



Maxicom (2013) Limited

CONTRACTORS HEALTH AND SAFETY HANDBOOK

Introduction

As a principal under the Health and Safety in Employment Act 1992 and Amendments (Hereinafter referred to as the Act), Maxicom (2013) limited has legal responsibilities to all its contractors and their employees, sub-contractors and their employees and to the public to ensure all reasonable practicable steps are taken to ensure people in the place of work, and that people in the vicinity of the place of work, are not harmed by any hazard that is, or arises in, the place of work.

This handbook is Maxicom's requirements and not intended as a substitute for the Contractor's obligations under current health & safety legislation. Compliance with the requirements of this handbook does not absolve the Contractor from their legal obligations.

In addition to this handbook, there may be other rules and requirements depending on the type of task, project or contract requirements.

All contractors, consultants or sub-contractors are required to be Health & Safety approved with Maxicom before commencing any work and will need to read, understand the information in this handbook, complete the acknowledgment form in this handbook and return it to Maxicom to obtain or maintain Health & Safety Approval with us. It is the responsibility of the consultant or contractor or sub-contractor to communicate the requirements in this handbook to their employees who do work for us.

Shaun Sutherland

Managing Director

Maxicom (2013) Limited

P O Box 10130

Te Mai

Whangarei

Site Safety Rules



Personal Protective Clothing and Equipment (PPCE)

It is the responsibility of the employee to ensure that all equipment is kept up to standard, kept clean and is well maintained as an effective measure to minimise risk.

The following are some examples of PPE required to be worn:

- Head protection.
- Safety glasses.
- Hearing protection – muffs or ear plugs appropriate to the task.
- High visibility vest/clothing.
- Respiratory protection.
- Gloves.
- Sunscreen (15+ min).
- Hat & other sun protection methods.
- long sleeved shirts/ trousers/neck cover.
- Safety footwear/gumboots for conditions.
- If your employer provides the equipment it must meet the appropriate recognised safety standards.
- It is mandatory that a personal floatation device (PFD) must be worn for all work on, over or adjacent to water where there is a risk of falling in. This includes the river running to the rear of our premises in Herekino Street and also not limited to: Harbours or coastline, rivers or streams, lakes or lagoons, water storage areas, sewage processing plants and sediment ponds where you may be completing work for us.
- Some tasks may require additional or different PPE. Make sure your PPE is in good condition.
- Know how and when to use your safety equipment.
- Keep it up to standard at all times.
- Do not neglect or abuse it – it is designed to minimise the risk to you.
- Failure to use safety equipment or protective clothing properly can lead to disciplinary action and your removal from site.

Responsibilities under the Health and Safety in Employment Act (HSE Act)

The aim of the HSE Act is to promote excellence in the management of health and safety in places of work. Its focus is on the prevention of harm arising out of work activities. The HSE Act requires everyone at work to be responsible for health and safety.

Employer responsibilities:

- Provide a safe working environment.
- Ensure employees are not exposed to hazards.
- Ensure that plant is safe for employees' use.
- Develop emergency procedures.
- Provide facilities for employees while at work.

Employee responsibilities:

- Be responsible for your own health and safety at work.
- Work in such a manner to ensure your own health and safety.
- Follow health and safety rules and on-site procedures.
- Report accidents, near-misses, hazards and suggest improvements.
- Ensure your actions or inactions do not harm any other person at work.
- Use and maintain the correct appropriate personal protective equipment.

Contractor, sub-contractor and self-employed responsibilities:

- Provide and implement hazard identification and control system. (task
- Analysis.)
- Inform employees about accident and emergency procedures.
- Follow safety rules and procedures.
- Provide and maintain a safe working environment and equipment.
- Provide ongoing hazard assessment and take appropriate action.
- Ensure that employees have knowledge and experience, and are adequately trained.
- Must ensure that no action or inaction harms themselves or other persons while at work.

Principal to Contractors responsibilities:

- A principal to a contract has a responsibility to take all practicable steps to ensure that subcontractors and their employees are not harmed by the work they have been engaged to do or by any hazards in a place of work controlled by the principal.

