employed by the employer (PCBU) and who the employer (PCBU) pays the workplace levies for.
Evidence	Clear documentation (electronic or hard copy, and includes photographs or other media) to show the written procedures (or processes) are occurring in the workplace. Evidence is not verbal discussion.
Management	Those roles (including senior management) that are in charge of others e.g. manager, team leader, supervisor, foreperson 2IC (or similar)
Notifiable event	Death, injury/illness, incident - Includes any work related injury or near miss that did or could result in a need for professional medical treatment.

NB: Refer to Health and Safety at Work Act 2015 sections 23-25 for definitions of notifiable event, notifiable injury/illness and notifiable incident

Officer/s	<p>Includes any other person occupying a position in relation to the business or undertaking that allows the person to exercise significant influence over the management of the business or undertaking (for example, a chief executive). It includes for example:</p> <ul style="list-style-type: none"> • a company - any person occupying the position of a director of the company by whatever name called • a partnership (other than a limited partnership) - any partner • a limited partnership - any general partner.
	<p>A business or undertaking can have more than one officer.</p>
	<p>Every officer has a duty – it is not a joint duty. Officers have a duty because they make decisions about policy and investment that can affect workers' health and safety.</p>
Person Conducting a Business or Undertaking (PCBU)	<p>Despite its name, a PCBU will usually be a business entity, such as a company, rather than an individual person. A person will be a PCBU if they are a sole trader or a self-employed person.</p>
	<p>Examples include:</p>
	<ul style="list-style-type: none"> • A retail or service business • A wholesale business • A manufacturing business • An import or export business • An owner-driver of their own courier business • A fast food franchisor and the operator of the fast food outlet (the franchisee) • A self-employed person operating their own business (e.g. contractor, consultant, tradesperson) • A government department or crown agency • A local or regional council • A school • A partnership • A not-for-profit organisation employing paid staff.
Procedure	<p>A process or series of steps that is clearly documented in either hard copy text format, electronic text format, or a series of hard copy or electronic flowcharts, diagrams, picture-form representations or similar, or any combination of these.</p>
Senior management	<p>The management level within a business or organisation that reports directly to the most senior manager (e.g. CEO or board), and has the authority to make resources available for health and safety management. This description may also include the next tier of managers in a large multi-site organisation.</p>

Workers	<p>The HSWA defines workers as an individual who carries out work in any capacity for a PCBU, including work as—</p> <ul style="list-style-type: none"> • an employee; or • a contractor or subcontractor; or • an employee of a contractor or subcontractor; or • an employee of a labour hire company who has been assigned to work in the business or undertaking; or • an outworker (including a homeworker); or • an apprentice or a trainee; or • a person gaining work experience or undertaking a work trial; or • a volunteer worker; or • a person of a prescribed class. <p>NB: Refer to Health and Safety at Work Act 2015 section 19 for full meaning of worker</p>
Contractor	<p>A person, company or organisation that provides labour, performs services or undertakes work for a client under specific terms (as covered under HSE Amendment Act 2002).</p>

For more information

For more information either contact or refer to:

- “Measuring your capabilities in Fleet Safety Management, ACC Fleet Saver Audit Guidelines” document
- your ACC relationship manager, or
- the ACC Business Customer Contact on 0800 222 776; business@acc.co.nz, or www.acc.co.nz.

CRITICAL ELEMENT 1:

Registered Person's commitment to safety management practices

Objective

The registered person is able to demonstrate a commitment to health and safety practices with health and safety practices that are regularly reviewed and evaluated to ensure continuous improvement in on-road and workplace safety management and injury prevention practices.

