



SPECIALISED ENGINEERED WOOD PRODUCTS

**Halswell Timber Nelson Limited t/a
HTL**

Health & Safety Policy Manual

Health & Safety Policy

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HEALTH AND SAFETY POLICY

The management of HTL are committed to continuous improvement in Health and Safety, and undertake to:

- Provide each employee with a safe and healthy workplace.
- Take all practicable steps to prevent accidents and protect employees, members of the public or contractors from injuries; and
- Promote the health and well-being of staff.

In meeting this commitment, we will:

1. Establish and insist upon safe methods and safe practices at all times.
2. Comply with all legislative requirements, codes of practice and safe operating procedures relevant to our workplace.
3. Ensure that all accidents and incidents are accurately reported and recorded.

It is the policy of HTL to conduct our business at all times without risk to our employees. We acknowledge our ongoing commitment to and responsibility for maintaining the highest possible health and safety standards. The safety and occupational health of our employees is a matter of prime concern to us.

Every employee is expected to share in the commitment to this policy. We encourage all employees to take responsibility for their own safety and that of others while at work, and to actively involve themselves in the health and safety process.

Alice and Jason Douglas
Company Directors

OBJECTIVES

Safety objectives are to be reassessed annually as part of the annual internal audit by the Financial Controller. All employees are expected to work actively towards achieving the safety objectives. The objectives of our H&S Policy are:

- To achieve an accident-free workplace
- To make health and safety an integral part of every position
- To ensure health and safety is considered in all planning and work activities
- To involve all members of the team in the decision making and hazard review processes through regular communication, consultation and training
- To provide an ongoing training programme to ensure that our team works in the safest possible manner. A training matrix will be maintained that accurately reflects training provided for each employee.
- To identify and control all potential hazards in the workplace through hazard identification and risk analysis
- To ensure all potential accidents/incidents are controlled and prevented

Safety Contacts:

H&S Lead: Francine Bencich and Operations Manager (TBA)
H&S Co-ordinator: Anand Nair

Emergency Numbers – Dial 111

Tasman Medical Centre:	544 7272
Poisons Centre:	0800 764 766
Police Richmond:	543 9500
St Johns Ambulance:	0800 78 56 46
Fire Service:	544 8998
Jason Douglas	021 224 7877
Alice Douglas	027 678 5674
Francine Bencich	027 663 5773



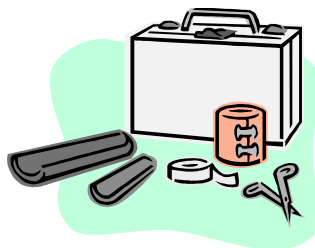
MANAGEMENT RESPONSIBILITIES

- To ensure that health and safety policies and procedures are implemented.
- To take each team member through a safety induction process whereby they read and understand the safety manual
- Identify and report to the H&S Co-ordinator any hazards, potential hazards, accidents or near misses
- Take the appropriate steps to identify any hazards and to eliminate, isolate or minimise those hazards
- To ensure that staff are fully trained for their job (including safety training), including SOP (Standard Operating Procedures) for all equipment and ensure they are properly supervised until such training has achieved a level of competency
- To ensure staff know about any hazards; the preventative measures in place and where protective equipment is stored and how it is used
- HTL Ltd is committed to ensuring that an understanding of health and safety responsibilities is an integral part of all management positions.
- Job descriptions will identify specific health and safety responsibilities for each role including the need to accurately report and record workplace incidents and injuries.
- An annual assessment in the form of a competency test or performance review will be made against each position to determine that the holder of that position fully understands their responsibilities in this regard.
- Innovation and excellence in health and safety management will be formally recognised and acknowledged by whatever means deemed to be most appropriate.
- Management will keep up to date with current health and safety information including, legislation, regulations, code of practice and any other health and safety information applicable to the company.



STAFF RESPONSIBILITIES

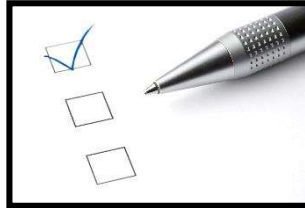
- To identify and minimise any hazards that may occur in the course of their work
- To report all hazards or potential hazards to the H&S Co-ordinator
- To report all accidents or near misses to the H&S Co-ordinator
- To familiarise themselves with all safety procedures relating to their work
- Report any unsafe or faulty equipment, or low supplies of any item to the H&S Co-ordinator.
- To be aware of instructions for emergencies and to familiarise themselves with these instructions
- To advise management of any allergies or health issues and the treatment necessary.
- While at work all employees are responsible for ensuring their own safety and the safety of others *as far as practicable*
- Administration will update First Aid kit as required



H&S CO-ORDINATOR RESPONSIBILITIES

The H&S Co-ordinator is responsible for:

- Informing employees of workplace hazards
- Recording any new hazards in the Hazard Register
- Risk and Hazard Monitoring
- Recording all accidents and near misses in the Accident Register
- Risk assessment of all hazards and near misses
- Filing safety meeting minutes
- All all-clear check of the building in the event of an evacuation. If the H&S Co-ordinator is not available the all-clear check becomes the responsibility of the Operations Manager
- Investigating all accidents and near misses recorded in the Accident Register and advising management of the results including any recommendations for improvement.



REPORTING OF ACCIDENTS, INCIDENTS AND NEAR MISSES

- All accidents must be both accurately reported and accurately recorded by the H&S Co-ordinator in the Accident Register which can be found on the staff portal.
- Any injury sustained at work must be reported to the H&S Co-ordinator
→ **within a period of eight hours**
- All accidents resulting in injury and all incidents where serious harm could have resulted must be reported. These will be registered, investigated and documented on the appropriate forms by the H&S Co-ordinator who will ensure that corrective action is taken
- All incidents / accidents involving forklifts and or other heavy machinery will require the operator to undertake a drug and alcohol test immediately.
- Near misses should be reported to the - H&S Co-ordinator
They will assess the risk they pose in order to prevent an accident occurring in the future
- The H&S Co-ordinator is to advise management of all reported accidents and the results of any accident investigation, including any responses and initiatives undertaken and recommendations made to prevent a reoccurrence, → **within two working days of the accident occurring**
- Should a serious harm accident occur, management is to advise WorkSafe New Zealand as soon as possible.
→ *This is a legal requirement.*
The serious harm accident is to be notified within 7 days of the occurrence.

