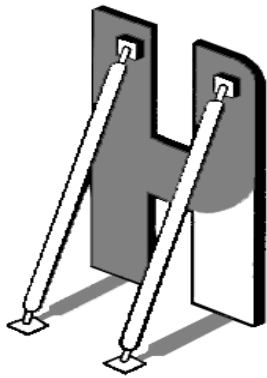




**HI LIFT
CRANES**



**HI PROP
LIMITED**

Staff Handbook

Includes Health & Safety

(Revised February 2018)

CONTENTS

1.0 General Procedures & Responsibilities

Introduction

1.1	Health & Safety Objectives and review process.....
1.2	Health & Safety Policy Statement
1.3	Site Safety Rules
1.4	PCBU Duties
1.5	Employee Duties
1.6	Employee ~ Management Consultation
1.7	Health & Safety Management Meetings
1.8	Role of Site Health & Safety Coordinator
1.9	Functions and Duties of Site Health & Safety Coordinator
1.9a	Planned H & S Inspections
1.9b	Health Surveillance
1.9c	Substance Abuse
1.10	Fatigue Management

2.0 Emergency Procedures & Hazard Management

2.1	Management Emergency Response Team.....
2.2	Emergency Evacuation Procedures - Earthquake
2.3	Emergency Evacuation Procedures - Fire
2.3	Emergency Evacuation Plan - Site
2.4	Emergency Evacuation Procedures for Earthquakes
2.5	First Aid Personnel
2.6	Hazard/Risk Identification
2.7	Safe Work Procedures

2.8 Personal Protective Equipment [PPE]

3.0 Reporting Procedures

3.1 Incident & Accident Reporting and Investigation

3.2 ACC Claims & Injury Rehabilitation

3.3 Planned H&S Inspections

3.4 Electrical Hazards/Risks

3.5 Handling of Hazardous Substances.....

4.0 Employee Training

4.1 Training & Supervision

4.2 Manual Handling

4.3 Maintenance of Plant & Machinery

4.4 Electrical Safety

5.0 Other Matters

5.1 Environmental Protection

Company Policies

Inclement weather

Code of Conduct - House Rules

Fire Warden

EMPLOYEE NAME:

1.0 GENERAL PROCEDURES & RESPONSIBILITIES

INTRODUCTION

Welcome to HI LIFT LTD

The purpose of this handbook is to explain the steps taken by the management with regard to Health and Safety. Our duty is to ensure that no-one on or near our premises or work sites, is harmed in any way.

It is also part of our duty to familiarise you with company practices and procedures so that you too ensure that no-one is harmed or injured.

This Health & Safety handbook summarises construction industry Health & Safety information for new employees and subcontractors. It is Hi Lift Ltd and Associated Companies basic Health and Safety guide.

Hi Lift Ltd's comprehensive Health & Safety Program covers all aspects of Health & Safety Management, including:

- POLICIES & AUDIT PROCEDURES
- TRAINING & SUPERVISION
- RISK IDENTIFICATION & RISK MANAGEMENT
- ACCIDENT REPORTING & ANALYSIS
- PPE
- OCCUPATIONAL HEALTH
- EMERGENCY PREPAREDNESS
- COMMUNICATIONS

Hi Lift Ltd employees are expected to participate in the Hi Lift Ltd Health & Safety Programme to help us advance the objective of a Healthy and Safe workplace.

1.1 Health & Safety Objectives

HI LIFT LTD aims for 2018:

- **Revise Staff H & S Handbook**
- **Update Site Specific Safe Work Practices Manual**
- **Review Risk Register**
- **Continue training riggers to achieve Rigger's Certificate**
- **Continue training Crane Operators in US23436 (BESS)**
- **Continue training operators in US's to achieve crane certificate**
- **Train staff in the safe set up of crane on incline**
- **First Aid refresher & training**
- **Update MSD sheets and educate employees in the handling of Hazardous Substances**
- **Visits (2) from outside personnel to speak on H & S**
- **Fall Arrest & Working @ Heights training/refresher**
- **Stress & Fatigue**
- **Training—safe working distance from batters**
- **Training is use of truck mounted cherry picker**

Review

Hi Lift Ltd reviews all policies and objectives every year

Management will initiate the review and consults with the H & S Committee in its preparation.

All staff are informed and asked for comments and input. A meeting with staff is held before objectives for the year are finalised. All review documents are dated and controlled.