Details of requirements	Verified by	Met/Not Met
1. Health and safety documents outline the registered person's commitment to health and safety and injury prevention.	1. A policy (or similar document) that: <ul style="list-style-type: none">• outlines the registered person's commitment to health and safety• includes a commitment to comply with health and safety legislation, regulations, codes of practice, standards and safe operating procedures• includes a statement of support for worker consultation and participation in health and safety practices• identifies individual responsibilities for health and safety• is current, dated and authorised by the current PCBU or an officer of the PCBU• is reviewed at least every 24 months	
2. PCBU responsibilities for health and safety and for injury prevention are assigned and reviewed.	1. Health and safety roles are designated by the PCBU or an officer of the PCBU in accordance with health and safety legislation	
	2. Evidence that individual management performance is reviewed at least once every 12 months against fleet and workplace health and safety responsibilities.	
	3. Evidence that the PCBU or an officer of the PCBU has been involved in health and safety (e.g. seminars, briefings, conferences) within the previous 24 months.	
3. There is a commitment to the accurate reporting and recording of on-road and workplace incidents and injuries.	1. Health and safety documents include a statement requiring accurate reporting and recording of notifiable incidents and notifiable injuries.	

Continued ...

Details of requirements	Verified by	Met/Not Met
4. There is a commitment to supporting the safe and early return to work of injured workers.	1. Health and safety documents include a statement of commitment to the safe and early return to work of injured workers.	
	2. Information is provided to the PCBU or an officer of the PCBU on how to support the safe and early return to work of injured workers.	
	3. Evidence of the PCBU's or an officer of the PCBU's involvement in supporting the safe and early return to work of injured workers.	
5. Health and safety practices are reviewed and implementation of those practices is monitored.	1. A procedure to review health and safety systems annually.	
	2. Evidence that policy and system reviews occur after a critical event or if there is a significant change in the scope of fleet's operations or the organisation.	
6. Health and safety objectives or projects are set that are appropriate to the size and type of the business and are related to identified hazards. <i>(NB: Objectives should be specific, measurable, achievable, realistic and time framed - i.e., "SMART".)</i>	1. Health and safety objectives and projects are: <ul style="list-style-type: none"> • documented • relevant to each level of the business A plan to achieve the health and safety objectives and projects.	
	2. Evidence of annual review and update of objectives or projects	
	3. Evidence that the PCBU or an officer of the PCBU and worker representatives are involved in the annual setting and review of objectives or projects.	
7. The registered person has knowledge of current health and safety information including legislation, codes of practice and other relevant information.	1. A procedure to: <ul style="list-style-type: none"> • identify relevant health and safety information • ensure compliance or conformance with relevant requirements. 	
	2. Evidence of updates to reflect any changes to health and safety information (where applicable).	
8. There is a system for controlling and updating health and safety related documents and information.	1. A document control system.	
	2. Responsibilities for document control are assigned.	
9. The Fleet Saver Incentive Programme audit standard requirements are met and maintained while the registered Person is in the ACC Fleet Saver programme.	1. A procedure for the PCBU or an officer of the PCBU and worker representatives to undertake an annual self-assessment using the tool made available by the Corporation for that purpose.	
	2. Evidence that annual self-assessments are undertaken by the PCBU or an officer of the PCBU and worker representatives.	

CRITICAL ELEMENT 2:

Fleet safe driving practices

Objective

There are systems in place to promote safe and fuel-efficient driving practices as well as systems for reporting and investigating on-road incidents and crashes. Regular reviews of fleet performance are undertaken to promote continuous improvement in all areas of fleet safety. *(Note: the reporting, recording and investigation of workplace incidents and injuries are covered in Critical Element 5 – Incident and Injury Reporting, Recording and Investigation).*

Details of requirements	Verified by	Met/Not Met
1. Health and safety documents outline the registered person’s commitment to fleet safety.	1. A policy (or similar) that: <ul style="list-style-type: none"> • outlines management’s commitment to fleet safety and fuel efficiency • outlines expectations in relation to safe driving requirements • includes a commitment to comply with transport legislation, codes of practice and standard operating procedures • outlines the requirement for drivers to drive safely and within the legal speed limit at all times • is current, dated and authorised by the PCBU or an officer of the PCBU • is reviewed at least every 24 months 	
	2. Responsibility for fleet safety is designated at a senior management level.	
2. There are driver development systems in place to promote safe and fuel-efficient driving practices.	1. Evidence that workers are provided with training in safe and fuel-efficient driving practices (e.g. vehicle familiarisation training).	
	2. Evidence that ongoing training (e.g. driver safety awareness) is provided to drivers at least once every 24 months.	
	3. Evidence that ongoing (internal or external) training is provided to drivers at least every 12 months.	
	4. Evidence that pre-employment driver history checks and on-road driving assessments are undertaken as part of the recruitment process.	