WORK RELATED ACCIDENTS

All work-related accidents, *other than minor cuts and scrapes*, shall be properly notified and accurately reported. Notify your H&S Co-ordinator and ensure that the Accident Report is completed.

Minor accidents

- Initiate/arrange First Aid or other assistance as applicable
- All employees involved in work related accidents will need to report the accident to the H&S Co-ordinator who will complete a Work-Related Accident Report in the Accident Register
- The H&S Co-ordinator will investigate the accident
- Management is to be notified immediately of accidents that will result in time off work

Procedure in the case of a serious accident

- Stay calm. Do not move the injured person unless there are dangers
- Arrange First Aid or other services or assistance as applicable
- Do not disturb the accident site unless further harm will occur or the potential for further harm exists
- Management is to be notified immediately of any serious accidents
- WorkSafe New Zealand to be advised as soon as possible and within 7 days of the accident.
- All serious accidents will be investigated, and an Accident Report completed

Injury response procedure

- In the event of injury, administer immediate First Aid and seek medical intervention if required
- Take control of the accident scene to prevent further injury
- If the injury is serious call the emergency services- **Dial 111**
- Advise management immediately

Definitions

→ A *near miss* is a 'close call'

→ An *incident* is an actual event, such as an accident

→ A *near miss/incident* means any event that in slightly different circumstances could have caused physical damage or harm

→ *Injury* means any physical damage or harm that occurs at work and results in the need for treatment from the First Aid kit, a doctor or medical centre or hospital; or any incident that results in serious harm.

Serious harm definition – notifiable event

The First Schedule from the Health and Safety in Employment Act 2015 defines serious harm as:

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
 - + Neurological disease
 - + Dermatological disease
 - + Musculoskeletal disease
 - + Poisoning
 - + Bone fracture
 - + Crushing
 - + Penetrating wound of the eye
 - + Noise-induced hearing loss
 - + Cancer
 - + Communicable disease
 - + Decompression sickness
 - + Vision impairment
 - + Laceration
 - + Chemical or hot metal burns of the eye
 - + Illness caused by exposure to infected material
2. Amputation of a 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 medical 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



ACCIDENT INVESTIGATION

- All minor workplace accidents are to be investigated by the H&S Co-ordinator within *two working days* of the accident occurring
- The investigation must accurately report what happened and, where necessary, introduce corrective action to ensure a reoccurrence does not take place
- Serious harm accidents must be investigated **immediately**. The investigation and report must be completed in accordance with the procedure for accident or incident notification listed in the Accident Register.
- The responsibility of the implementation of corrective action following an accident rests on management
- All accident investigations must be signed off by management once corrective action has been implemented
- Staff must be advised of the outcome of all workplace accidents and any corrective action taken
- Any significant hazards identified as a result of a workplace accident investigation are to be added to the Hazard Register and all staff advised of the action taken and of any training requirements that may be necessary



HEALTH MONITORING

Monitoring of employees health will be conducted annually (hearing, fit testing and lung function) to monitor potential new and existing significant hazards to ensure that employees do not suffer adverse accumulative long term health effects. Post critical event testing will be undertaken where necessary. Results of monitoring are to be made available to the individuals concerned. The information is to be treated with absolute confidence.

Sub optimal test results will be discussed with the employee concerned in private. All options available for treatment or rehabilitation will be discussed at that time with the employee concerned. This may include options for future employment or internal redeployment.

Sub optimal test results will be assessed and if necessary, will be fed back into the hazard management system.

Should a critical event occur an assessment will be conducted as soon as possible in accordance with the hazard management process. If necessary, any hazards identified will be added to the hazard register.

HEALTH SCREENING

Pre-employment screening may be appropriate for some tasks to ensure potential employees are not exposed to any task where they may be predisposed to developing a work-related injury or illness. Examples of this could include high noise areas or exposure to chemicals such as solvents.

Where there is any potential for harm arising from the work task required for potential new employees a pre-employment health test may be conducted to establish a benchmark that subsequent tests can be measured against. The hazard register will be used to determine if pre-employment health screening is necessary.

Where pre-employment health screening is undertaken test results will be discussed with the potential new employee concerned in private. A process will be developed at that time to manage any potential risk identified from test results.

REHABILITATION POLICY

The management of HTL will ensure that, where necessary, the occupational rehabilitation process is commenced as soon as possible after an injury, in a manner that is consistent with medical advice dispensed. We will consult staff and their representatives on any matters arising out of the rehabilitation process and will ensure that return to work of an injured staff member who has sufficiently recovered takes place as soon as possible.

Where possible, as part of the rehabilitation process, we will provide alternative duties for an injured staff member. This may include options such as light or restricted duties.

An injured staff member has the right to ask for a support person to be involved with any part of their rehabilitation procedures to ensure that participation in a rehabilitation programme does not prove prejudicial to them in any way.

EMPLOYEE PARTICIPATION

The management of HTL supports the involvement of nominated employee representatives in health and safety development, implementation, monitoring and review.

Management and employee representatives will meet at least quarterly to discuss, plan and document any safety initiatives and concerns. Minutes of these meetings will be kept.

