

# GRIND FORCE

## HEALTH AND SAFETY MANAGEMENT SYSTEM

Concrete Grinding and Polishing - New Zealand

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|----------------------|----------------------------------|
| Policy authorised by | Danny Morris - Managing Director |
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| Status               | Current controlled policy        |

Signed: \_\_\_\_\_

Date signed: \_\_\_\_\_

This policy applies to Grind Force workers, contractors, subcontractors and work activities under Grind Force's influence or control.

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## Grind Force Health and Safety Policy

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Grind Force is committed to ensuring, so far as is reasonably practicable, the health and safety of its workers and of other people who may be affected by work carried out by or on behalf of Grind Force. Health, safety and worker wellbeing are fundamental business objectives and are integrated into planning, supervision, plant selection, job execution and review.

Grind Force will manage work risks in accordance with the Health and Safety at Work Act 2015 (HSWA), applicable regulations, approved codes of practice and relevant WorkSafe New Zealand guidance.

- Provide and maintain a work environment, plant and systems of work that are without risks to health and safety so far as is reasonably practicable.
- Identify work hazards and assess risks before work starts and whenever conditions change.
- Eliminate risks where reasonably practicable; where elimination is not reasonably practicable, minimise risks using the prescribed hierarchy of controls.
- Give particular attention to concrete grinding and polishing risks, including respirable crystalline silica (RCS), noise, vibration, moving plant, electrical risks, slips/trips, manual handling, chemicals and interaction with clients or the public.
- Engage with workers and provide reasonable opportunities for ongoing participation in health and safety matters.
- Consult, cooperate and coordinate with clients, principal contractors, subcontractors and other PCBUs where health and safety duties overlap.
- Provide appropriate information, training, instruction, supervision, PPE and respiratory protective equipment (RPE).
- Ensure accurate and timely reporting, recording, investigation and follow-up of incidents, near misses, unsafe conditions and work-related health concerns.
- Maintain appropriate first aid and emergency arrangements and facilitate safe, sustainable return to work after injury or illness.
- Provide adequate resources for continuous improvement of the health and safety management system.

**Managing Director - Danny Morris**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Early Return to Work Policy

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Grind Force recognises that safe and appropriately managed work can support recovery. Where a worker is absent or has reduced capacity because of injury or illness, Grind Force will, where appropriate and in consultation with the worker:

- Develop a safe return-to-work plan as soon as practicable, including modified, restricted or alternative duties where appropriate.
- Take account of medical restrictions and functional capacity information supplied by an appropriate health professional.
- Consult ACC where relevant, including for work-related injury claims and rehabilitation support.
- Monitor the plan and adjust duties, hours, equipment or controls when needed to keep the worker and others safe.
- Protect the worker's privacy and disclose health information only where necessary and lawful for managing safety, rehabilitation or employment obligations.

**Managing Director - Danny Morris**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## 1.0 Employer Commitment to Safety Management

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### 1.1 Policy availability and control

The current controlled Health and Safety Policy will be readily accessible to workers. A copy may be kept in company work vehicles and/or electronically. Superseded copies must be removed from active use to avoid reliance on outdated requirements.

### 1.2 Review / continuous improvement

Management will review the Health and Safety Management System at least quarterly at an operational level. A formal policy review will also occur at least annually and whenever there is a material change in work, plant, legislation or guidance; a serious or notifiable event; evidence that controls are not effective; or a worker request indicating a review is needed. External competent advice will be obtained where required.

### 1.3 Management commitment

Grind Force is committed to preventing work-related injury and ill health to workers, contractors, customers and members of the public, and to protecting client and company property while work is performed.

### 1.4 Management and officer responsibilities

- The Managing Director and other officers will exercise due diligence to ensure Grind Force understands its work risks and has appropriate resources, processes and verification systems to meet its health and safety duties.
- Management will ensure site-specific risks are assessed, controls are communicated, competent supervision is provided and corrective actions are followed through.
- Management will consult, cooperate and coordinate with other PCBU's where duties overlap and will not transfer or contract out of Grind Force's own health and safety duties.

