

Health and Safety Continuous Improvement

Purpose

To ensure the ongoing improvement of health and safety practices within KFL by systematically reviewing, monitoring, and enhancing policies, procedures, and workplace behaviours.

Scope

This procedure applies to all KFL sites, employees, contractors, and visitors involved in forestry operations, processing yards, and transport activities.

Responsibilities

Management

- Lead the health and safety improvement process.
- Allocate resources for safety improvements.
- Approve and support implementation of recommended changes.
- Health & Safety Representative / Committee.
- Facilitate worker engagement in health and safety discussions.
- Identify and assess areas for improvement.
- Recommend corrective actions to management.

Team Leaders

- Monitor daily safety performance and compliance.
- Communicate identified issues and suggestions from the team.

Employees and Contractors

- Report hazards, near misses, and incidents promptly.
- Participate in safety meetings and improvement initiatives.
- Provide feedback and suggestions for safety enhancements.

Procedure

1. Regular Safety Reviews

Conduct formal health and safety audits annually.

Perform post-incident investigations to identify root causes and preventative measures.

Conduct monthly site safety checks.

2. Worker Engagement

At a minimum hold a monthly health and safety meetings.

Encourage all staff to provide suggestions for improvements.

If the team wants, appoint and support Health and Safety Representatives (HSRs) in accordance with NZ legislation.

3. Hazard and Risk Management

Maintain and regularly update the Hazard Register.

Review risk assessments following incidents, significant changes in operations, or introduction of new equipment.

Implement control measures for any newly identified risks.

4. Training and Competency

Regular health and safety refresher training for all staff.

Update training content to reflect new risks, equipment, or operational changes.

Ensure competency assessments are completed after training or operational changes.

5. Incident Reporting and Investigation

All incidents, including near misses, must be reported in the KFL HUB.

Investigate incidents within 48 hours.

Develop corrective actions and assign responsibilities for follow-up.

Share lessons learned across all KFL sites.

6. Monitoring and Measurement

Track health and safety performance using leading and lagging indicators (e.g. number of incidents, audits completed, hazard reports).

Review performance metrics quarterly at management meetings.

7. Continuous Improvement Actions

Document and track all identified improvement opportunities in the Health and Safety Action Plan.

Assign owners and deadlines for each action item.

Review progress monthly in safety meetings.

Close out actions once verified as effective.

8. Review of Policies and Procedures

Review all health and safety policies and procedures annually.

Update documents when there are legislative changes, new risks identified, or process changes.

9. Communication of Improvements

Communicate all health and safety updates to employees via toolbox talks, noticeboards, and company memos.

Ensure contractors and visitors are informed of any relevant changes affecting site safety.

Records

- Audit and inspection reports

- Meeting minutes and attendance
- Training records
- Incident reports and investigations
- Updated hazard register
- Action plans with completion dates

Review

This procedure will be reviewed annually or following significant incidents, regulatory updates, or operational changes.