MANUAL HANDLING AND LIFTING

Risk: Lifting and Moving Heavy Objects

Good Practice:

- Look at ways to reduce lifting heavy items
- Use mechanical lifting aids where possible
- Size up the load first, obtain assistance for any bulky or heavy lifts
- Be aware of your own limits- do not attempt to lift an object if you feel it is too heavy for your capability.
- Take care of your back. Bend at your knees, not your back. Keep and maintain a straight back for the lift.
- Position your feet correctly. Place your feet as close as possible to the object to be lifted. Keep the load in front and close to your body. 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.
- During long shifts, change tasks around to give muscles a break.
- Reverse procedure for lowering load, keep fingers clear.

Risk: Sustained Posture**Good Practice:**

- Plan regular rest breaks so awkward positions are not held for too long.
- Rotate jobs often and alter the working position as much as possible.
- For seated tasks (unless the backrest interferes with the actions) use seats that are adjustable, have a backrest that fits the spine and swivels.
- For standing tasks provide a: – chair, stool or support so the worker can alternate between sitting and standing. Where possible, have suitable floor covering to cushion concrete and other hard floors.
- A standing work position is best when: – handling large bulky loads, using forceful movements, reaching, moving in and out of the work area often or when lacking knee room or space

Risk: Repetitive Actions**Good Practice:**

- Avoid double handling, share heavy workloads and use mechanical aids where possible.
- taking regular breaks.

Risk: Overreaching or handling with arms outstretched**Good Practice:**

- Use mechanical aids where possible, use hoists and trolleys to move objects, rather than relying on body strength.

Risk: Whole Body Vibrations**Good Practice:**

- improving vehicle suspension
- keeping vibration-reducing measures well maintained – minimize potholes
- making sure workers adjust their seats to fit
- using equipment within the manufacturers' recommendations or to a speed that reduces vibration
- taking regular breaks.

Risk: Poor Workplace Design**Good Practice:**

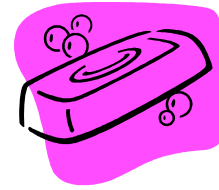
- Keep the things you use most often in easy to reach places.
- Reduce carrying distances.
- Plan and design for easy handling; for example, storing heavy objects at waist height, avoiding the need to open doors while carrying loads and reducing how much you need to move objects around.

TIMBER STACKING AND STORAGE

- Make sure timber stacks are stable on level ground with solid bearers.
- The height of a stack must not be more than four times its base. This applies to all timber stacks, eg, it includes stacks in the open and in dry sheds. It also applies to plastic-wrapped timber packs.

HOUSEKEEPING

- Housekeeping and safety go hand in hand; a tidy and uncluttered work area reduces the chance of accidents. The highest possible standard should be kept at all times.
- Beware of any potential safety hazards, obstacles or fire report any potential hazards to your supervisor as necessary.
- Cleanliness and hygiene in all areas of the workplace will pleasant work environment.



hazards. Remedy or ensure a healthy and

SAFETY INDUCTION POLICY

It is the policy of HTL that all employees will receive safety induction training before they commence work. The training will include accident and injury reporting, hazard identification, employer responsibilities, designated roles, employee responsibilities, the review process, rehabilitation procedures, protective equipment requirements, site procedures and emergency and evacuation procedures.

How to access safety information such as the hazard register and the safety manual must form part of safety induction training. It is sufficient to explain this requirement verbally.

SAFETY TRAINING

Specific and specialised training will be given to all employees undertaking tasks that require it.

On the job training will be conducted where necessary by suitably experienced or qualified employees approved and selected by management to conduct the training. Management will take into account the skills, experience, competency and safety record of the person selected to conduct on the job training.

Only suitably trained and experienced personnel shall be used in supervisory roles. Supervisors shall be capable of accepting full responsibility for the safety, work standards, and conduct of the staff working under them.

An individual training record will be kept that details the training each employee has received and for each new task the employee undertakes. The training record is to be signed off by the employee and the trainer when both parties are satisfied that the employee is competent and conversant with the safety requirements before the employee is permitted to work unsupervised.

Competency testing will be conducted at regular intervals to ensure that the general health and safety knowledge of each employee remains at an acceptable level.

Employees are required to achieve a pass mark of 80%. Any employee who achieves less than 80% must complete additional safety training and resit the test with two weeks.

External Trainer Selection

Training providers are to be competent accredited providers under the relevant national, industry or statutory authority e.g. NZQA.



HAZARD IDENTIFICATION AND MANAGEMENT

- All hazards and potential hazards must be reported to management
- A Hazard Register will be maintained, which lists known hazards and the control measures applied
- All reported hazards of potential hazards will be investigated to assess their significance and added to the Hazard Register if necessary
- When purchasing, implementing or modifying new equipment, vehicles or services consultation with relevant health and safety personnel or outside health and safety experts should be considered to ascertain whether there are any health & safety issues that need to be taken into account.
- All staff involved must be made aware of any hazards identified and the action taken in regard to them.

Definitions

A **hazard** is defined as: “Any activity, arrangement, circumstance, event, occurrence, phenomenon, process, substance or situation that is an actual or potential cause of harm. It can include a person's behaviour, including being under the influence of alcohol or drugs.”

A **significant hazard** is defined as: “An actual or potential cause or source of harm that may result in serious harm, or harm caused by the extent and frequency of exposure to a hazard, or harm that does not usually occur or is not easily detectable until a significant time after exposure to a hazard.”

Risk Assessment

Hazards are classified as Significant, Medium or Low risks. List potential hazards and use the hazard risk assessment form to assess the risk each hazard poses.

Control Measures

Hazards must be controlled by Eliminating, Isolating or Minimising – In this order.

- Decide whether they are Significant, Medium or Low risks and decide how you will control them.
- The higher the risk, the more extensive the control measures need to be.
- Decide whether you can Eliminate, Isolate or Minimise the hazards and who will be responsible to do this.
- List the hazards in your Hazard Register.
- Advise all staff of the hazards and what you are doing about them.

Monitor

Hazards need to be monitored to ensure your control measures are effective.

Specify a timeframe to do this –Monthly.

REVIEW PROCEDURES

It is the policy of HTL that an annual internal audit of the health and safety system is to be undertaken.

