



# Toolbox Talk

December 22 – January 23



## 'Elf and Safety Tips for staying safe (and sane) this Christmas

With the festive season approaching, ensuring everyone remains safe becomes even more critical. When people are most tired from the year that's coming to an end, New Zealand typically sees a spike in workplace accidents and incidences. Serious incidences can leave families, friends, colleagues, and communities devastated instead of celebrating the end of the year and the summer holidays.

Everyone is responsible for safety, and it's a great time to reflect and to prioritise safety during this period. However, with increased hours and activity, coupled with closing deadlines, shortcuts might be taken that increase the chance of injury.

Remember our Christmas safety tips to stay safe during the festive season regardless of your role.



**It's a great time to reflect and to prioritise safety during this period**



# 'Elf and Safety Tips



Welcome to the silly season. With the dash to the Christmas holidays, you're sure to have a full social calendar filled with end-of-year events. You might also be feeling the stress of tying projects up at work. By planning out the next few weeks, you can properly allocate time and leave a buffer for when things don't go to plan. In addition, you'll get visibility on what you need to do, by when, and know where you may be stretching yourself too thin.

While many workers appreciate the necessity of wearing personal protective equipment (PPE) while at work, even if you're in a rush to get things finished, you must wear your PPE. Not wearing PPE can be terrible for both you and your employer. In addition, some health problems take years of exposure to develop, and by the time you understand the risk, it could be too late.



A primary reason for so many workplace incidences occurring in November and December is the rush to complete things before the year's end. Because we're under time pressure, we are more likely to cut corners. Cutting corners is workplace behaviour that can easily result in serious injury. By skipping or avoiding steps necessary for a task to complete the job sooner, you can dramatically increase your safety risk.

## Tip #1

### Slow down and plan

With your social media calendar filled, it's important to plan the next few weeks, making sure you have enough time available.



## Tip #2

### Wear your PPE

Even if you're in a hurry, don't forget your personal protective equipment.



## Tip #3

### Avoid shortcuts

It's the busy time of the year, pressure is on to get things done. Take your time to stay safe.





# 'Elf and Safety Tips



Many people feel exhausted, just living their life. By asking for help, you can lighten your load a little. Asking for help when needed delivers tangible benefits, including relationship and network building, happiness giving, stress relief, better health, and improved productivity.

Further to the theme of asking for help, it's essential to help each other. Working as a team can increase collaboration and lessen individual workloads, thus reducing personal stress and improving productivity. In addition, two or more people can share problem-solving, finish off complex tasks and brainstorm creative ideas.



It's the season of Christmas parties, and the best way to make sure everyone remains safe is to be careful how you handle alcohol, make sure everyone has transport to get home safely, and everyone looks out for each other. You also must ensure that any party venues are free of hazards that could lead to an accident or injury.

We all want to celebrate with our whānau and friends, but if you're injured, it could make this special time less enjoyable and more challenging to join in the fun.

Above all, take time to relax, reflect, enjoy the break and celebrate safely!

## Tip #4

### Ask for help

If you need help, ask for it. It's better to get help than to get hurt at work.



## Tip #5

### Help each other

Help each other, especially because everyone's busy rushing to finish things off.



## Tip #6

### Don't drive

Christmas parties are fun. Stay safe and call a cab or book an Uber.



# OCP's 10 Rules

**For a happy  
Christmas  
and New Year  
holiday**

It has been a very busy & eventful year and ocp wanted to send 10 "Rules" to help you enjoy and relax over the holiday season. If you need support OCP will be there - so just call on 0800 377 990.

## Take care & best wishes

- 🎄 Look after yourself first. As much as you want to be there for everyone who matters remember you can only do so if you are fit, happy and comfortable with yourself.
- 🎄 Smile whenever you remember to - it costs nothing and will make someone's day.
- 🎄 Don't fall into the money roundabout trap. If funds are limited organise a Secret Santa, set a gift price limit or think of ways to show you care in ways other than having to buy expensive gifts. If money really is an issue this holiday, remember OCP has an excellent budgeting service which all OCP customers can access.
- 🎄 This time of the year means lots of parties and functions so make sure you can enjoy them all by pacing yourself when it comes to alcohol.
- 🎄 If someone is at a function with you and looks awkward, try and include them; what could be only 5 minutes to you could be the difference to a memory of this Christmas/ New Year season for them that lasts a lifetime.
- 🎄 Refuse to wear anything that does not make you feel amazing.
- 🎄 So much good intent gets lost in translation so make time to touch base with everyone with whom you are intending to spend time over the holiday period and put in place a plan so that you all get to share the duties and expenses. It's more fun this way and lessens the potential for misunderstandings as everybody is on the same page.
- 🎄 If you know of someone who could be facing a challenge over this period, offer a helping hand and if you already have a lot on your plate (as most of us do) at least make sure they know they are able to access support services.
- 🎄 Forgive someone... even if you don't verbalise it, you both will have a happier holiday for it.
- 🎄 Love a lot, laugh more and remind yourself, everyday, that you deserve this wonderful time of year as much as anyone.

