

All Actions

From 24/Jun/2007 : To 24/Jun/2008

ID No.	Title	Description	Date Due	Days O' Due	Person Responsible	Site
20456	CA	Ensure that employees report to an EAP consultant to enter a alcohol control programme. Employees to be suspended for 1 week without pay as an alternative to dismissal.	28 Jun 2007	Completed	Bob Halliburton	Bay of Plenty
19835	Dosimeter Testing	Hire dosimeters, slect sample, and get 4 hours min continuous testing done while on board trains	27 Jul 2007	Completed	Bob Builder	Auckland
1089	Cramped Work Areas	Take all practicable steps to design work areas so that adequate space is provided for safe movement and a comfortable environment.	27 Jul 2007	333	Sam Skyes	
24153	Safety Meeting	Organise Quarterly Meeting - send invites and agenda	1 Feb 2008	Completed	Ken Dee	Bay of Plenty
592	Wet or Slippery Surfaces	Clean up all spills in public or staff areas as soon as possible. Take all practicable steps to provide non-slip surfaces in areas that may become wet (i.e. kitchen areas / bathrooms). When performing activites that create wet or slippery surfaces, isolate area from other personnel and/or erect signage to alert staff i.e. "caution wet floors". Investigate causes or wet/slippery floors so action can be taken to prevent re-occurrence (Eg fix leaky taps).	6 Feb 2008	139	Sam Skyes	
7464	Poor Lighting	Take all practicable steps to ensure: Work areas and exits are adequately lit. Lights placement should be parallel to the line of vision. Fixtures are clean. Emergency lighting is operational. Lighting for PC work is between 400 - 700 lux. Glare can be controlled with blinds or curtains.	22 Feb 2008	123	Alex Taylor	
936	Noise Surveys	Arrange noise surveys for all industrial areas and generate noise maps.	1 Mar 2008	115	Bob Builder	
1060	Manual Handling Training	Provide training on Manual handling to NZQA unit standard.	28 Mar 2008	88	Brian Brooks	
24109	Height training	Provide training to staff on fall arrest systems annually.	28 Mar 2008	88	Ken Dee	Auckland
24107	Design Policy	Review design policy to ensure height work is eliminated by providing adequate access for operation and maintenance.	28 Mar 2008	88	Bob Builder	Auckland
20457	Review: Construction	Install a catch platform above entrance	31 Mar 2008	85	Sam Skyes	
24527	Faulty Equipment Replaced	PC fixed by Service Technician	25 Apr 2008	Completed	Robert Scott	Auckland
24111	Scaffold Inspections	Complete monthly inspections of current scaffold used on site and ensure they meet standard and are safety tagged.	28 Apr 2008	57	Bob Builder	Auckland
24323	Read Chemical Handling Instructions	Read instructions and sign off form	29 Apr 2008	56	Genevieve Power	Christchurch
24324	Identify & Assess Chemical Handling Activities	Identify & Assess Chemical Handling and provide a report back on staff skill level	29 Apr 2008	56	Genevieve Power	

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24154	Safety Meeting	Organise Quarterly Meeting - send invites and agenda	1 May 2008	54	Ken Dee	Bay of Plenty
24325	Determine Chemical Hazard Control Measures	Determine control measures and format into a wall poster for staff reference	3 May 2008	52	Genevieve Power	Christchurch
24326	Produce Chemical Safety Cards	Develop cards, print and laminate and attach to chemical shed door	8 May 2008	47	Genevieve Power	Christchurch
24573	Regular vehicle maintenance checks	Regularly vehicle maintenance checks for Oil and Greasing, servicing and pre warrant of fitness, are imperative for continued safe vehicle operation.	15 May 2008	40	Brent Green	Christchurch
24574	Worn cables to be replaced immediately	Worn cables to be replaced immediately.	15 May 2008	Completed	Brent Green	Christchurch
24328	Train Staff on Chemical Handling	Organise training and ensure training records are filed.	18 May 2008	37	Genevieve Power	Christchurch
24327	Identify Health Monitoring Requirements		28 May 2008	27	Genevieve Power	
22131	Implement Contractor Management Instructions	Assess and approve contractors. Train management on the procedure to ensure contractors are inducted, safety plans are produced and work monitored/reviewed	30 May 2008	25	Brian Holmes	
22107	Implement Contractor Management Procedure	Impac will assess and approve contractors. You need to ensure that contractors produce safety plans for work undertaken and that they are inducted and monitored.	9 Jun 2008	15	Brian Holmes	
20463	Organise course		20 Jun 2008	4	Ken Dee	Auckland