The purpose of the review is to identify any deficiencies or improvements that are necessary to ensure the efficient continuing operation of the safety system and to identify the achievements and gains that have been made during the review period. It will include an assessment of the past years outcomes and set new objectives for the coming year.

The Safety System is to be reviewed whenever a serious incident occurs or after a critical event or when work practices change.

The accident register is to be analysed and reviewed annually to determine that the injury prevention actions taken continue to be effective and to identify any trends or patterns of accidents that may arise.

Regular health and safety meetings will assist the review process.

The annual review the H&S Co-ordinator.

In addition to this the H&S Co-ordinator will complete an internal annual review using the WSMP checklist as a guide.

HEALTH AND SAFETY MEETINGS

- All staff are expected to attend weekly toolbox meetings on a Monday morning at 8.00am
- Regular meetings are to take place. Meeting minutes are to be kept and recorded

Health and Safety Committee

A health and safety committee shall be formed. It will consist of a representative from all sections of the company, the H&S Co-ordinator and a representative from management.

Chaired meetings are to take place on a regular basis. Agendas and meeting minutes are to be kept and recorded.

The purpose of the meetings is to table and discuss any relevant safety issues, to monitor and review existing safety policy and procedures and to seek continuous improvement in workplace health and safety.

The H&S Co-ordinator is to forward a copy of the minutes of each committee meeting to management and each committee member for dissemination to all staff.

There will be at least 4 meetings per year and a quorum of 4 permanent members of the committee is required before a meeting can be held.

CONTRACTOR POLICY

- All contractors must report to the office on arrival
- All contractors and their employees must be aware of the Health and Safety Policy before commencing any work.
- A Contractors Register will be kept and must be completed for all Contractors undertaking work for the company.
- The Contractors Register is located in the office and is to be completed by the H&S Co-ordinator.
- Any injury sustained while conducting work for HTL must be reported to the H&S Co-ordinator or management as soon as possible.

- Before entering the yard, all contractors must be made aware of:
 - + The danger posed by machinery and equipment
 - + The location of emergency exits
 - + The location of the assembly area
- In the event of an emergency evacuation, all contractors must report to the assembly area

Approved Contractor Status

- All Contractors undertaking work for HTL must complete a Contractor safety induction process.
- It is a requirement that all Contractors demonstrate competency, capability and commitment to Health & Safety in accordance with the current Health and Safety in Employment Act, Regulations, Codes and Standards.
- To this end Contractors are required to complete a health and safety assessment in the form of a questionnaire.
- All contractors must have a workable health and safety policy and present a copy to HTL.
- Prospective Contractors must declare if they have been prosecuted for any offence under the Health and Safety in Employment Act or issued with any prohibition or improvement notices by Worksafe NZ during the previous three years and if so, give details.

Contractor Obligations

- Contractors are expected to wear or use any protective equipment necessary for the safe operation of their work.
- Safety guards must be in place and used on all machinery operated by Contractors.
- Contractors employees must be fully trained and competent to complete their work safely.
- Contractors must advise their presence in the workplace before beginning work.
- Contractors must ensure that all their employees are aware of HTL Health and Safety requirements.
- Any injury sustained while conducting work for HTL must be reported to the H&S Co-ordinator or management as soon as possible.

Contractor health and safety performance

- Contractors health and safety performance will be measured periodically to ensure that their work practices meet the requirements of the Health and Safety in Employment Act 1992.
- A Contractor safety checklist form will be used for this purpose.

Post Contract Evaluation

- Short term one off contracts require an evaluation in the same way as ongoing contracts such as maintenance contracts. Ongoing contracts should be evaluated at least annually to ensure that health and safety performance is acceptable.
- A Contractor safety checklist will be used to document the evaluation process and will be completed by the H&S Co-ordinator.

WORKING ALONE/AFTER HOURS POLICY

To cover any emergency when an employee is working alone a series of regular checks will be made throughout the day to ensure the safety of employees and at the end of each day or the completion of a particular job.

To cover any emergency when an employee is working alone after hours, an emergency contact person is to be on standby.

Prior permission must be obtained from HTL before any work is conducted after hours

The employee is to advise the emergency contact person of the intended hours of work (how long they will be there) and is to advise them when they leave.

It is the employees' responsibility to make these arrangements when conducting work after hours and to adhere to them.

VISITOR POLICY

- All visitors must report to the office and sign the visitor register on arrival
- Unsupervised visitors are not permitted in the yard area or machine shops
- Customers must be supervised at all times
- Before entering the yard all contractors and servicemen must sign the visitors sheet and be made aware of:
 - + The danger posed by machinery and equipment
 - + The location of emergency exits
 - + The location of the assembly area
- In the event of an emergency evacuation, all visitors must be escorted to the assembly area and accounted for. Assembly area is at the front of yard in customer car park. Use visitor register to check names.

VEHICLE POLICY

- Drivers of company vehicles must have a current Drivers Licence
- Drivers of company vehicles are expected to drive in a safe manner and obey the road code at all times. This means no driving under the influence of alcohol or drugs, observing speed limits and obeying the road rules at all times.
- Company vehicles of all types are not to be used unless registration and Warrants of Fitness are current
- A fire extinguisher and First Aid kit will be installed in all company vehicles
- Employees must be aware of the location of, and how to use, the fire extinguisher and First Aid Kit
- It is the employee's responsibility to ensure the first aid kit is fully stocked. If you notice that stocks are low in a first aid kit, report it to the H&S Co-ordinator so that replacement items can be ordered and supplied.
- In the event of an accident, contact management as soon as possible and never admit liability.



To Operate a Fire Extinguisher

- Make the extinguisher ready to use by breaking the seal or, if applicable, removing the pin.
- Aim the extinguisher at the base of the flames.
- Start discharging the extinguisher in a sweeping motion across the base of the flames.
- Keep going until you have completely extinguished the fire.