In the event of a serious harm injury, or incident likely to cause harm, the policy and procedures involved in the “happening” are reviewed and discussed at a staff meeting

Review Date	H & S Committee	Staff	Management	Issue Date
June 2006		March 2007	March 2007	May 2007
January 2008	10 January 2008	15 January 2008	24 January 2008	February 2008
January 2009	15 January 2009			February 2009
January 2010	18 January 2010	21 January 2010	28 January 2010	February 2010
January 2011	31 January 2011	23 February 2011	25 February 2011	February 2011
January 2012	27 January 2012	03 February 2012	01 February 2012	February 2012
January 2013	21 January 2013	20 January 2013	04 February 2013	February 2013
January 2014	28 January 2014	03 February 2014	10 February 2014	February 2014
February 2015	26 February 2015	08 April 2015	08 April 2015	April 2015
January 2016	02 February 2016	27 January 2016	03 February 2016	February 2016
January 2018	07 February 2018	22 February 2018	22 February 2018	February 2018

Personnel

Ken Drury	Director	021-922-091
Barrie Mabbott	General Manager	021-687-800
Rob Johnson	Contracts Manager	021-981-847
Les Dowie	Safety Officer	027-476-1518
Trudy Wadams	Administrator	021-957-828
Linda Talbot	Office Manager	021-957-811
Shayela Douglas	Despatcher	022-657-9387
Shevon Adams Mills	Office Assistant	027-700-0001
Tim Sheldon	Project Manager	021-957-900
Darryl Henderson	Project Co-ordinator	021-957-821
Harry Winta	Project Co-ordinator	022-639-1696
Faye Parkinson	Project Co-ordinator	021-681-845
Fan (Ethan) Liu	Project Co-ordinator	021-957-810

Leading Hands

Jerome Nathan	021-957-832
Justis Hape	027-700-0022
Tau Aiua	021-957-819
Fa'aolataga Fa'alava'au	021-957-816
Tony Downey	022-657-2430

1.2 Health & Safety Policy Statement

- It is a fundamental requirement of Hi Lift Ltd that the Health and Safety of all staff be treated equally to other operational requirements as an integral part of running our business.
- It is the responsibility of ALL employees to reduce the risk of accidents and injuries by eliminating or minimising risks that may cause injury, occupational illness or property damage.
- Hi Lift Ltd will endeavour to provide a Healthy and Safe working environment (& facilities) for all its employees, and visitors. We will comply with legislation, codes of practice and industry standards and establish 'Safe Systems of Work' for all activities, as laid down in the Health & Safety Manual.
- We ensure employees are supervised & properly trained for the tasks for which they have been employed with an emphasis on safety
- We encourage the integration of H & S into the day-to-day work ethic and management practices
- Systematically identifying, assessing and controlling all workplace risks - with annual reviews of all activities
- We consult with and encourage the full participation of all employees in all aspects of implementing and continuously improving our Health & Safety Performance.
- We are committed to achieving high standards of Health & Safety Management and minimising risk in all areas of our operations.
- We are committed to encouraging safe and early return to work of employees who have had an extended absence due to illness or injury
- Accepting overall management responsibility for health and safety and requiring that managers and employees at all levels also be accountable in their own areas and operations
- Accurate reporting, recording & investigating of all incidents

This Health & Safety Handbook gives an overview of the Hi Lift Ltd Health & Safety System. For greater detail see the Health & Safety Manual which details specific responsibilities and required actions and activities.

Barrie Mabbott
General Manager
January 04th, 2018

Ken Drury
Director
January 04th, 2018

1.3 Hi Lift Ltd Basic Safety Rules

Safety is everyone's responsibility.

Rules, procedures and policies will not prevent accidents occurring unless we have your co-operation. You, with your fellow workers, have to take a responsible attitude to help avoid injuries.

A good attitude, awareness and common sense will prevent accidents occurring.

Complying with the following rules is vital:

- ✓ Follow instructions, obey all rules and never taking risks or short cuts. If you are unfamiliar with any aspect of your job, please ask your Supervisor.
- ✓ Do not operate mobile plant, tools or company vehicles unless you are authorised and appropriately licensed to do so - if you have any doubts ask your supervisor
- ✓ If you or the equipment you operate are involved in an accident, incident or near miss report it immediately to the Project Manager or Safety Manager - if there is an injury, get First Aid promptly.
- ✓ Reports must be written for all accidents, incidents and near misses
- ✓ Put everything in its proper place. Poor housekeeping leads to injury and wastes time, energy and material. Keep your work area clean and tidy. Remove all flammable rubbish daily.
- ✓ Use safe lifting procedures. When lifting, bend your knees, grasp the load firmly, and then raise the load, keeping your back as straight as possible. Get help for heavy loads.
- ✓ Attend and participate in toolbox talks - Involve yourself in safety issues on your site - notify your supervisor or manager immediately if you think that risks are not adequately controlled
- ✓ Watch out for your workmates.
- ✓ Prevent accidents to yourself and others by eliminating hazards from your job.
- ✓ Wear the required PPE - Hi viz clothing, hard hat, footwear, hearing protection, gloves and eyewear.
- ✓ Avoid horseplay or practical jokes.
- ✓ Observe and obey site and warning signs
- ✓ Use and obey scaffold register tags.
- ✓ Use signs to warn others of your hazardous activities such as using powder actuated tools, welding and working at height.

1.4 PCBU Duties [includes Main and Subcontractors]

Hi Lift Ltd has a general duty to take all practicable steps to ensure the Safety of employees while at work (this is set out in section 6 of the HSE Act).

In particular, we are required to take all practicable steps to:

- Provide and maintain a Healthy and Safe workplace and facilities.
- Ensure that machinery and equipment in the workplace is designed, built, set up, and maintained to be Safe for all employees.
- Minimise/eliminate/isolate the Hazards that employees are exposed to in the course of their work
- Develop procedures for dealing with all work related Emergencies.