**Just call OCP on  
0800 377 990**

*"Best wishes!  
From Peter and  
the team at OCP"*





Remember **STAAAR** = Good Work Practices  
**Stop Think Assess Act Review**

## Health and safety reps

Your Health and Safety (H&S) Reps are here to represent and assist you (apprentices) in all health and safety matters. If you would like to talk to an H&S Rep or have any H&S issues, feel free to contact any one of them. They will be more than happy to help.

**Auckland**  
 Alan Bates                      022 015 5671

**Waikato**  
 Elizabeth Humberstone    027 806 8879

**ATNZ Staff**

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Kylie Mason                      027 431 5877

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Jo Brierley                        027 438 8195

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Alan Lockett                      027 239 6197

## September/October health and safety summary

Remember to keep reporting accidents and incidents so we can all learn from them.

It's great to see near misses being reported and we encourage you to keep reporting these so we can prevent an actual injury happening.

- S** Stop
- T** Think
- A** Assess
- A** Act
- R** Review

Lost time injuries	<b>3</b>
First aid injuries	<b>10</b>
No injury	<b>1</b>
Medical treatment injuries	<b>0</b>
Near miss	<b>3</b>
Non work injuries	<b>6</b>
Restricted work injuries	<b>0</b>
Pain/discomfort	<b>0</b>
<b>Total Incidents</b>	<b>23</b>

# Incidents

<b>No injury</b>	Burn to overalls
<b>Nature of injury</b>	Powered hand tools/equipment
<b>Incident</b>	Apprentice was using a grinder and the grinding sparks ignited the frayed edges of the pocket on overalls
<b>Immediate actions taken</b>	Patted out sparks straight away
<b>Corrective actions</b>	STAAR process applied to work practices and watch the direction of the sparks from the grinder. Overalls were replaced with new ones and conversations were had around not wearing overalls that are not in good condition

<b>First aid injury</b>	Burn to foot
<b>Nature of injury</b>	Molten metal from welding
<b>Incident</b>	Apprentice was welding and a piece of molten metal fell into their boot, burning foot
<b>Immediate actions taken</b>	First aid applied and went to doctor for further assessment
<b>Corrective actions</b>	Communicated to apprentice to be aware of surroundings when welding. Apply STAAR to their work practices

<b>First aid injury</b>	Dust in eye
<b>Nature of injury</b>	Foreign body
<b>Incident</b>	Dust blown into eye when door was opened
<b>Immediate actions taken</b>	First aid applied and went to doctor for further assessment
<b>Corrective actions</b>	



# Incidents

<b>First aid injury</b>	Cut to fingers
<b>Nature of injury</b>	Powered hand tools/equipment
<b>Incident</b>	Apprentice was sanding an edge of steel. The sander caught the edge of the steel flinging it back causing a cut to their finger
<b>Immediate actions taken</b>	First aid applied and went to doctor for further assessment
<b>Corrective actions</b>	Communicated to apprentice to be aware of surroundings when completing tasks. Apply STAAR to their work practices

<b>Near miss</b>	Incorrect measuring of tool piece
<b>Nature of injury</b>	Machinery
<b>Incident</b>	Apprentice was using the lathe when the grooving tool rapidly fed into the job piece
<b>Immediate actions taken</b>	Re-measured tool and continued with job
<b>Corrective actions</b>	Communicated to apprentice to be aware of surroundings when completing tasks. Apply STAAR to their work practices

<b>First aid injury</b>	Cut to eye
<b>Nature of injury</b>	Hitting object with part of body
<b>Incident</b>	Someone had clamped something in the vice which was sticking up at head height. Apprentice was unaware and turned around and hit their face on it right next to my left eye
<b>Immediate actions taken</b>	Rest for a minute to let the pain go away
<b>Corrective actions</b>	Communicated to apprentice to be aware of surroundings when completing tasks