### 1.5 Worker responsibilities

- Take reasonable care of their own health and safety and ensure their acts or omissions do not adversely affect others.
- Follow reasonable instructions, safe work methods, site rules and PPE/RPE requirements.
- Stop and seek guidance when work cannot be performed safely, and report hazards, incidents, near misses, equipment defects and work-related health symptoms promptly.
- Participate in inductions, toolbox talks, training, monitoring and consultation as required.

### 1.6 Reporting and recording

Management will ensure health and safety information is recorded accurately and promptly. Records include risk assessments, site checklists, incident reports, training and competency records, plant maintenance, PPE/RPE records, fit testing where applicable, and exposure/health monitoring records where required.

### 1.7 Safe and early return to work

Grind Force will implement return-to-work plans in accordance with the Early Return to Work Policy and any medical or ACC requirements that apply.

## 2.0 Health and Safety Planning and Review

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### 2.1 Health and safety objectives

Health and safety objectives will be set annually and should be measurable where practicable. Objectives may include improvements in RCS control, exposure monitoring, training completion, plant maintenance, incident prevention, worker participation and contractor performance.

### 2.2 Objectives meeting and review

Management and workers will review the previous 12 months' objectives and performance during February or at another agreed annual review meeting. Results, lessons learned and new objectives will be recorded. Quarterly reviews will track progress and identify corrective action where targets or controls are not being achieved.

## 3.0 Risk and Hazard Management

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### 3.1 Identifying workplace hazards and risks

Risk identification is continuous. The senior person responsible on site must ensure a site check is completed before work starts and reviewed when conditions, tasks, people, plant or interfaces change.

- Site checklist and pre-start / Job Start process.
- Site hazard and risk register, updated whenever a new or changed risk is identified.
- Task analysis / safe work method planning for higher-risk or non-routine work.
- Company risk register, reviewed through health and safety meetings and after incidents or changes.
- Worker observations, client information, safety data sheets, equipment manuals, WorkSafe guidance and competent specialist advice.

### 3.2 Assessing work risks

Risk assessments must consider the potential consequence of harm and the likelihood of exposure or occurrence, including both acute injury and long-term work-related health effects. Controls must be proportionate to the risk and reviewed for effectiveness.

### 3.3 Controlling risks - hierarchy of controls

Grind Force will first eliminate a work risk where that is reasonably practicable. If elimination is not reasonably practicable, the risk will be minimised so far as is reasonably practicable using the following hierarchy, applying more than one control where appropriate:

1. Substitute the hazard, material, equipment or method with a lower-risk option.
2. Isolate people from the hazard or restrict access to the hazard area.
3. Use engineering controls, such as local/on-tool extraction, guards, barriers, water suppression or other physical controls.
4. Use administrative controls, such as work procedures, scheduling, exclusion zones, signs, permits, training and supervision.
5. Use PPE/RPE for residual risk. PPE is the last line of defence and does not replace higher-order controls.

### 3.4 Critical risk: respirable crystalline silica (RCS)

Concrete contains crystalline silica. Grinding, polishing, cutting, drilling or otherwise disturbing concrete can create respirable crystalline silica (RCS), an airborne health hazard that can cause serious and irreversible lung disease. RCS risk is a critical health risk for Grind Force and must be actively controlled.

#### Minimum RCS control expectations

- Use wet methods and/or effective on-tool dust extraction appropriate to the task and equipment.
- Use an H-class HEPA-filtered vacuum suitable for hazardous dust where vacuum extraction/clean-up is required; do not use household vacuum cleaners for silica dust.
- Do not dry sweep silica-containing dust and do not use compressed air to blow dust from surfaces or clothing.
- Establish exclusion zones and signage where dust-generating work could expose other workers, clients or the public.
- Use suitable RPE where residual RCS risk remains. Tight-fitting respirators must be fit tested for each wearer and used, stored and maintained correctly.
- Arrange exposure monitoring and worker health monitoring where RCS exposure warrants it, and use results to verify and improve controls.

### 3.5 Personal protective equipment and respiratory protection

- PPE/RPE will be selected for the actual task and residual risk, provided at no cost where required, maintained and replaced as necessary.
- Workers must be trained in correct selection, use, fitting, limitations, cleaning, storage and maintenance.
- Tight-fitting RPE used for silica or other airborne contaminants must be fit tested for the individual wearer. Facial hair or other factors that prevent an adequate seal must be addressed before relying on tight-fitting RPE.
- RPE for silica work will conform to applicable standards and be selected in accordance with current WorkSafe guidance and competent advice.