1.5 Employee Duties

As an Employee you must take all practicable steps to ensure that you are safe at work and that you do not cause harm to other people.

Part 2, Subpart 4 of the Health & Safety at Work Act 2015 applies:

Duties of Workers

While at work, a worker must -

- * Take reasonable care for his or her own health & safety; and
- * Take reasonable care that his or her acts or omissions do not adversely affect the health & safety of other persons; and
- * Comply, as far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with this Act or regulations: and
- * Co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to the workers

1.6 Employee ~ Management Consultation

The improvement of Health and Safety procedures is an on-going process. To ensure this is successful you are invited to assist us in its continuing development. For those who are new employees your previous experience could be of great help.

- Each Hi Lift Ltd job site holds regular Toolbox Talks and/or Health and Safety Communication Meetings involving main contractor site personnel where possible.
- The company holds regular staff meetings where safety issues and safe work practices are taught and discussed. Opportunity if given during these times for input from all employees
- Employee participation provides an opportunity for you to make suggestions and input ideas for a safer workplace. The involvement of Hi Lift Ltd employees in the development of hazard management and emergency procedures is essential for continued workplace safety.

1.7 Health & Safety Management Meetings

- A committee comprising three (3) members – one (1) management and two (2) employees who are responsible for reviewing safety procedures within the workplace every three (3) months
- Health and Safety Management meetings for all staff are held on a regular basis – the place and time will be arranged by the Health & Safety Committee and chaired by the management
- Minutes of Health and Safety meetings will be held in the main office and be available for inspection.

1.8 Role of Hi Lift Ltd Health & Safety Officer

Hi Lift Ltd has an appointed Health & Safety Officer:

- ✓ To organise and/or conduct induction training/orientation in Health and Safety for new staff
- ✓ To work with H&S Committee and Management in reviewing site safety and staff training procedures

- ✓ To keep current staff up to date on H & S matters as well as reminding them of the rules for safety on site
- ✓ To be responsible to investigate all near misses and minor accidents involving people and property.
- ✓ To be responsible, with Site Management, for the investigation of Serious Harm Accidents

1.9 Functions and Duties of Project Manager

Hi Lift Ltd has a Health & Safety Co-ordinator on each construction site

The Site Health & Safety Co-ordinator is the Hi Lift Ltd Project Manager or the person he appoints as his representative for day-to-day operational Health and Safety matters.

- ✓ Visit new work site prior to commencement of the contract—check site and complete Workplace Inspection Risk ID form
- ✓ Ensure toolbox meetings are held prior to the employees commencing work
- ✓ Ensure that safety signs are displayed where necessary
- ✓ Help in problem solving and improvements to the Health & Safety System.
- ✓ Hold copies of all relevant Health and Safety System forms and ensure that they are properly completed and actioned.

1.9a Planned H & S Inspections

H & S Inspections will be carried out by the Project Manager on a regular basis depending on the nature of the risks identified and degree of risk.

Staff will be advised of any unsafe conditions immediately.

Any potential risk [identified during an inspection] and suspected of being a "Significant Risk" will be analysed and a decision made on appropriate controls.

1.9b Health Monitoring

The H & S Co-ordinator will ensure that all tasks involving any risk to the health and wellbeing of any employee are identified. Any doubts raised by site management will be referred to HS Manager to carry out monitoring and testing as necessary.

TYPICAL HAZARDS/HEALTH RISKS COULD BE:

- ✓ Noise exposure - this includes noise generated by other contractors on the site.
- ✓ Chemical exposure - usually the result of activities of other contractors on site
- ✓ Fatigue - resulting from extended overtime and weather conditions. (It is important to remember the effect that fatigue and stress have on the mind and body – tired workers are more likely to make bad decisions and be less productive)
- ✓ Vision – Dusty work site, welders on site or using equipment (grinders, etc) that can cause dust/stone particles to lodge in the eye
- ✓ Poorly prepared work site – in many instances Hi Lift Ltd employees are among the first to work on a building site
- ✓ Inclement weather such as high winds and thunderstorms (**see addendum “A” – Inclement Weather Policy**)
- ✓ Overhead electrical wiring

1.9c Substance Abuse

Drug and alcohol abuse is a serious safety hazard as it endangers everyone who comes in contact with the individual who is using drugs or imbibing alcohol.