Site Safety Rules.

Children, Animals and Radios.

No children under the age of 15 years are to be allowed on Maxicom's construction sites or customer's sites. Children under the age of 15 years are allowed in the Maxicom office located at 20 Herekino Street Whangarei subject to the standard health and safety conditions applicable to all other visitors.

No animals or walk man type radios are permitted on Maxicom's premises or customers sites where work is being carried out. (Other radios may be permitted with permission from Maxicom.)

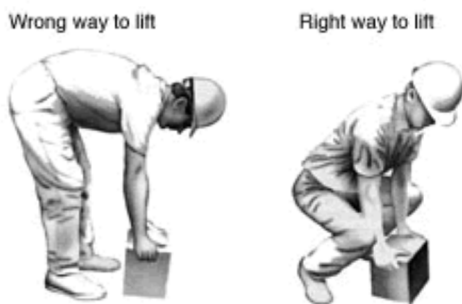
Hygiene

- Keep eating areas, toilets and wash up facilities clean and tidy.
- Use rubbish bins with tight fitting lids for all rubbish and scraps.
- Hand washing before each meal break decreases the chance of infection and skin problems.

Lifting

Some of the most common and painful injuries in construction are back pain injuries. Avoid these by lifting properly.

- Size up the load.
- Consider mechanical means of lifting if possible.
- Get help if you need it.
- Be sure of your footing.
- Bend your knees to lift with your legs, not your back.
- Hold the weight close to your body.



Alcohol and Drugs

Alcohol and drugs are strictly prohibited while at work for Maxicom. No one is to come to work while under the influence of alcohol or drugs. Tell your supervisor if you are taking prescription medication that may affect your performance.

If an employee of a contractor is suspected to be under the influence of alcohol or drugs or their actions may have contributed to a serious accident happening, they may be required to undergo alcohol or drug testing.

Smoking

Pursuant to the provisions of the Smoke-Free Environment Act 1990 and the Smoke- Free Environments Amendment Act 2003, smoking is not permitted at any time in any internal area of Maxicom's main office or at any other customer site where you may perform work for us. workplaces including and not limited to the following:

- Offices and administration building.
- Sheds.
- In any vehicles owned, leased, or hired by or on behalf of Maxicom.
- Within five metres of any external main entrance to Maxicom's main office or customers sites where you perform work for us.

Check with Maxicom as to where designated smoking areas are located or where smoking is permitted.

Loose Clothing, Jewellery and Long Hair.

Please tie your hair back, tuck in loose clothing and avoid wearing jewellery while working on-site. All of these could get caught in moving machinery or plant.

Practical Jokes and Horseplay

Practical jokes and horseplay places people at risk and is not permitted at any time while working for Maxicom and failure to comply can may lead to your removal off-site.

Equipment Safety Rules.

Adjustable Props.

- Only ever use High Tensile steel pins that are supplied with the props. They are specifically designed to carry loads. Never use reinforcing rod or nails as a substitute.
- Always ensure props are plumb/founded on base plates and must be firmly fixed into place.
- Never interfere with adjustable props.

Compressed air.

- Compressed air can kill – never use it to clean your clothing or skin.
- Check all air lines and tools before use. Make sure the right fittings are used, tied, and all connections are secure.
- Always wear appropriate grade hearing protection and safety glasses.
- Compressed air can blast material through skin; into eyes; deep into the flesh, peel skin, burst lungs and enter the blood stream possibly resulting in an air embolism which could stop the heart causing death.

Cranes

- Only trained, authorised and certified crane operators are to operate cranes.
- Cranes must carry a current certificate of inspection.
- Only trained authorised personnel are to sling loads – they must check that the load is secure, and the load weight does not exceed the safe working load of the lifting equipment, ensure that all lifting chains and slings hold a current inspection tag.
- There will be NO 'riding the hook'.