If at any time the fire becomes uncontrollable, or there is too much heat or smoke for safety, leave immediately.

Load Security

- All loads on company vehicles are to be securely fastened before leaving the yard area
- A final check is to be conducted before departure
- It is the responsibility of the *driver* to ensure load security and complete the final check. If doubt exists the driver should contact the Yard Manager

PROTECTIVE EQUIPMENT

The management of HTL will provide the protective equipment necessary for the safe operation of its business. It is company policy that employees will ensure the use of appropriate protection and safety equipment.

The Health and Safety in Employment Act makes the following definitions:

For employers, section 10 (2) (b) applies

*“to provide, make accessible to, **and ensure the use** by the employees of suitable clothing and equipment to protect them from any harm that may be caused by or may arise out of the hazard,..”*

For employees, section 19 (a) applies

“Every employee shall take all practicable steps to ensure -

*(a) the employee’s safety while at work (including **by using** suitable protective clothing and suitable protective equipment provided by the employer....”*

Protective equipment that is damaged, faulty or in need of repair must be returned to the H&S Co-ordinator for replacement.

Footwear

Suitable footwear shall be worn which adequately protect feet in the work environment

Safety glasses/goggles

Suitable eye protection shall be worn as appropriate to the nature of work and environment

Face masks

Face masks are to be worn when working in dusty or other hazardous environments

Ear muffs

Ear protection shall be worn in high noise areas

Gloves

Gloves should be used when handling sharp or rough articles that could lacerate/damage hands

Clothing

Wear suitable clothing or overalls for the job. Be aware that loose clothing and long hair can easily be caught in machinery



FORKLIFT POLICY

- **All forklift drivers must have read, understood and signed the Forklift Operating Standard Operating Procedure.**
- It is the driver’s responsibility to ensure all persons surrounding them are in a ‘safe’ area before operating the forklift
- Advise staff, customers or truck drivers to move if their position is considered unsafe
- Standing on the forks or forklifts is forbidden
- Staff are not to drive a forklift unless they have the appropriate licences
- Secure load and always move with caution
- Loads are never to exceed the maximum load rating of equipment
- Always use the correct lifting points
- Be aware of other staff and visitors who may be nearby when forklifts are in use
- Report any damage or any faulty lifting equipment



OPERATING INSTRUCTIONS FOR MACHINERY AND POWER TOOLS

- The management of HTL will ensure that all machinery and power tools are in safe working order
- Employees must be familiar with the operating instructions before using any machinery or power tools and ensure all tools and equipment are in a safe working condition before use
- No one is able to use a machine until they have completed the SOP for each machine
- If an employee is unsure of operating procedures or feel they require more training in the use of any machinery, power tools or equipment; management is to be advised immediately, and training will be provided
- The policy of HTL is- **“if you are unsure- ask”**
- Report any unsafe equipment immediately
- Keep all hand tools and equipment clean. Good working habits provide a safer environment
- Isolate machinery and equipment before putting hands or fingers in – **engage your brain first**. Isolate means turned off and disconnected from the power supply.

Guarding

- All tools, equipment and machinery guards shall be used in the designed manner at all times
- Guards must not be removed or displaced
- If any guard is removed for setting up machine, it is the responsibility of the person removing the guard to replace it
- If any guards are altered, notify your Machine Shop Manager or Yard Manager

Machinery and equipment of all types MUST NOT be used unless all guards required are in place.

Portable Power Tools

- Ensure only correct electrical connections are made. No make-shift provisions are to be used
- Ensure all leads to tools are in good condition and are run in a safe manner to avoid damage to the lead or creating a hazard for others
- Use an isolating transformer (RCD) or similar as appropriate.



Chainsaw use

- Hearing and eye protection is to be worn without exception
- Correct starting procedure is to be followed- no drop starts
- Ensure chain is adjusted correctly before use. Adjust and oil the chain if necessary
- Report any chainsaw faults, damage or maintenance requirements

○



Compressed Air Tools

- Compressed air should be treated with caution. It may be dangerous and can injure if used carelessly
- If compressed air is used for blowing down, use eye protection
- Check that lines and tools are clean and in good working order and all hose connections are secure
- Lines should be run to avoid damage or an unnecessary obstacle for other people
- Never use oxygen as a substitute for compressed air. This can be very dangerous

WORKING AT HEIGHTS

A visual risk assessment must be conducted before any work at heights is undertaken and appropriate safety measures decided upon. The assessment must include:

- The use of protective equipment.
- Consideration of wind and weather conditions
- Ensuring all equipment or structures are safe before work commences.

Always ensure safety of other people working below.

Beware of electrical and other overhead hazards.

Ladders

Check all ladders before use.

Check for:

- Defective rungs, faulty feet and Any other fault that could be a safety hazard

A ladder should be used safely, Note the following:

- On sound and level ground only and at the correct angle (1unit out to 4 units up). Of adequate length (minimum of 1 metre above landing).
- Held at bottom, or securely lashed at top.
- Use both hands and face ladder while climbing.
- Beware of electrical hazards.
- Never reach out to move ladder. Go down and move it.
- Always use the stays on folding step ladders.

Report any sub-standard or faulty equipment to the H&S Co-ordinator or Operations Manager.

HAZARDOUS MATERIAL

Beware of hazardous chemicals or materials on sites or in the work place.
Ensure material safety data sheet (MSDS) provided by the manufacturer are read, and instructions followed. If unsure whether any material used is hazardous, then ask a supervisor or manager.
Identify, store and handle hazardous materials as recommended by the manufacturer.
Use protective equipment and clothing.

SITE PROCEDURES

It is the policy of HTL that a Fire Extinguisher, First Aid kit and spare protective equipment are present at each work site.

A fully charged cell phone should be present at each work site.

In the event of an accident while on site administer First Aid and call **111** if the injury is serious.

Medical attention and treatment should be sought immediately for all injuries.