### 3.6 New or modified plant and equipment

Before new or modified plant is purchased, introduced or returned to service, Grind Force will identify relevant risks and confirm appropriate guarding, dust suppression/extraction, electrical protection, maintenance, operating instructions and training. Competent technical advice will be obtained for unfamiliar or modified equipment.

### 3.7 Worker involvement in risk management

Workers will be engaged when identifying and assessing risks, selecting controls, changing work methods, reviewing incidents and deciding on monitoring arrangements. Workers are expected to report changing conditions and can raise a health or safety concern without delay.

### 3.8 Exposure and health monitoring

Exposure monitoring and worker health monitoring will be used where work-related health risks warrant it and where required by law or current guidance. For workers who may be exposed to RCS, Grind Force will arrange appropriate monitoring so far as is reasonably practicable and will obtain competent occupational hygiene/health advice as needed. Monitoring results will be communicated to affected workers and used to review controls. Personal health information will be kept confidential and handled appropriately.

### 3.9 Public and site safety

- Review and communicate site hazards before work starts and when conditions change.
- Use barriers, exclusion zones, signs and controlled access to prevent unauthorised entry into grinding/polishing areas.
- Keep leads, hoses, slurry, tools, dust waste and equipment positioned or managed to reduce trip, slip, electrical and public-interface risks.
- Induct Grind Force workers and contractors. Visitors or clients entering controlled work areas must receive information proportionate to the risks and be supervised where necessary.

### **3.10 Other key grinding and polishing risks**

- Noise: eliminate or minimise noise at source where practicable, use suitable hearing protection for residual risk, and use noise exposure and hearing monitoring where warranted.
- Hand-arm and whole-body vibration: select lower-vibration equipment where practicable, maintain tools, limit exposure duration, rotate tasks where appropriate and respond to early symptoms.
- Plant and moving parts: maintain guards and emergency stops, isolate equipment before maintenance or clearing faults, and prevent untrained use.
- Electrical and wet work: use equipment suitable for the environment, protect leads and connections from damage/water, inspect equipment before use and remove defective equipment from service.
- Manual handling and ergonomics: plan handling of machines, vacuums, tooling and consumables; use mechanical aids or team lifts where appropriate.
- Chemicals and coatings: identify products, follow safety data sheets, manage ventilation/ignition risks and use suitable PPE.

## 4.0 Information, Training and Supervision

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### 4.1 Worker and contractor induction

All workers and subcontractors must receive an induction appropriate to Grind Force and the specific site before starting work. The induction will cover site rules, emergency procedures, known hazards/risks, required controls, PPE/RPE, incident reporting and who is responsible for supervision and coordination.

### 4.2 Training needs and competency

Training needs will be identified on an ongoing basis. Competencies, licences/certifications where applicable, equipment authorisations and refresher requirements will be recorded in the competency register or equivalent records.

### 4.3 Review of training methods

Training and instruction will be provided by competent personnel or specialist providers where required. Training effectiveness will be checked through observation, questioning, practical demonstration and performance review.

### 4.4 First aid training

Grind Force will ensure access to an adequate number of trained first aiders based on workforce size, work risk and site location. First aid certificates will be kept current in accordance with the training provider's requirements (certificates are generally valid for two years). CPR skills should be refreshed at least annually where practicable and in line with current guidance and provider requirements.

### 4.5 Job-specific plant and equipment training

No person may operate Grind Force plant or equipment unless they have received appropriate instruction and are competent or are directly supervised while being trained. Training must include safe operation, guards, emergency stops, dust controls, pre-start checks, electrical considerations, maintenance limitations and required PPE/RPE.

### 4.6 Document control

Controlled health and safety documents will be identifiable by title, date/version and, where relevant, site or job. Superseded documents will be removed from active use. Records must be legible and retrievable.

### 4.7 Safety information and records

- Site and pre-start checklists.
- Task analysis / safe work method information and risk assessments.
- Incident and near-miss forms and registers.
- Risk/hazard registers and risk matrix.
- Safety data sheets and manufacturer instructions.
- Training, competency, plant maintenance and monitoring records.

