



# Caring for Our People

*Manaakitia ā tātou tāngata*

*June 2021*

*As-salāmu ‘alaykum. Peace be with you.*

## Some Questions and Answers

I recently had an opportunity to listen in to a health and safety question and answer session that I thought was pretty awesome. I will try and replicate it here for you.

What do we do if asbestos is suspected in our building?

- Get in a qualified asbestos surveyor to find out for sure if the material is asbestos or not.
- Leave the building alone - you can use the building, just don't damage or disturb the suspect material.
- Contact me if you need further guidance

Do we have to record contractors coming on site?

Yes, log their attendance on site and brief them about any particular issues they should be aware of in your building, including suspected asbestos!

Do we have to test and tag all of our electrical equipment?

- Test and tag is where a qualified person tests your electrical equipment to ensure it is safe and acceptable to be plugged into mains power. It is good practice to ensure our electrical equipment is safe.
- Look for damage on cables and plugs and fix any damage using a qualified person (registered electrician)
- Older equipment should be tested and tagged, particularly in older buildings
- Newer equipment in a newer building and RCD protection, reduces the risk.
- Engage with an electrician who knows the risks and can help talk you through what to do

Fire protection - do we need an evacuation plan?

- It is always a good idea to have an evacuation plan.
- If your building is capable of holding more than 100 people there MUST be a current evacuation plan
- Talk to me to get further and more specific advice

Can we lock the fire exits for extra security?

No! Talk to me if you have issues with this.

What first aid do we need to maintain?

Maintain a first aid kit which is easy to find. There should be people available who have current first aid training.

Do we need a Health and Safety Committee?

Not necessarily, but have regular health and safety discussions at your meetings and record the discussions in your meeting minutes. The aim is to do all our normal activities safely rather than do safety activities.

What are BWofs!?

BWofs are Building Warrant of Fitnesses. These are a city council regime. A framework to ensure lifesaving systems like sprinklers and fire alarms are regularly monitored and inspected to ensure they do their job. Contact Trudy if your building has a BWof requirement and you want to know more about it.

Help is always available!

[Click here to go to the Caring for our People website](#)

He aha to pātai? What's your question?

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