# Incidents

<b>First aid injury</b>	Metal in eye
<b>Nature of injury</b>	Foreign body
<b>Incident</b>	Apprentice had been filing down some metal. After two days noticed irritation in their eye. Went to the doctor and had a small metal fragment of metal in their eye. They think they must have wiped their eye with their glove after filing the edges of the sheet down
<b>Immediate actions taken</b>	Didn't notice irritation for two days. At this time went to the doctor for assessment where they removed part of the fragment
<b>Corrective actions</b>	Follow STAAR process. Remove gloves and ensure hands are clean before touching eyes. Brush off clothing and hair after working to get rid of any dust and any potential metal fragments
<b>Lost time injury</b>	Burn to arm
<b>Nature of injury</b>	Contact with heat from welding
<b>Incident</b>	Apprentice was heating the sleeve up to fit it on the shaft. They were wearing gloves at the time and picked the sleeve up to place on the sleeve on the shaft. The heat transferred through their gloves and burnt fingertips on their left hand
<b>Immediate actions taken</b>	First aid applied and went to doctor for further assessment
<b>Corrective actions</b>	Ensure correct PPE (gloves) are worn when completing task
<b>Near miss</b>	Incorrect measuring of tool piece
<b>Nature of injury</b>	Machinery
<b>Incident</b>	The Z value on the lathe was not properly checked and measured. As a result, the job was set too far back in the chuck, causing the tool to feed into the chuck jaws
<b>Immediate actions taken</b>	First aid applied and went to doctor for further assessment
<b>Corrective actions</b>	Communicated to apprentice to pay more attention when checking programs and measuring is done to ensure that the tools will clear jaws. Apply STAAR to their work practices



# Incidents

<b>First aid injury</b>	Burn to finger
<b>Nature of injury</b>	Contact with heat from welding
<b>Incident</b>	Apprentice lit an oxy-acetylene torch to weld. When lighting the torch flame, the flame got their finger and burnt skin
<b>Immediate actions taken</b>	First aid applied and ran finger under cold water
<b>Corrective actions</b>	Apprentice was not wearing gloves at the time, extra gloves have been ordered and it was discussed with the apprentice the importance of wearing gloves for this type of work. Apply STAAR to their work practices

<b>First aid injury</b>	Cut to finger
<b>Nature of injury</b>	Manual handling
<b>Incident</b>	Apprentice was lifting an AC unit and coil cut finger
<b>Immediate actions taken</b>	First aid applied
<b>Corrective actions</b>	Reminded apprentice to apply the STAAR method to their work practices

<b>First aid injury</b>	Cut to finger
<b>Nature of injury</b>	Manual handling
<b>Incident</b>	Apprentice was finishing the corners of a 12mm plate and lost their grip - nearly dropped the plate taking a couple layers of skin off on their finger. The apprentice was not wearing gloves at the time
<b>Immediate actions taken</b>	First aid applied
<b>Corrective actions</b>	STAAR process recognized and agreed to ensure PPE is always worn

<b>First aid injury</b>	Cut to finger
<b>Nature of injury</b>	Hitting object with part of body
<b>Incident</b>	Cut finger on a piece of steel
<b>Immediate actions taken</b>	First aid applied
<b>Corrective actions</b>	Communicated to apprentice to be aware of surroundings when completing tasks. Apply STAAR to their work practice

# Incidents

<b>First aid injury</b>	Burn to leg
<b>Nature of injury</b>	Burn from welding
<b>Incident</b>	Apprentice dropped the tig welding torch and the tungsten tip burnt through their leg through their overalls
<b>Immediate actions taken</b>	No initial action taken
<b>Corrective actions</b>	Follow STAAR process and ensure the torch is hung on the hook rather than setting it down on the bench

<b>Near miss</b>	Potential for injury
<b>Nature of injury</b>	Machinery
<b>Incident</b>	While the apprentice was working on the lathe, parting off a large piece of material, the piece that was being removed fell into the path of the lathe chuck, resulting in the parted-off piece of material hitting the machine guard and down into the swarf bin
<b>Immediate actions taken</b>	No initial action taken
<b>Corrective actions</b>	Communicated to apprentice to be aware of surroundings when completing tasks. Apply STAAR to their work practice

<b>Lost time injury</b>	Fracture to finger
<b>Nature of injury</b>	Being hit by moving object
<b>Incident</b>	Apprentice was reaching across a set of doors to straighten a stiffener in the door using a hammer and a dolly. As a result of the way they were reaching across the door, when he struck the dolly with the hammer they hit their index finger
<b>Immediate actions taken</b>	Removed glove to assess impact, slight break in skin, continued working for the rest of the day as pain was minimal. Swelling and bruising went to X-ray which confirmed two fractures
<b>Corrective actions</b>	Communicated to apprentice to be aware of surroundings when completing tasks and think about body position in relation to the task. Apply STAAR to their work practice

# Incidents

<b>Lost time injury</b>	Metal in eye
<b>Nature of injury</b>	Foreign body
<b>Incident</b>	Workmate was grinding in the bay next to the apprentice, sparks and particles went through side of safety glasses, resulting in foreign bodies hitting left eye
<b>Immediate actions taken</b>	First aid applied and went to doctor for further assessment
<b>Corrective actions</b>	Ensure that safety shields are in place, discuss with workmates to ensure that grinder is positioned in a way that any sparks/particles are sent away from other people in the working area. Carry out STAAR process to ensure that working environment is safe, and that tasks do not cause harm to others