Continued ...

Details of requirements	Verified by	Met/Not Met
<p>3. There is a procedure for reporting, recording and investigating road traffic incidents, near misses and crashes.</p> <p><i>(NB: this may be part of the workplace incident reporting and recording system)</i></p>	<ol style="list-style-type: none"> 1. A documented reporting, recording and investigation procedure. 2. Evidence of completed incident and injury (accident) investigation reports (including any reports by the Ministry of Business, Innovation & Employment, WorkSafe New Zealand or the New Zealand Police). 3. Evidence that corrective actions are undertaken in relation to any deficiencies identified during an investigation. 4. Evidence (documented and signed) that: <ul style="list-style-type: none"> • responsibility for corrective action is assigned • deadlines for correction actions are set • appropriate training is undertaken (where applicable) . 5. Evidence of the PCBU's or an officer of the PCBU's involvement and follow-up of corrective actions. 	
<p>4. There is a procedure to monitor and review driver and fleet safety performance and encourage continuous improvement.</p>	<ol style="list-style-type: none"> 1. A procedure to monitor driver performance. 2. A procedure to actively monitor and manage driver infringements. 3. Evidence of monitoring and management of driver infringements. 4. A procedure to review fleet safety performance that includes information such as: <ul style="list-style-type: none"> • near miss and crash data analysis • property damage and vehicle repair costs • traffic infringements • fuel efficiency • lessons learned from other companies or operators • fleet inspection results. 5. Evidence of annual review of fleet safety performance. 6. Evidence of formal assessments of individual driver performance. 	
<p>5. There is active journey management and scheduling to ensure that drivers do not have to speed and that safety is considered during route planning.</p>	<ol style="list-style-type: none"> 1. There is a list of factors that are considered as part of journey management including: <ul style="list-style-type: none"> • distance to travel • times of the day or night for travel • time required to complete the whole transport task (including loading, driving, rest breaks, refuelling) • delays and how they are managed to ensure that drivers do not have to speed to make up for lost time • ensuring that drivers have sufficient opportunity to stop during shifts (e.g. to rest, eat, and use facilities). 	

Details of requirements	Verified by	Met/Not Met
	2. Evidence of consideration of the above factors in journey management and scheduling.	
6. There is a procedure to manage driver fatigue and ensure that employees are fit for duty.	1. There is a procedure that includes: <ul style="list-style-type: none"> • undertaking regular driver health checks • providing information to workers about the importance of hydration, food, sleep, managing fatigue and being fit for duty • ensuring compliance with driving hours and rest-break requirements • review of driving hours or log books to confirm compliance • managing workers who are not fit for duty. 2. Evidence of participation in programmes to encourage and support worker health and wellness (e.g. the Corporation’s “Fit for the Road” initiative or other industry initiatives).	
7. There are systems to monitor fuel consumption and speed.	1. Evidence of reports that monitor speed, fuel consumption (km/litre or equivalent) and other key performance indicators.	

CRITICAL ELEMENT 3:

Fleet vehicle selection and maintenance

Objective

The registered person has documented processes in place to ensure that safety, injury prevention and fuel efficiency are considered in the selection, replacement and ongoing maintenance of fleet vehicles.