In all cases an accident must be reported to the H&S Co-ordinator as soon as possible.

Company staff must follow established on site safety procedures. If doubt exists they should request guidance from the site foreman before commencing or continuing work.

It is the responsibility of all employees to ensure they are aware of the site evacuation procedures relevant to the work area.

Site Risk Assessment Procedures

A visual site inspection must be conducted to identify any hazards present prior to work commencing.

All staff working at the site must be made aware of any hazards identified and the steps taken to control them before work commences.

CHILDREN IN THE WORKPLACE

Management of HTL acknowledges that at times children will be present in the workplace.

It is the responsibility of parents to ensure the safety of their children when they accompany them to work.

Children are to be supervised **at all times**. They are **never** to be left alone in the workplace.

SMOKE FREE POLICY

- HTL is a smoke free and vape workplace
- Sec 5 of the Smoke Free Environments Amendment Act 2003 states that an employer **“must ensure that no person smokes at any time in a workplace”** and that **“no employee may smoke at any time in a workplace”**.
- Smoking is not permitted by employees in the yard or in the buildings.
- Smoking is permitted in the designated area in the smoko hut located in the front of the yard and also people can smoke at downstairs smoko room during bad weather conditions (make sure cigarette buds are removed safely from the place).



QUALITY POLICY

HTL is committed to offering our customers products and services. We will achieve this by:

- Establishing and agreeing on customers expectations and standards
- Encourage quality performance through employee involvement, pride in workmanship and commitment to quality
- Making process improvement a part of every job
- Promoting a total approach to quality throughout every aspect of the company and all that it does.

DOCUMENT CONTROL

It is recognised that an essential minimum number of properly prepared, reviewed and controlled Health and Safety manuals, documents and procedures are required and that these must be appropriately distributed. HTL will maintain sufficient records (including training records and the results of audits and reviews) to demonstrate that the requirements of the Health and Safety Policy are being met.

Should there be any update of controlled documents, then the updated version automatically becomes part of the Health and Safety Policy.

Non-controlled documents are either guidelines or external references. These are subject to change by others and are not a controlled part of the Health and Safety Policy.

Outdated documents are to be recalled and destroyed. Updated or revised versions of documents are to be clearly identified by the issue number and date of issue. The responsibility for the recall of outdated documents and the issue of updated or revised versions rests with the Financial Controller.

HTL Drug & Alcohol Policy 2024 will be under consultation Sept/Oct 2024 before going live

ALCOHOL AND DRUGS

- **STRICTLY FORBIDDEN – see the HTL Drug & Alcohol Policy 2024**
- Persons 'under the influence' at work are a danger to themselves and workmates
- Illegal or intoxicating drugs are not permitted on the premises at any time, including designated car park areas
- Alcohol is not permitted on the premises at any time
- If at any stage drug use is suspected by a team member, Contractor, Visitor or HTL management the HTL Drug & Alcohol Policy 2024 will be actioned.



their

FOOLING AND PRACTICAL JOKES IN THE WORKPLACE



There is nothing wrong with a bit of fun at work, but beware of horseplay and practical jokes, as they could cause injury or even death.



RESOURCE MANAGEMENT ACT

- This Act was introduced to ensure that our environment is protected.
- Safety issues often overlap with environmental issues and we should be aware of any accidents that may damage our environment.
- Do not dispose of chemicals, solvents or petroleum-based products down storm water drains
- Report any accidents or acts that could damage our environment.

OPERATING PROCEDURES

The following operating procedures are to be followed without exception.

→ A cut off switch is located on the main power box beside the two sider at end. This switch will cut power to the entire plan in an emergency

Crosscut Saw

- The crosscut saw is to be isolated before any repairs or servicing is This means **disconnected from the power supply**
- The Yard Manager is to be advised if any repairs or servicing is his responsibility to ensure the saw is isolated
- Take care to keep hands clear of the blade while holding wood that is being cut
- Wear hearing protection
- The saw is fitted with an automatic safety cut off switch. When a jam stops the machine, reset the switch and wait for it to restart
- All timber that is bent should have the bend facing down or backing against the bench
- When cutting large pieces of timber use two hands at all times



the feed in

conducted.
required. It

Band Saw

- Check that the blade is tensioned correctly before use
- Visually check the blade to ensure that it is not tracking too far forward or back
- Check the speed of feed for different species of timber and the size of the cut
- The band saw is to be isolated before any repairs or servicing is conducted. This means **disconnected from the power supply**
- The Yard Manager is to be advised if any repairs or servicing is required. It is his responsibility to ensure the saw is isolated
- Take care to keep hands clear of the blade while holding wood that is being cut
- Wear hearing protection
- The cut-off switch is located on the left-hand side of the saw.



Thicknesser

- The thicknesser is to be isolated before any repairs or servicing is conducted. This means **disconnected from the power supply**
- The Yard Manager is to be advised if any repairs or servicing is required. It is his responsibility to ensure the thicknesser is isolated
- Take care to keep hands clear of the feed rollers
- Wear hearing protection

Two sider

- The two sider is to be isolated before any repairs or servicing is conducted. This means **disconnected from the power supply**
- The Yard Manager is to be advised if any repairs or servicing are required. It is his responsibility to ensure the two sider is isolated
- Wearing hearing protection

Buzzer

- The buzzer is to be isolated before any repairs or servicing is conducted. This means **disconnected from the power supply**
- The Operations Manager is to be advised if any repairs or servicing is required. It is his responsibility to ensure the buzzer is isolated
- Ensure that guards are adjusted for the size of the timber being machined.
- Ensure hands are clear when pushing timber through
- Wear hearing protection
- The cut-out switch is located at the bottom of the buzzer and on the wall