The use or consumption of controlled substances is not permitted. The drinking of alcohol prior to, or during working hours is also not permitted. All employees are subject to random drug & alcohol testing. Employees tested positively for controlled substances or alcohol will be suspended, without pay, while an investigation takes place. (**See Drug & Alcohol Policy**)

Some prescription drugs issued by doctors can cause problems in the work place, e.g. drowsiness. It is good practice to check prescriptions and medicine labels for any warnings. Obtain the relevant details of the medication from your medical practitioner and pass on to the Safety Officer

1.10 Develop Techniques for Combating Fatigue

Even when having adequate sleep the sameness of the job can impair vigilance for hazards and bring on fatigue

- ⇒ When involved in repetitive work it is helpful to develop mental games to help maintain alertness on the job
- ⇒ If the opportunity presents itself it is good to take a nap. This is not a sign of inability to cope with fatigue but a good management practice
- ⇒ Eat the following types of foods at regular times and avoid high calories and fat foods – concentrate on carbohydrates and dietary fibre. High calorie and fatty foods bring on sleepiness
 - ◆ Breads, cereals, rice & pasta
 - ◆ Vegetables & fruit – (fresh, canned or frozen)
 - ◆ Meat & meat substitutes – lean beef, lamb, veal, chicken or pork (Not the fat)
 - ◆ Milk & dairy products – (cheese & yoghurt)
 - ◆ Maximum of 1 tablespoon of butter daily
 - ◆ Eat breakfast every day – it kick-starts the system
 - ◆ Drink 2 – 3 litres of water each day
- ⇒ Lead a healthy lifestyle. Exercise is essential – walking every day is both good exercise and good for the heart
- ⇒ When possible, leave the vehicle/crane and go for a gentle walk
- ⇒ Sometimes mild stimulants (the caffeine in coffee/cola) are helpful in warding off fatigue. However, if these stimulants are used regularly the body will become used to them and their effect will be negligible
- ⇒ Have regular medical checks

2.0 EMERGENCY PROCEDURES & RISK MANAGEMENT

2.1 Management Emergency Response Team

Will usually consist of:

- Health & Safety Officer and/or Project Manager
- First Aider
- Site Manager

EMERGENCY EVACUATION PROCEDURE

As there are multiple employees and several areas to evacuate, the evacuation task needs to be formalised and a set plan has to be followed to ensure everybody is safe and accounted for

The three (3) main causes for emergency evacuation in our industry are fire, chemical spillage and earthquake

In the event of fire the alarm, which you have been familiarised with, will sound

Assembly Point – Entrance Gate, Kellow Place

If the emergency alarm sounds you must evacuate in the following manner:

- i. Remain calm – the alarm has given you sufficient warning to evacuate safely
- ii. Move toward the assembly area in an orderly fashion – be watchful for any dangers
- iii. Under no circumstance are you to retrieve personal items
- iv. If necessary, assist others to evacuate
- v. When you have reached the emergency evacuation area you must participate in the roll call. This is to ensure all employees are accounted for
- vi. Do not leave the assembly area until you are told to do so by your warden
- vii. Do not re-enter the evacuated area until the warden has told you to do so

2.2 Emergency Evacuation Procedures for Earthquakes

Should there be an earthquake while working on a construction site you must follow the Evacuation procedures outlined in the Safety & Evacuation Procedures for that site

When working at Hi Lift Ltd's yard or workshop you must follow the procedures outlined in their Safety & Evacuation Procedures

Before an earthquake

- Identify a safe place close to your work area – a sturdy bench, an interior wall or some other place of protection from falling objects

During an earthquake

- Move quickly to a safe place – no more than a few steps if possible, and drop onto your knees
- If in the building, do not run outside - if possible hide under a bench/table and hold the legs for support or stand in a doorway. Do not move from secure place until given all clear by the warden
- If in the yard move to a place where you would be safe from falling objects (trees, power lines or buildings/walls—as soon as the shaking stops proceed to the assembly point

When the shaking stops

- Turn off water, electricity and gas at the mains
- Evacuate if the earthquake has caused a fire
- Be prepared for aftershocks

Note: It is most important that you report to the assembly area as soon as possible as another person investigating your absence could jeopardise their own life

2.3 Emergency Evacuation Procedures in Case of Fire

When entering each building site for the first time take a few minutes to familiarise yourself with the Safety and Emergency Evacuation Procedures of that particular site

When working in the Hi Lift Ltd yard familiarise yourself with its Safety and Emergency Evacuation Procedures

In the event of an emergency follow the site instructions

Alarm: If you discover a fire act quickly and warn workers in the immediate vicinity of the possible danger – don't think that someone else will take that responsibility.

Staff Responsibilities: Our prime responsibility is the safety of contractors, visitors and staff; not to fight the fire. Once the alarm is given, the evacuation procedures must be carried out.

EMERGENCY EVACUATION PLAN

In the case of emergency requiring evacuation of the project, being:
**FIRE, EARTHQUAKE, SERIOUS ACCIDENT, STRUCTURAL COLLAPSE,
TSUNAMI, EXPLOSION, AVIATION ACCIDENT, HAZARDOUS SPILL OR
PRACTICE EVACUATION**

Be familiar with the Site warning system

If this warning sounds, **SHUT DOWN** all plant and equipment
Proceed **IMMEDIATELY** by the **SAFEST IDENTIFIABLE ROUTE** to the **SAFE
ASSEMBLY POINT**

REMAIN THERE, so **ALL** staff can be **ACCOUNTED FOR**
DO NOT RETURN to the Project until the Site Supervisor has given the
OFFICIAL CLEARANCE

When calling 111, read the following:

We have an emergency at: **(Address & Name of Site)**

We need help from Ambulance / Fire:

Directions to the emergency are:

Our phone number is: **(Give Mobile Number)**

The (medical/other) problem seems to be: **(Give brief details to operator)**

Send someone to the site entrance to meet emergency services

EMERGENCY TELEPHONE NUMBERS

DIAL 111 for

FIRE, AMBULANCE, POLICE, GAS, CHEMICAL SPILLS

The Closest Medical Facilities are located at:

Hospital - Middlemore, Sth Auckland	(09) 276-0000
Worksafe - South Auckland	(0800) 20-90-20
Civil Defence	(0800) 22-22-00
Poison Centre	(0800) 76-47-66
Power - Auckland/Manukau	(0508) 83-28-67
Bakerfield Clinic - Manukau	(09) 263-7770

2.4 Fire Duties

Hi Lift Ltd has an appointed Warden who has been given the responsibility for the care of all employees working on the site at 11 Kellow Place, Manukau

The Leading Hand of each rigging team is responsible for the care of all Hi Lift and Hi Prop employees on the building site

FIRE SAFETY

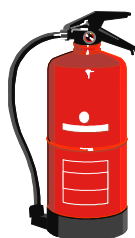
You can help prevent serious injuries in the case of fires by ensuring that:

- ✓ When working in a building making yourself familiar with the location of fire exits and where fire-fighting equipment is located.
- ✓ Keeping the access to fire fighting equipment and the walkway to Emergency Exits clear.
- ✓ Smoke or Fire is reported immediately
- ✓ When the alarm sounds you cease all work, conversations, meetings and telephone calls
- ✓ You make your way to the designated assembly point and wait for instructions from the Warden – do not leave the assembly point until instructed to do so
- ✓ You never attempt to fight a fire around solvents or fuel storage.

If you have been trained in the use of fire fighting equipment, you may tackle a small fire.

Please follow these procedures and any instructions given by Fire Wardens as outlined in the Site Emergency Evacuation Plan. (See addendum c)

NOTE: Fire fighting equipment must never be removed from the premises without a replacement first being installed.



2.5 First Aid Personnel

Know your First Aid Personnel

- There are always trained First Aid Personnel available on site.
- They are re-certificated every 2 years.

If injured, never treat yourself, always report to a First Aider - they will know what to do.

All injuries must be recorded [no matter how slight] and investigated by the Health & Safety Officer or Project Co-ordinator

All injuries must be entered on the Accident Register and the circumstances will be investigated.

First Aid Kits

Appropriately stocked First Aid Kits are located in L/H rigger vehicles & cranes. They must be kept clean, checked and replaced after use

2.6 Risk Identification

The risk identification and control programme at Hi Lift Ltd is focused on the TASK ANALYSIS PROCESS.

Task analysis involves identifying specific actions/steps to be undertaken, describing the hazards at each step and putting into place appropriate controls.

Significant Risk

Means a risk that is an actual or potential cause or source of serious harm

TASK ANALYSIS FORMS AND INSTRUCTIONS ARE AVAILABLE FROM HI-LIFT LTD OFFICE & L/H RIGGERS

2.7 Safe Work Procedures

It is important that all tasks undertaken are done with an understanding of the Safe Work Procedure for that particular task

The Safe Work Procedures for the tasks that make up your specific areas of work will be outlined by the Project Manager and/or L/H Rigger

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2.8 Personal Protective Equipment [PPE]

Hi Viz clothing (supplied by Hi Lift Ltd) must be worn on all building sites, and when working in the HI Lift Ltd yard or workshop

Safety helmets (hard hats) & safety footwear (steel capped shoes or boots) must be worn on construction sites

There are some tasks that require employees to wear other Personal Protective Equipment (PPE).

If PPE is worn in the correct manner, as you have been shown, it will perform well and last for a considerable time.

If you misuse your PPE, it may fail sooner than it should and may also lead to you not being properly protected and becoming ill or injured.

Similarly, worn out PPE will equally not protect you as intended. Any worn or damaged PPE must be repaired or replaced immediately.

Typical PPE includes: Hi Viz Clothing, Safety Footwear, Ear muffs, Safety Glasses or Face shield, Gloves, Harnesses, Static lines, Respirator/Mask and Overalls.

PPE must not be left on rigger's vehicles overnight, as teams are changed from time to time. If change occurs and you arrive on site without the required PPE you will not be allowed on site unless replacements can be obtained - if there is no replacement PPE you will not receive payment for that day

3.0 REPORTING PROCEDURES

No matter where you are at work for Hi Lift Ltd, Safety Practices are based on a practical common-sense application of our Health & Safety Program.

- ◆ If you see something Hazardous that could cause an accident, report it immediately.
- ◆ You must report all accidents/incidents/near misses and ensure they are entered in the Accident Register.
- ◆ When there has been a serious harm accident all work shall cease immediately

3.1 Incident & Accident Reporting and Investigation

All accidents and near misses must be reported to the Health & Safety Officer. If they are reported promptly action can be taken to eliminate or reduce the possibility of their happening again.

