



HEALTH & SAFETY POLICY - Vendors

The Wanaka Artisan Market is committed to providing and maintaining a safe and healthy work environment for all

Prepared by The Wanaka Artisan Market 2018

Wanaka Artisan Market Health and Safety Policy

Vendor responsibilities

- The Wanaka Artisan Market is committed to providing and maintaining a safe and healthy work environment for all vendors and visitors and to ensure the information, training and supervision needed to achieve this is up to date and complete.
- The Wanaka Artisan Market is committed to allowing vendors the time to develop and improve health and safety in the workplace.
- The Wanaka Artisan Market will take responsibility for its health and safety procedures, however, vendors need to be aware of their responsibilities and comply with the organisations Health and Safety policies.
- The Wanaka Artisan Market 'market coordinator' must be notified of any new site hazards (natural or man-made) prior to each market.
- Each Wanaka Artisan Market vendor is encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:
 - 1) Being involved in the work site health and safety system.
 - 2) Adhering to correct procedures and using correct equipment/tooling for task.
 - 3) Wearing protective clothing and equipment as and when required.
 - 4) Ensuring all accidents, incidents and near misses are fully reported.
 - 5) Telling the market coordinator immediately of any health and safety concerns.
 - 6) Keeping the work site tidy and organized to minimize risk of accidents or incidents.

Signed by Vendor:

Full Name:

Date:

12.1 Wanaka Artisan Market – Vendor Hazard Register

	Risks	Risk controls	Risk level	Risk acceptable	Actions required	By whom	When
Risk No.	What can go wrong that may result in injury or illness to somebody	What are we doing to prevent the risk event from occurring?	How severe is the risk? Critical High Medium Low	Is the level of risk acceptable to continue? Yes / No	List the specific actions that needed to better manage the risk.	Name the person responsible for each specific action	Indicate the date completed by
1	(EXAMPLE) Gazebo causing visitor to trip and fall resulting on injury	Ensure gazebo is placed in an appropriate area with poles in line with neighboring stalls and securely fastened to the ground, any guide lines are marked with bright fabric to alert attention to trip hazard	Medium	yes	Secure gazebo Highlight any guide lines Place gazebo on appropriate position	Vendor	Each week
2							
3							
4							
5							

Risk Assessment Guide

What is a HAZARD? – A hazard is something that has the potential to cause harm. (Example – A naked flame has the potential to cause harm).

A **control measure** is a way of reducing the risk.

Example - The hierarchy of risk control:

1. Eliminate the hazard at source.
2. Reduce the risk at source.
3. Isolate the hazard through engineering controls.
4. Safe systems of work which can be method statements, permits etc.
5. Training, information and supervision.
6. Personal protective equipment.

Level of Risk = Severity x Likelihood x People (S x L x P)

- **Severity (S):** How people might be harmed or property damaged.
- **Score Rating:** (Based on the overall score rating S x L x P (Please highlight the level of risk with the following colour)

Low 0 – 3.75	Medium 4 – 7.5	High 8+
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CATEGORY	EXAMPLES (list not exhaustive)
1. Minor	Cuts, bruises, mild skin irritation, mild aches and pains
2. Serious	More serious injuries or ill health, requiring time off work or a hospital visit, e.g. cuts requiring stitches, back injuries, psychological trauma following assault, fractures to fingers or toes, burns
3. Major	Broken limbs, amputations, long term health problems resulting from work, or acute illness requiring medical treatment, loss of consciousness, electrocution, serious infections caught from other people or animals, loss of sight
4. Fatal	Injury or ill health which leads to death either at the time or soon after the incident, or eventually, as in the case of certain occupational diseases, such as asbestos – related cancers. This might not just be damage to individuals but to property such as the collapse of a building.

- **Likelihood (L) or 'Risk'**: The likelihood that an item, activity, substance or process will cause harm. (Example – The naked flame next to flammable materials is likely to cause harm to individuals or property).

Most Unlikely	Unlikely	Possible	Likely
1	2	3	4

- **People (P)**: The number of people who are at risk:

1 - 5	6 - 15	Over 15
1	1.25	1.5