Loading Platforms

- Only authorised and trained personnel can work on loading platforms.
- Keep platform gates shut when not in use except while entering or exiting the platform.
- Do not overload a loading platform.
- Make sure guard rails are in place at all times.
- All man cages are required to have the safe working load (SWL) displayed on them and a current inspection tag.

Electrical Equipment

Electricity can kill – treat it with utmost respect.

- Wherever possible keep electrical cables off the ground and do not allow leads to lie in water.
- Don't run extension leads across vehicle carriage ways, place leads in a position that is going to cause tripping hazards or at a height where they could be walked into.
- Always check all electrical equipment before use.
- If faulty insulation is noticed, tell your supervisors and have it repaired by a registered electrician.
- Always use an isolating transformer or earth leakage circuit breaker with electrical hand tools, whether they are double insulated or not.
- Make sure electrical equipment and power extension leads you are using have a current electrical fitness tag.
- Do not use the lead of a power tool to raise or lower it from an elevated work platform such as scaffolding.
- ALL electrical equipment and switches must be isolated before any work commences.

Ladders

Before using any ladder check for:

- Warping, cracking or splintering of timber stiles.
- Faulty feet. (Aluminium ladders must have appropriate rubber protection.)
- Faulty rungs.
- Faulty back stays on step ladders.

Do not:

- Use a metal ladder near electricity.
- Over reach sideways – get down and move the ladder.

When using a ladder remember to:

- Stand the ladder on a level base.
- Set the ladder at the correct angle - 4 up/1 out.
- Secure the ladder – either ask someone to hold it for you, tie the ladder to a stable structure at the top or sandbag the base.
- Use a ladder that is long enough for the job (it should be 1 metre higher than the stepping off place).
- Never work higher than the 3rd step down from the top of a stepladder.

Moving Plant

- Do not ride on any moving machinery unless a seat is specifically provided.
- Keep your distance and be aware.
- Wear hi-visibility clothing when working around mechanical plant.
- Operators of moving plant must have: a current driver' licence; the correct endorsements on their licence and be properly trained.

Some examples of moving machinery are:

- Forklift.
- Front-end loader.
- Excavator.
- Tractor.
- Grader
- Roller.

Portable Power Tools

Portable power tools require extreme caution and should be used only by experienced and trained personnel. Power saws, drills, grinders, and other power tools must have proper guards in place at all times. Place cords and hoses carefully so they do not cause people to trip, or become damaged by other equipment, materials or water.

Powder Activated Hand Tools

These tools can kill - They use an explosive charge to drive fixings.

- Only certified persons may use these tools.
- Powder powered tools require a 6 monthly certificate of fitness.
- Do not use the tool if the certificate has expired.
- Wear safety goggles and ear protection when using powder powered tools.
- Place signs when using the tool and give verbal warning e.g. call 'firing' before pulling the trigger.

Welding and Gas Cutting

- Operators must have appropriate protective equipment.
- A fire extinguisher must be nearby and the work area kept clean.
- Cylinders must be upright and secure.
- Flash back arrestors must be fitted on gauges.
- A Hot Work Permit must be in place for any welding, gas cutting or metal grinding where flammable materials are nearby or if done in any confined space.
- A welding screen should be used in areas where others may be exposed to arc light from welding.
- Check gas supply gauges and hoses for damage before using.
- If you smell gas leaking report it immediately.
- This equipment must be used only by trained and certified persons.

Lockout and Isolation

- Identify the machinery or equipment that needs to be locked out.
- Shut off the machinery or equipment. Make sure that all moving parts have come to a complete stop. Also ensure that the act of shutting off equipment does not cause a hazard to other workers.

Identify and de-activate the main energy-isolating device for each energy source. This may include:

- Disconnecting the electrical power to a pump or other device.
- Closing the valve feeding the device.
- Apply a personal lock to the energy-isolating device for each energy source and ensure that all parts and attachments are secured against inadvertent movement.
- Test the lockout to make sure it's effective and to verify that each energy source has been effectively locked out. (First ensure that all workers are in the clear and that no hazard will be created if the lockout is not effective).
- Test the lockout to make sure zero energy is effective (e.g. press start button)
- Test to make sure the equipment won't start.
- Make sure there is no residual pressure in any of the lines, reservoirs, or accumulator feeding the cylinder. Bleed any residual pressure.
- Check to ensure that there is zero energy in the system. Mechanically support any raised load
- Rule out inadvertent start up - consideration must be given to light beams, pressure sensors and timer controlled systems that may activate a machine automatically.