Details of requirements	Verified by	Met/Not Met
1. There is a documented process to consider safety, injury prevention and fuel efficiency in the selection and replacement of fleet vehicles.	1. Evidence that general safety requirements are taken into account in vehicle purchasing decisions (e.g. checklists).	
	2. The documented vehicle selection process outlines detailed criteria to be considered in purchasing decisions that includes (at least): <ul style="list-style-type: none"> • operating environment and vehicle specifications • road safety • injury prevention • vehicle performance (including fuel efficiency). 	
2. There is a documented process to ensure fleet vehicles are roadworthy.	1. A documented process to undertake daily inspections of vehicles.	
	2. A documented process to ensure repairs are undertaken according to risk and remedial action is undertaken in a timely manner.	
	3. Evidence of daily inspections and repairs undertaken.	
	4. Maintenance and Certificate of Fitness inspections are scheduled, performed and recorded in a timely manner (e.g. regular maintenance at intervals recommended by the vehicle manufacturer).	
	5. There is a documented reminder process for recurring maintenance, vehicle inspections and certification requirements.	
3. Fleet vehicles are equipped with appropriate safety and emergency equipment.	1. There is identification of the safety and emergency equipment required in vehicles.	
	2. Drivers are provided with training and information on the use of safety and emergency equipment.	
	3. Refresher information is provided to drivers on the use of safety and emergency equipment at least once every 24 months.	

CRITICAL ELEMENT 4:

Risk and hazard identification, assessment and management

Objective

The registered person systematically identifies, assesses, and manages on-road and workplace hazards over which he or she has authority or influence. Workers are provided with appropriate and adequate information, training, and supervision to be able to work safely.

Details of requirements	Verified by	Met/Not Met
1. The registered person systematically identifies and records actual and potential on-road and workplace risks and hazards.	1. A documented procedure that: <ul style="list-style-type: none"> • outlines how to identify risks and hazards facing workers on-road and in the workplace • outlines when a review should occur (for example, before a process is changed or before new or modified equipment is used) • includes definitions of notifiable event and notifiable injury as used in health and safety legislation. 	
	2. A review of the risk and hazard systems and documentation to support the process in action.	
	3. Evidence that the hazard register is regularly reviewed and updated.	
2. There are appropriate controls in place for significant risks and significant hazards based on the hierarchy in health and safety legislation to: <ul style="list-style-type: none"> (a) eliminate the risk or hazard; or (B) minimise the impact of the risk or hazard. 	1. A procedure for developing appropriate controls	
	2. Systems and documentation that identify risks and significant hazards and their controls.	
	3. A documented process for the issue, renewal and maintenance of safety equipment and personal protective equipment.	
	4. There is an inspection schedule (or similar) to confirm that hazard controls are in place and appropriate.	
3. There are appropriately trained or experienced people leading the identification and management of risks and hazards	1. Records of training or skills and experience of people leading the identification and management of on-road and workplace risks and hazards.	
	2. A documented process to obtain specialist advice to manage specific hazards as required.	
	3. Evidence of ongoing training or experience for people leading hazard management at least once every 24 months.	

Continued ...

Details of requirements	Verified by	Met/Not Met
4. Health and safety information specific to the workplace is available to all workers.	1. Access to health and safety information is available in the workplace (e.g. posters, signs, training; intranet site or similar).	
5. A worker representative is involved in the identification and management of risks and hazards.	1. Evidence of ongoing worker consultation and involvement in the identification and management of risks and hazards.	
6. Health monitoring is undertaken in relation to specific tasks as required.	1. A procedure to: <ul style="list-style-type: none"> determine if health monitoring is required in relation to specific tasks undertake health monitoring (as required) and provide feedback to workers. 	
	2. A procedure: <ul style="list-style-type: none"> to undertake pre-employment health screening that is linked to specific risks or hazards (where applicable) for post-critical event and exit testing to manage sub-optimal test results that considers medical and vocational needs to ensure sub-optimal results are considered and addressed in the management of risks and hazards.. 	
7. There is appropriate health and safety training for new workers and workers transferring to a new work area, role or task.	1. Induction training includes (where appropriate): <ul style="list-style-type: none"> emergency procedures incident and injury reporting risk and hazard identification the process for worker health and safety representation the use and maintenance of relevant health and safety equipment, including personal protective equipment. 	
	2. Evidence that trainers have the relevant skills, experience and/or qualifications to conduct training.	
	3. New workers or those undergoing on-the-job training are supervised by skilled and experienced staff.	
8. There is training in relation to risks, hazards, and controls associated with specific tasks, roles or areas of work.	1. Training needs for specific areas of work, roles, or tasks are identified.	
	2. Evidence of training for specific tasks (e.g. certification, training records or similar).	