If you are involved in an accident it will be investigated. The purpose of the investigation is not to lay blame but to prevent a recurrence of the accident and to comply with current legislation

An accident is deemed to be anything that results in you stopping work to attend to an injury, even if this was only to apply a band aid or run your finger under cold water

A. FOR A NON - SERIOUS HARM ACCIDENT/INCIDENT:

- a) Apply first aid (if necessary)
- b) Advise Hi Lift Health & Safety Officer of accident/incident
- c) Complete an accident register form.

At this point the H & S Officer will do the following:

- i. Determine whether or not a significant hazard was involved
- ii. If NO, conduct an informal investigation and take the necessary steps to revise hazard controls
- iii. If YES, conduct a formal investigation and complete the necessary paperwork
- iv. Implement any new hazard controls identified as necessary during the investigation
- v. Advise you of the outcome

B. FOR A SERIOUS HARM ACCIDENT:

Serious harm means death, or harm of a kind or description declared by the Governor-General by Order in Council to be serious for the purposes of the Act; and “seriously harmed” has a corresponding meaning

- 1 Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function: respiratory disease, noise induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn of the eye, penetrating wound of eye, bone fracture, laceration, crushing
- 2 Amputation of body part
- 3 Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic
- 4 Loss of consciousness from lack of oxygen
- 5 Loss of consciousness, or acute illness requiring treatment by a registered practitioner, from absorption, inhalation or ingestion of any substance
- 6 Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm's occurrence

Action to be taken

- a) Apply necessary first aid and arrange medical assistance (ambulance)
- b) Advise General Manager & Health & Safety Officer by phone immediately – if these people cannot be contacted advise the despatcher at the Main Office or the Project Supervisor
- c) Assist DOL inspector - DO NOT interfere with the accident site until cleared by the inspector.

The General Manager or H & S Officer will do the following:

- i. Notify DoL Inspector immediately
- ii. Notify DoL formally, in writing, by completing a serious harm/accident form as quickly as possible after the accident (within 7 days)
- iii. Conduct a formal investigation and complete the necessary paperwork
- iv. Implement new hazard controls identified as necessary during the investigation
- v. Advise you of outcome

C. ACCIDENTS/INCIDENTS INVOLVING PROPERTY/EQUIPMENT DAMAGE

From time to time, during the course of your employment, you will be working in close proximity to property and equipment belonging to non Hi Lift Ltd persons or companies. Should an on site accident/incident cause damage to these people's property/equipment you will need to do the following:

- i. Stop work immediately
- ii. Make sure no people are harmed/injured
- iii. If people are injured follow the outline 3.1A or 3.1B
- iv. Contact the H & S Manager immediately
- v. Under no circumstance admit liability or talk to anyone about the accident/incident – leave all contact to the H & S Officer
- vi. Damage to property/equipment may constitute an accident as defined by legislation
- vii. In many instances further damage or injury can be prevented if you follow the above guidelines

All accidents/incidents/near misses are recorded in the Accident Register (The Vault) which is maintained by the H & S Officer

3.2 ACC Claims & Injury Rehabilitation

WHAT TO DO IF YOU ARE INJURED AT WORK

Employees are covered by ACC for all work-related personal injuries that are suffered during the course of your employment. Non-work injuries are also covered by ACC.

To ensure you receive the benefits you're entitled to:

- 1) Report any injury to the H & S Officer or Project Manager
- 2) If you require treatment, visit a medical treatment provider.
- 3) Tell the treatment provider you are claiming for a work-related injury so that they complete the ACC45 form fully.
- 4) If you are injured you need to complete (if you are able) the 'Injured Person Details Section' of the form
- 5) Give a copy of the form to the H & S Officer or Project Manager within 24 hours, and keep the Employee copy for your own records – failure to comply with this action on your part could result in the Employer disputing the claim

3.4 Electrical Hazards

You may, from time to time, need to work with or near electrical operated tools or equipment.

To prevent accidents or incidents and to protect yourself and others the following rules apply to electrical safety:

- i. Do not use any electrical appliance or machinery in wet conditions
- ii. Switch off and unplug any machine or appliance before cleaning, inspecting or removing anything from it
- iii. All electrical equipment must be switched off before power leads are connected or disconnected
- iv. Keep electrical equipment, machinery and work areas clean. Oil, dust, waste and water can be fire hazards around electricity
- v. Keep access to panels and junction boxes clear
- vi. Never place flammable materials near electrical heat sources or lights
- vii. Know the location of a suitable fire extinguisher (rating C) – never use water on electrical fires
- viii. Connect leads of portable appliances through isolating transformers or RCDs'
- ix. Never use any electrical apparatus or equipment which has obvious damage to cords, etc
- x. Never carry out repairs to electrical equipment unless electrically qualified
- xi. Ensure tools and leads are tagged every three (3) months

Should someone you are working with suffer injury by electricity the following needs to be done:

- ✓ Turn off power – your safety is the first issue
- ✓ Most common electrical injuries are burns to hands and/or feet
- ✓ Don't move the injured person

- ✓ Don't give the injured person either food or drink
- ✓ Arrange medical assistance (ambulance)

3.5 Handling of Hazardous Substances

For the most part your employment will not involve the handling of hazardous substances. HOWEVER, you will be working on building sites (and sometimes at the Hi Lift depot) where such materials may be stored. With this in mind you need to be aware of the following information.