### 4.8 On-the-job training and supervision

Responsibilities for supervision must be clear. New, casual or inexperienced workers will receive closer supervision until competency is demonstrated. The site supervisor will review progress at appropriate intervals, including at start, after the first week where useful, and after the first month for new workers or as otherwise required by the risk and the worker's experience.

## 5.0 Incident Reporting and Investigation

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### 5.1 Reporting

All incidents, injuries, work-related illnesses, equipment damage, near misses and unsafe conditions must be reported promptly to the site supervisor/Managing Director and, where relevant, the client or principal contractor. Immediate action must first address medical needs, make the area safe and prevent further exposure or harm.

### 5.2 Incident forms and register

Incident reports will be completed as soon as reasonably practicable and forwarded to management for entry into the company incident register. Reports should record what happened, persons involved, immediate controls, underlying causes, corrective actions, responsible persons and due dates.

### 5.3 Notifiable events

The former terminology of "serious harm" is not used for statutory notification under current HSWA. A notifiable event is a work-related death, notifiable injury or illness, or notifiable incident as defined by HSWA. If a potentially notifiable event occurs:

1. Obtain emergency assistance and make the situation safe without unnecessarily disturbing the incident site.
2. Notify the Managing Director immediately.
3. Determine whether WorkSafe must be notified and, if so, notify WorkSafe as soon as possible after Grind Force becomes aware of the notifiable event.
4. Preserve the site so far as required by law until an inspector authorises disturbance, except where disturbance is necessary to save life, relieve suffering, prevent serious damage, or make the site safe as permitted by law.
5. Keep required records and cooperate with the regulator, client/principal contractor and other PCBU's as applicable.

### 5.4 Investigation and corrective action

All significant incidents and high-potential near misses will be investigated to identify immediate and underlying causes and prevent recurrence. A competent external health and safety professional will be engaged where the event complexity or seriousness warrants specialist investigation. Corrective actions will be assigned, tracked to completion and reflected in relevant risk registers, work methods, training or plant controls.

### 5.5 Data review and trend analysis

Incident, near-miss, monitoring and corrective-action data will be reviewed at health and safety meetings and during system reviews to identify recurring hazards, control failures and improvement opportunities.

### 5.6 Early return to work programme

After injury or illness, Grind Force will support safe and sustainable return to work in accordance with the Early Return to Work Policy, medical advice and applicable ACC processes.

## 6.0 Worker Engagement and Participation

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### 6.1 Toolbox talks and health and safety meetings

Grind Force will maintain practical ways for workers to raise health and safety issues, propose improvements and contribute to decisions that affect their health or safety. Worker views will be considered before decisions are finalised where engagement is required.

- Toolbox talks will ordinarily be held weekly on active sites or at a frequency appropriate to the work. Site-specific risks and changes will remain on the agenda until adequately resolved.
- Health and safety meetings will ordinarily be held fortnightly or at another practical frequency that maintains effective worker participation. Minutes/actions will be recorded and retained.
- Where a Health and Safety Representative or Committee is requested or required, Grind Force will follow the applicable HSWA and regulatory requirements.

## 7.0 Emergency Planning and Procedures

### 7.1 Site emergency procedures

Emergency arrangements will be established for each site before work begins and included in site inductions. The plan must reflect credible site emergencies and the work being performed, including fire, earthquake, severe weather, injury, electrical incident and significant chemical spill where relevant.

- Emergency services access and site address/location.
- Assembly point and accountability for workers/visitors.
- Location of first aid kits, fire extinguishers and other emergency equipment.
- Isolation/shutdown arrangements for plant and electrical equipment where safe to do so.
- Communication with the client/principal contractor and other PCBU's.

### 7.2 First aid facilities

Every site will have appropriate first aid equipment and access to trained first aiders before work starts. Kits are generally carried in company vehicles and must be checked regularly, with used or expired items replaced. Higher-risk or remote work will be assessed for additional first aid or emergency equipment.

### 7.3 Emergency coordinators

The site supervisor or another specifically designated competent person will act as emergency coordinator for the work area. The coordinator and any supporting roles will be communicated at induction. Workers must follow the site emergency plan and directions of the client/principal contractor where applicable.