Continued ...

Details of requirements	Verified by	Met/Not Met
<p>9. Health and safety information and training are provided in a manner that ensures that key messages are understood, taking into account language, literacy, vision, hearing, and other variables.</p>	<p>1. Health and safety training is understood by workers (e.g. signed forms).</p>	
	<p>2. A reminder process (or similar) for recurring training or certifications.</p>	
	<p>3. Evidence that competency has been achieved following training.</p>	
<p>10. Exposure of visitors to workplace risks and hazards is minimised.</p>	<p>1. Clear marking of designated areas, visitor controls, induction for site visitors, and provision of appropriate personal protective equipment for visitors to the workplace and within the vicinity of vehicles.</p>	

CRITICAL ELEMENT 5:

Incident and injury reporting, recording and investigation

Objective

There is a system for the reporting, recording and investigation of all incidents and injuries. Investigations and corrective actions are undertaken to promote continuous improvement in health and safety and injury prevention. *(Note: the reporting, recording and investigation of on-road incidents, injuries and crashes are covered in Critical Element 2 – Fleet Safe Driving Practices).*

Details of requirements	Verified by	Met/Not Met
1. There is a system for reporting and recording incidents, injuries, work-related illnesses and near misses.	1. Evidence of : <ul style="list-style-type: none"> • reporting and recording procedures • incident and injury (accident) reporting forms • workplace incident and injury (accident) registers • procedures requiring prompt attention to, and notification to regulatory agencies of, all notifiable incidents and notifiable injuries • notification of notifiable incidents and notifiable injuries is completed within the required time frames (where applicable). 	
2. Workers understand their responsibilities for reporting and recording workplace and on-road incidents, injuries, and work-related illnesses.	1. Evidence of staff communications, team briefings, meeting minutes.	
3. Injuries to workers, and incidents that result in harm (or could have resulted in harm) to a worker are investigated.	1. Evidence of: <ul style="list-style-type: none"> • incident and injury investigation procedures • designated incident and injury (accident) investigators • incident and injury (accident) investigation example reports (where applicable). 	
	2. Evidence of in-depth incident investigation that identifies root causes of incidents and wider organisational factors including chain of responsibility (as appropriate to the potential severity of the incident).	

Continued ...

Details of requirements	Verified by	Met/Not Met
<p>4. Corrective actions are undertaken in relation to any deficiencies identified during an investigation.</p>	<p>1. Evidence of:</p> <ul style="list-style-type: none"> • a procedure to undertake corrective actions • feedback into risk and hazard management (where applicable). 	
	<p>2. Evidence (documented and signed) that:</p> <ul style="list-style-type: none"> • responsibility for corrective action is assigned • deadlines for correction actions are set • appropriate training is undertaken (where applicable). 	
	<p>3. Evidence of PCBU's or an officer of the PCBU's involvement in and follow-up of any corrective actions.</p>	
<p>5. Injury and incident data are reviewed to identify trends and provide information that can be used in injury prevention initiatives.</p>	<p>1. Collation of all incident and injury data into a central record for analysis.</p>	
	<p>2. Evidence of annual review of collated data.</p>	
	<p>3. Evidence collated data is provided to management if trends identify further action is required.</p>	

CRITICAL ELEMENT 6:

Worker participation in health and safety management

Objective

Workers have ongoing opportunities to participate in the development, implementation, and review of on-road and workplace health and safety practices.