Solvents



Corrosives



If hazardous chemicals are stored incorrectly and handled improperly, they can cause serious harm to people, property damage and/or fire/explosion.

If you are working with chemicals, take special care to follow these basic safety rules:

Always read the LABEL or instructions for use on any chemical you are handling

The employer is legally obliged to provide you with an MSDS:

- | | |
|--|--------------------------------|
| ❖ The name of the chemical | The ingredients of the product |
| ❖ The type and degree of hazard involved | Health effects |
| ❖ What precautions you should take | How to use the chemical |
| ❖ What to do in an emergency | Safe storage of the chemical |

Unwanted chemicals should be disposed of by an approved method as soon as possible.

Where spillage of chemicals occurs, you must immediately report it to your supervisor. They will arrange cleanup and safe disposal of the hazardous waste.

Material Safety Data Sheets (MSDS): Information is needed on the products used in the workplace to:

- Identify hazards**
- Control hazards**
- Educate employees about hazards**

The Workshop Manager is responsible for ensuring there is a list of all substances, chemicals, solvents and materials being used and stored.

The Workshop Manager maintains a central file of Material Safety Data Sheets (MSDS) on all hazardous materials - this file is held in the W/M office

A master copy of all yard Material Safety Data Sheets (MSDS) is also located in the main HI Lift Ltd office.

Control of Chemicals, including chemicals for sale:

The Workshop Manager is responsible for regularly reviewing the situation and determining the following:

- ✓ Are all hazardous substances correctly labelled, stored and handled?
- ✓ Can a less hazardous substance be substituted?
- ✓ Are all employees educated in correct handling, usage and disposal procedures of hazardous substances?
- ✓ Is the correct Personal Protective Equipment [PPE] available and being used?
- ✓ Are the hazardous substances stored appropriately with clear directions for spillage procedures properly displayed?
- ✓ Is the information that has been given in such a form that it is easily understood?
- ✓ Are all chemicals stored in their correctly labelled containers? (Not coke bottles or the like)

4.0 EMPLOYEE TRAINING

4.1 Training & Supervision

Hi Lift Ltd has the responsibility to ensure that you do not undertake any work of any kind - use plant of any kind, or deal with a substance of any kind UNLESS:

- You have the knowledge and experience to ensure you do not cause harm to yourself or other people, or ;
- You are supervised by a person with the appropriate knowledge and experience.

Hi Lift Ltd will endeavour to ensure that you are adequately trained in the safe use of all plant, equipment, substances and the Personal Protective Equipment [PPE] you are required to use. (Refer section 13 of the Health and Safety Employment Act 1992 ~ Training and Supervision)

Hi Lift Ltd has an active training programme

Once a training need has been identified Hi Lift Ltd will develop a training plan to meet that particular need

Your induction training will include the use of Personal Protective Equipment [PPE], the Fire & Emergency Procedures, location of site Hazards, the physical location of the MSDS's and First Aid cabinet(s).

You will attend H&S training and other training as required.

To assist in your training hazardous tasks shall, when appropriate, be documented on a Task Analysis.

TYPICAL TRAINING NEEDS:

- i. Working at Heights
- ii. Unit standard 15757 "Fall Arrest Systems"
- iii. Working from an Elevated Work Platform
- iv. Rigger & Dogman Courses
- v. First Aid
- vi. Sitesafe Passport
- vii. Sitesafe Gold Card

IF YOU ARE UNCERTAIN ABOUT ANYTHING, DO NOT PROCEED - ASK YOUR SUPERVISOR

4.2 Manual Handling

All employees, whether working in the workshop or site, could suffer from muscle strain and stiffness due to incorrect lifting technique.

See below for key points to remember when manual handling is involved.

- Take care of your back when lifting objects. Bend at your knees, not your back.
- Be aware of your own limits - do not attempt to lift an object if you feel is beyond your ability.
- Get help to lift objects whenever possible. Use mechanical aids to lift objects wherever possible.
- Size up the load first. Get help when needed.
Make allowances for the bulk of the load, as well as for its weight.
- Maintain a Straight back
Keep your back and the upper part of your body as straight as possible.

- Position your feet correctly
Place your feet as close as possible to the object to be lifted. Ensure your footing is secure. Take a balanced stance with your knees bent.
- Take a proper Hold
Get a safe, secure grip on the object, diagonally opposite on the object, with the palms of your hands, not your fingertips.

Lift as you have been trained - If it is too heavy, get help

4.3 Maintenance of Plant & Machinery

Hi Lift Ltd has a preventative maintenance programme for plant and machinery. This includes fixed and mobile plant, vehicles and machinery, as well as all portable tools.

Always follow site procedures for the safe operation of machinery and promptly report any defects.

Do not operate any piece of equipment that is not working properly or that you have not been trained to work on.



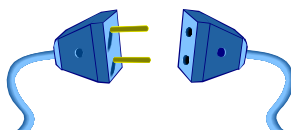
Always follow the Tag and Lockout procedures for machines.



Know where the Emergency Stop is before starting any machine.