Four sider

- Prior to use check that guarding and cutter heads are set correctly
- Check the running operation of each cutter head before starting the feed unit
- Check the speed of feed for different sizes of profiles and the size of the cut
- Use the dolly when feeding in
- When tailing out ensure safe carrying practices are followed
- The four sider is to be isolated before any repairs or servicing is conducted. This means **disconnected from the power supply**
- The Operations Manager is to be advised if any repairs or servicing is required. It is his responsibility to ensure the four sider is isolated
- Wearing hearing and eye protection is required

Starting and stopping the machine

- A 100 second delay applies **without exception, make sure all moving parts are completely stopped without exception**, before opening any guards that allow access to moving parts
- The cut off switch is located on the main electrical board

HAZARDS AND SAFETY CONTROLS

- Keep work areas clean
- Ensure Guards are in place

	Hazards	Safety Control
Thickneser Planer Shed	Cutterblock In feed roller Noise Dust	Guards (fitted & closed) Used by trained operator Grade 5 earmuffs (compulsory) Extraction fans on
Buzzer Planer Shed	Cutterblock Noise Dust	Used by trained operator Grade 5 earmuffs (compulsory) Extraction fan on
Two sider Factory	Cutterblock Top Cutterblock Bottom Feed in roller Noise Dust	Used by trained operator As above As above Grade 5 earmuffs (compulsory) Extraction fans on
Mitre saw Planer Factory	Saw blade Noise Dust	Guard fitted, trained operator Grade 5 earmuffs compulsory Extraction fan on
Four sider Planer Shed	Cutter blocks In feed roller Flat belt drive & pulley Noise Dust	Used by trained operator & guards fitted As above Grade 5 earmuffs compulsory Extraction fan on
Spida Bandsaw Shed	Sawblade Power arm Noise Dust	Guard fitted, trained operator As above Grade 5 earmuffs compulsory Extraction fan on
Tablesaw Factory	Saw blades Infeed table Noise Dust	Guards fitted, trained operator As above Grade 5 earmuffs compulsory Extraction fan on

	Hazard	Safety Control
Spindle Planer Shed	Cutter Flat belt Auto feed Noise Dust	Guard jigs & pattern Guarded Guarded Grade 5 earmuffs compulsory Extraction fans on
Grinders Workshop	Grindstone Metal particles	Guarded Safety glasses ring test
Band saw Band saw shed	Blade Noise Dust	Guards & training Grade 5 earmuffs compulsory Extraction system on Check guards are on
Compressor Outside	Compressed air Air storage tanks Noise	Turn off for service Licence & 12 month check Grade 4 earmuffs compulsory
Fan All Sheds	Vee belts Fan Noise	Guarded Guarded, turn off to maintain Grade 4 earmuffs compulsory



Note:

Custom wood and wood dust can be a significant health hazard.

Safety control- If the operation performed is such that the dust extraction system is not adequate, then a P1 or P2 disposable half mask **must be worn**.

OFFICE SAFETY

As in the yard, care should be taken in the office. Like all accidents, most can be avoided by being alert in your day-to-day work activities.

Ergonomic Setup- Guidelines

Monitor and Eyes

- Check the monitor height- is it eye level?
- Have your monitor an arms length away
- Be aware of glare from all lighting, use an anti-glare filter to reduce eye strain and fatigue

Neck/Shoulders

- Avoid bent neck positions for long periods of time
- Use document holders to reduce neck aches and eye strain
- Use an adjustable keyboard manager to help neck and shoulder posture
- Alternate job tasks to decrease time spent in any one position
- Use a headset if frequently using the telephone

Back

- Lower back should be supported by a chair back or lumbar roll
- Supportive chairs with adjustable height, tilt tension and back rests are recommended
- Standing throughout the workday straightens out the spine to its natural position

Legs

- Feet should be placed firmly on the ground or on a footrest
→ Footrests help maintain proper posture, support the lower back and increase circulation to the legs and thighs

Arms

- Ergonomically split keyboards promote neutral wrist posture and shoulders
- Arms should be on a 90-degree angle at the elbows, level with
- The mouse should be within easy reach so the arms are not



and relax the neck
the keyboard
stretching to use it

Housekeeping

- Keep your work-station clear of obstructions. Always have a Use the recycling bins or correct waste container.
- Do not leave cables or cords trailing across the floor for over
- Ensure 'Wet Floor' warning notices are visible when the floors



tidy working area.
someone to stumble
are being cleaned

Office Equipment

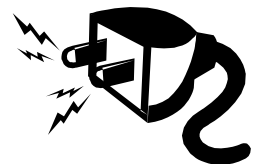
- Heavy items must be stored on lower shelves. Shut drawers to use equipment correctly. Follow the instructions carefully
- Keep sharp objects such as pins and scissors in a safe place
- Remember paper has sharp edges too!



after use. Learn how

Office Electrical Safety

- You must report all electrical defects irrespective of how seem
- Only one plug in one socket. Never overload power sockets
- Switch off and unplug electrical equipment when not in use



minor they may
whenever practical

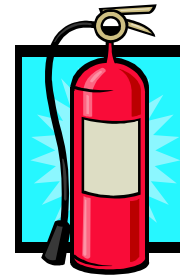
CLASSES OF FIRE

Fire is divided into three classes for the purposes of effective fire fighting. The correct extinguisher must be used for each class of fire. This table shows how to identify the classes of fire and the most suitable type of extinguisher to use on that fire.