Details of requirements	Verified by	Met/Not Met
1. There is regular ongoing consultation and communication between the PCBU or an officer of the PCBU and workers regarding health and safety.	1. Evidence of quarterly health and safety meetings (or similar) between the PCBU or an officer of the PCBU and workers (e.g. health and safety committee meetings, forums, toolbox meetings, forums, safety “toolbox” talks).	
2. There is an agreed procedure for workers to be involved in the development, monitoring, and review of health and safety practices.	1. Evidence of an agreed procedure to elect health and safety representatives in accordance with health and safety legislation.	
	2. Information on the agreed process is readily available to all workers.	
	3. Evidence of worker involvement in the development, monitoring and review of health and safety practices once every 12 months.	
3. Health and safety training is provided to employees actively involved in health and safety management.	1. Evidence that health and safety training has been undertaken within the last 24 months.	

CRITICAL ELEMENT 7:

Emergency planning and readiness

Objective

The registered person has identified the potential on-road and workplace emergency situations and has emergency plans in place to deal with these.

Details of requirements	Verified by	Achieved yes/no
1. There is an emergency plan that identifies potential emergency situations and meets relevant emergency service requirements.	1. Evidence of identification of the range of potential on-road and workplace emergency situations.	
	2. An emergency plan that considers emergency service requirements and includes the response required for the relevant emergency situations.	
2. There are procedures, equipment and trained workers to deal with emergency situations.	1. Emergency procedures have been implemented and communicated to workers (e.g. signage and communications).	
	2. Designated manager(s), workers, or wardens are appointed and trained to manage emergency situations.	
	3. Review or refresher training has been undertaken with designated managers, workers or wardens within the previous 12 months.	
	4. Specific emergency training is provided for designated managers, workers or wardens (e.g. advanced first aid training for drivers, civil defence emergency training).	
3. There is periodic testing and review of emergency procedures.	1. Records of emergency procedure practices at least once every 6 months.	
	2. Evidence of review of emergency procedures after practice drills and following any actual emergency event.	

CRITICAL ELEMENT 8:

Contractor and sub-contractor management

Objective

The registered person has systems in place to manage contractors and sub-contractors to ensure they do not cause harm to registered person’s workers. All contractors and sub-contractors are required to comply with the registered registered person’s health and safety requirements.

Details of requirements	Verified by	Met/Not Met
1. Health and safety inductions are undertaken for all contractors and sub-contractors, including contractors and sub-contractors carrying out one-off maintenance (or similar).	1. Evidence of completed contractor inductions.	
	2. A designated person to coordinate inductions.	
2. Criteria to select contractors include an assessment of their safety, injury prevention and fuel-efficiency practices (where applicable).	1. Documented contractor selection criteria.	
	2. Evidence that contractors provide details of their safety, injury prevention and fuel- efficiency practices as part of the documented contract tendering process.	
3. Health and safety expectations and responsibilities are included in contracts.	1. Evidence that contracts or other signed agreements include health and safety responsibilities.	
	2. The health and safety performance of contractors is monitored throughout the contract period.	
	3. Post-contract evaluations are undertaken and include an assessment of the contractor’s or sub-contractor’s health and safety performance.	

CRITICAL ELEMENT 9:

Workplace observation

Objective

On-road and workplace health and safety systems have been implemented and are understood by workers.

Details of requirements	Verified by	Met/Not Met
1. On-road and workplace health and safety systems have been implemented and are understood by workers.	1. Selection and review of significant risks and significant hazards and related controls.	
	2. Systems and documentation include actual and potential on-road and workplace risks and hazards, and identify those that are high and significant, respectively.	
	3. Safety and emergency equipment is in vehicles.	
	4. Vehicles have current certifications (e.g. a Certificate of Fitness).	
	5. Evidence of personal protective equipment in use (where appropriate).	
	6. Restricted areas of work are clearly marked.	
	7. Incident and injury (accident) registers are available in the workplace.	
	8. Security log books, visitor registers (or similar) and appropriate personal protective equipment are provided.	
	9. Emergency evacuation procedures are clearly outlined (e.g. on signs and posters).	
	10. Confirmation with workers.	





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