### 7.4 Emergency response plan

Core response: STOP - take stock of the situation. THINK - identify what help is needed. CHECK - keep yourself and others safe. ACT - call for help and take immediate safe action.

| Emergency                     | Immediate action                                                                                             | Secondary action                                                                                                                | Follow-up                                                                                               |
|-------------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>FIRE</b>                   | Warn others; stop work; evacuate to assembly point.                                                          | Call 111; account for workers and visitors; use an extinguisher only if trained and safe.                                       | Secure the site; preserve relevant evidence; report and review controls.                                |
| <b>EARTHQUAKE</b>             | Drop, cover and hold; stay clear of glass and falling objects; do not rush outside during strong shaking.    | When shaking stops, shut down equipment if safe and evacuate to assembly point; account for people.                             | Follow official advice; check for structural/electrical hazards; do not re-enter unsafe areas.          |
| <b>SEVERE WEATHER / STORM</b> | Stop work exposed to immediate danger; move people to a safe area; secure loose materials if safe.           | Monitor official/client instructions; isolate unsafe areas and equipment.                                                       | Inspect before restart; record damage/hazards and corrective actions.                                   |
| <b>INJURY / MEDICAL</b>       | Make the scene safe; provide first aid; do not expose rescuers to dust, electricity, machinery or chemicals. | Call 111 where required; control access; notify management/client.                                                              | Report and investigate; consider WorkSafe notification/site preservation if potentially notifiable.     |
| <b>ELECTRICAL INCIDENT</b>    | Do not touch a person or equipment if electrical contact may still be live; isolate power if safe.           | Call 111; provide first aid/CPR once the electrical source is isolated and safe.                                                | Tag/remove equipment from service; preserve site if potentially notifiable; investigate before restart. |
| <b>CHEMICAL SPILL</b>         | Stop work; keep people away; identify substance if safe; follow SDS.                                         | Use spill controls/PPE only if trained and safe; ventilate or evacuate as needed; call emergency services for significant risk. | Dispose of waste appropriately; replenish spill equipment; report and review.                           |

## 8.0 Contractor and Subcontractor Safety

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### 8.1 Induction

All subcontractors must receive a safety briefing before starting work. The briefing will cover the site safety board/plan, emergency arrangements, site and task risks, required controls, PPE/RPE, incident reporting, amenities and coordination with other work activities. Subcontractors must complete and sign the relevant Job Start or induction record.

### 8.2 Selection

Contractors/subcontractors will be selected using information proportionate to the risk of the work. This may include previous performance, competence and experience, relevant training/certification, plant/equipment suitability, incident history, risk-management documents and ability to meet Grind Force and site requirements.

### 8.3 Contractual arrangements and overlapping duties

Health and safety expectations will be included in contracts or work orders where appropriate. Grind Force and contractors/subcontractors must consult, cooperate and coordinate with each other and with other PCBUs where duties overlap. No contract transfers away a party's statutory health and safety duties.

- Subcontractors may be required to provide task analysis / risk assessments and relevant safety management information before starting work.
- Changes in scope, sequencing, plant, personnel or site conditions must be communicated so risk controls can be reviewed.

### 8.4 Review and monitoring

Contractor performance will be monitored against agreed health and safety requirements. Non-compliance, unsafe work or repeated failure to apply controls must be reported to management immediately. Work may be stopped where necessary to prevent harm, and continued use of the contractor will be reviewed.

## 9.0 Audit, Review and Reference Framework

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A documented annual audit of this system will be completed and filed in the Health and Safety records, ordinarily near the end of June so findings can inform annual objectives. The audit will check whether the requirements in this policy are implemented in practice and whether controls remain effective.

This policy is intended to operate consistently with the following current New Zealand framework and guidance:

- Health and Safety at Work Act 2015 (HSWA).
- Health and Safety at Work (General Risk and Workplace Management) Regulations 2016.
- Health and Safety at Work (Worker Engagement, Participation and Representation) Regulations 2016, where applicable.
- WorkSafe New Zealand guidance on managing work risk, notifiable events, worker engagement, first aid, silica dust/RCS, workplace noise and hand-arm vibration.
- Applicable manufacturer instructions, safety data sheets, standards, site rules and other legislation relevant to particular work activities.

Where legislation, regulations or authoritative guidance change, Grind Force will review this policy and related procedures and update them as necessary.

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**Policy authorised by:** Danny Morris - Managing Director

Signed: \_\_\_\_\_ Date: \_\_\_\_\_