CLASS OF FIRE	SUITABLE EXTINGUISHER
CLASS A: Materials such as wood, paper and textiles	Fire hose reel, water filled extinguishers or multi-purpose dry powder extinguishers
CLASS B: Flammable liquids such as petrol, oils, cooking fats and solvents	Dry powder or multi-purpose extinguishers, carbon dioxide, foam or light water extinguishers
CLASS C: Fires in electrically energised equipment or any other class of fire	TURN OFF THE ELECTRICITY FIRST. Dry powder or multi-purpose extinguishers, carbon dioxide extinguishers

HOW TO: Operate a Fire Extinguisher

1. Make the extinguisher ready to use by breaking the seal or, if the safety pin
2. Carry the extinguisher to the fire. Remember to *keep low* to heat and smoke
3. Aim extinguisher at the base of the flames
4. When in position, start discharging the extinguisher in a sweeping base of the flames
5. Keep going until you have completely extinguished the fire



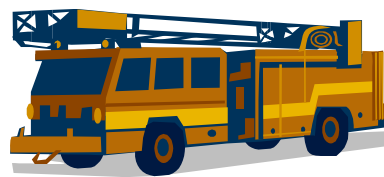
applicable, removing
reduce the effect of
motion across the

If at any time the fire becomes uncontrollable, or there is too much heat or smoke for safety, leave immediately. Close the door to the room as you leave.

ALWAYS KEEP BETWEEN THE FIRE AND YOUR ESCAPE ROUTE

FIRE EVACUATION AND EMERGENCY PROCEDURE

- Phone office and notify location
- Office to sound alarm
- Dial 111
- Shut down machines
- Leave the buildings
- Assemble at assembly sign at Beach Road
- Fire wardens to check areas are clear



front entrance

FIRE WARDEN: Anand Nair, Francine Bencich

During the event:

1. Put on Fire Warden band located in your area
2. Check your area and clear all employees, customers and contractors
→ Assist to evacuation point at the car park
3. Check toilets and locker rooms
4. Check that all equipment has been turned off
5. If you are involved in fighting the fire, ensure the Head Warden is notified
6. Office warden to take staff and visitor registers to do roll call

After the event:

1. Ensure no one enters the building or fire area unless authorised
2. Ensure fire equipment is recharged and located back at the appropriate locations

IMPORTANT POINTS TO REMEMBER

- How you react in an emergency will depend on how well you have prepared yourself before it happens
- Know the location of all exits
- Make sure you know where the assembly area is and how to get there
- Do not re-enter the building until all clear is given
- If you get trapped in smoke, crawl low at floor level because that is where the clear air will be
- The worst mistake that can be made on discovering an emergency usually stems from a natural reluctance to cause a disturbance
→ Serious fires can develop from a failure to inform the Fire Service quickly
→ Lives can be lost from a failure to evacuate the building while the opportunity exists.

FIRE

Evacuation of the work area must take place in the event of a fire.
All persons in the building must be aware of the following:

- Every exit
- Assembly point
- Where the fire extinguisher is located and how to use it

If you discover a fire, raise the alarm, dial 111.

If possible, attempt to extinguish the fire but only if you can do it safely.

If the fire spreads- leave the building immediately and make your way to the assembly area.



EARTHQUAKE

If an earthquake occurs:

- Do not rush outside
- Move away from window and glass partitions
- If possible, shelter under a desk, stand in a doorway or lie beside a solid structure (such as beams of walls) and hold on
- Evacuate only when it is safe to do so
- Make your way to the assembly area

Do not remove any unconscious or seriously injured victims unless they are in immediate danger of further injury. Stay by them, send for help and give First Aid to the injured.

INJURY OR MEDICAL EMERGENCY

In the event of an injury or a medical emergency:

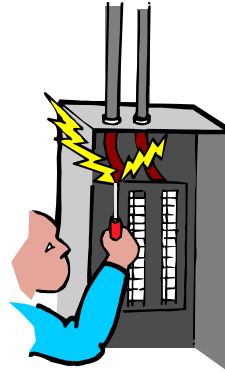
- Keep calm
- Keep safe
- First Aid:
- Call for help via the portable phones
- Dial **111** and ask for an ambulance; or
Tasman Medical Centre- Phone 544 7272
- Do not move the patient
- If the patient is conscious keep them warm and calm. A blanket is kept in the office First Aid Kit cupboard.
→ Do not give them any liquids
- If the patient is unconscious, keep their airways open
- If breathing has stopped, start CPR
- Control any bleeding
- Treat burns immediately with cold water
- Complete the Accident Register

ELECTROCUTION

Whatever the cause of electrical injury, never touch the casualty with bare hands until you are sure that there is no further danger to yourself, and that the casualty is no longer in contact with the source.

In the case of injury from high-voltage electricity, do not approach the casualty until you are informed by the Police or similar authority that it is safe to do so.

- Break the current or remove the casualty from the
- If the casualty is unconscious, open the airway and
- Complete CPR if required and place the casualty and
- Location of AED's – Tuffnell Hire & Heartland Fruit
- Treat any burns if appropriate
- Arrange removal to hospital
- Complete an Accident Report form



source if it is safe to do so
check breathing
in the recovery position

SUMMARY OF THE BASIC SAFETY RULES

- Report any safety hazards to the H&S Co-ordinator or manager promptly
- All accidents must be reported
- Wear protective safety equipment appropriate to the work
- Use guards on tools and equipment as designed and ensure all equipment is in safe working order
- Ensure safe and suitable power supply to all tools and equipment
- When using lifting equipment, do not overload. Secure load and always move with caution. Use the safety cage
- Ensure operating procedures are followed for all equipment and machinery
- House keeping and hygiene in all aspects provides a safe and healthy workplace
- Know the location of your nearest fire extinguisher
- No alcohol or drugs allowed
- Don't fool around in the work place
- Be aware of evacuation and emergency procedures in your work place
- **If you are unsure- ask**



MISCELLANEOUS POLICIES

CELLPHONES

- Private cell phones are not permitted at work during work hours. You may use your phones during smoko and lunch breaks
- All emergency calls are to be directed via the office
- If you are found to be making private calls or texting in work time this may result in disciplinary action.



MUSIC PLAYERS

- These are not to be worn at all during work hours as they limit your ability to hear what is going on around you, which creates a hazard
- If you are found wearing a music player this will be classed as misconduct, and you will be disciplined accordingly.

OTHER

- **Company policies and procedures are periodically reviewed and amended. It is your responsibility to keep up to date and participate – if in doubt please see your manager for the latest version.**