4.4 Electrical Safety

- You must report all electrical defects irrespective of how minor they may seem.
- Only put one plug in one socket. Never overload power sockets.
- Switch off and unplug not in use electrical equipment whenever practical.
- Make sure all power leads and tools carry a current inspection certification (three (3) Monthly)
- Make sure any contractors working with you submit their leads/tools for inspection prior to commencement
- Use RCD's



5.0 OTHER MATTERS



5.1 Environmental Protection

In line with Hi Lift Ltd Environmental policies:

- Minimise the usage of all materials and avoid all unnecessary waste
- Place recyclable waste in the appropriate bins supplied.
- Report any Chemical Spills immediately and follow clean-up procedure.

Do not allow any hazardous Substance to enter the storm water system

Schedule A

INCLEMENT WEATHER POLICY

If, on your arrival on site you consider the winds and/or weather to be too dangerous to work the following steps will be taken:

Situation 1

If the project involves the erection of precast components

- a) Raise the concern at the toolbox meeting
- b) If the consensus of the meeting is that the working conditions are considered hazardous the leading hand shall immediately contact the Project Manager – also advise the site foreman of a possible delay in starting work
- c) If the Crane Operator considers the wind strength to be too strong for safe lifting he will immediately advise and consult with the Project Manager who will visit the site if necessary
- d) The decision to cease temporarily or abandon work will be made in consultation with the Project Manager who will inform the site foreman to advise the precast supplier

Situation 2

If, after the commencement of work, the weather conditions change and there is a possibility that the work site may become unsafe the following steps will be taken:

- a) The Crane Operator and Leading Hand will discuss the situation and arrive at an agreement
- b) The Leading Hand will immediately contact the Project Manager and inform the site foreman of a possible delay
- c) As the decision to cease work once the project has started for the day is more complex than in Situation 1
 - i. the erection of precast components will continue until the Project Manager arrives on site, or
 - ii. the Project Manager gives an oral instruction by phone for work to cease immediately

- d) The decision to cease temporarily or abandon work will be made in consultation with the Project Manager who will inform the site foreman to advise the precast supplier

Situation 3

If the project is craneage only the Operator shall contact the site foremen and in consultation with him arrive at a decision as to whether work will

- a) continue
- b) cease temporarily
- c) be abandoned for the day

Schedule B

HOUSE RULES – CODE OF CONDUCT

It is a condition of your employment that you observe the requirements of the Employer's House Rules and Code of Conduct

At all times you shall:

Use your best endeavours to promote, develop and extend the business interests and reputation of the Employer and not do anything to its detriment

Present yourself in a clean and tidy manner wearing clothing supplied by the Employer

Arrive on the job free from the influence of alcohol and/or drugs

When using prescription drugs a note from your medical practitioner is required to confirm that they will not impair your work skills or judgement

Be punctual each day, reporting for work physically and mentally able to perform your duties properly and safely

Perform your duties quickly and efficiently – deliberate or unreasonable wasting of time will not be tolerated

Treat the public, customers, clients and workmates with courtesy

Be accountable for plant and machinery supplied by keeping it clean and tidy

Promptly report any malfunction of plant and machinery

Understand the requirements set out in Site & Health & Safety Manuals

Treat all information obtained from the Employer as CONFIDENTIAL

Refrain from smoking on job sites, in the Employer's Offices, Workshops, Toilets and vehicles

Respect all people – it is an offence to use threatening, abusive or insulting actions or language against any person or group, whether on grounds of religion, colour, race, ethnic origins or age, or any other grounds that could cause people to be offended

Refrain from sexual harassment – disciplinary action will be taken by the Employer if allegations of sexual harassment are substantiated

Not use the Employer's address for personal mail – mail sent to the Employer's address will be opened

You shall be responsible for:

Paying all fines incurred by you while driving company vehicles

Paying for the cost of accidents caused by your negligent use of the Employer's vehicles, machinery or equipment

Keeping all keys given to you in a safe place and Notifying the Employer of any lost or mislaid keys that have been entrusted to you

Obtaining written consent from the Employer if you desire to bring a child under the age of 14 years to the Employer's premises, job site or to travel in the Employer's vehicle

Ensuring that any relatives or friends visiting you at the Employer's premises or on job sites report to the respective offices on arrival

Keeping pets and animals away from the Employer's premises and job sites

Signed _____

FIRE WARDEN

The duties of the Warden/Leading Hand in the event of a fire are to:

Phone the Emergency Services

EMERGENCY: DIAL 111

State the site address and the specific nature of the emergency situation calmly and clearly to the Telecom Operator.

For the Leading Hand:

- ⇒ Ensure that all staff have evacuated the building site and have arrived at the assembly point designated by the main contractor

For the Warden at Kellow Place:

- Ensure that all persons have evacuated the building by checking all offices, toilets and workshop
- Close all doors and windows as you check each area.
- Do not turn off lights
- Proceed to the site Assembly Point when the area that you are responsible for is clear
- Ensure that all persons are accounted for and clear of the area
- Do not allow any persons to enter or re-enter the building until authorised by the NZ Fire Service Senior Fire Officer in charge.