Emergency Procedures

- Stay calm
- Know and follow the site specific emergency evacuation procedures.
- A copy of the Emergency Plan must be displayed on-site.
- Stay familiar with the current emergency procedures - they may change.
- Know your exits and emergency assembly areas.
- All contractors and sub-contractors must provide an Emergency Coordinator. This person will account for all their employees in an emergency.
- Egress and access for emergency evacuations must be kept free of equipment or obstacles. Failure to ensure this will result in the contractor being asked to leave site until further notice.

Emergency telephone calls

- Dial 111
- When calling 111 speak slowly and clearly.
- Indicate whether you need Fire, Ambulance or Police.
- Describe the problem.
- Give clear directions to the emergency site.
- Give the operator your name and telephone number.

Parking and visitor registers

When you arrive on-site check with reception or the person in charge as to where to park vehicles.

All visitors and contractors to Maxicom sites must sign in upon arrival and sign out on departure in the Visitor Register. It is important for emergency reasons that Visitor Registers are accurate at all times.

Accident/Incident Reporting

Maxicom has a requirement that all accidents/incidents must be reported, recorded and investigated.

- Report them to your supervisor immediately so they can be investigated and hazards can be identified and controlled.
- All Serious Harm accidents must be reported to the WorkSafe NZ (formerly OSH) on 0800 030 040 and to Maxicom as soon as possible.
- Do not disturb the accident scene
- It is very important to report near-miss incidents so steps can be taken to put in place procedures to avoid accidents that cause harm.
- A copy of the accident or incident report is to be sent to Maxicom's Health & Safety officer within 48 hours after an event occurring. These can be sent to shaun.sutherland@maxicom.co.nz.

First Aid

- Know where First Aid Boxes are kept and who the First Aiders are on-site.
- Contractors and sub-contractors who do work for Council are required to have available and supply their own first aid kits.
- It is also required that there be a qualified first aider readily available.

Material Safety Data Sheets

All hazardous substances have Material Safety Data Sheets (MSDS). These sheets outline the nature of the material, how it should be stored and handled, and first aid or emergency procedures. These should be available where hazardous substances are used or stored. If these are not on-site, ask for them to be provided. Make sure you know the safety precautions and handling instructions for any substance or material you work with and the necessary personal protective equipment to be worn.

Employees of Contractors who use hazardous chemicals need to be competent and certified for handling that chemical such as approved handler.

Public

Contractors and sub-contractors must ensure that no harm is caused to any member of the public through their actions or inactions when carrying out work activities on-site.

Talks

Toolbox talks should be held on-site regularly to advise and inform people on health and safety. Everyone on site is required to attend these. Everyone should be encouraged to help by raising health and safety issues for discussion.

Hazard Identification

As the site changes, so do the possibilities for injuries and accidents. Hazards need to be identified and dealt with as they occur each day. Report all hazards to your supervisor so he/she can arrange for them to be addressed. Hazards also need to be reported to Maxicom immediately.

Accident/Incident Register.

Before starting any task follow these five steps:

- Stop and think through the task.
- Spot the hazards in the task.
- Assess the risk.
- Make the changes.
- Do the job safely

Health & Safety Management Plan

A Health and Safety Management Plan or safe work method statement for all work taking place must be supplied to Maxicom for approval prior to that work taking place.

Immunization

Contractors are required to identify any hazards that their employees will be exposed to during any work and have adequate control measures in place to manage those hazards. Appropriate immunization is required by contractors for their employees where those employees will be exposed to any harmful pathogens. Maxicom requires a list of all staff who have been immunized.

Asbestos

- Stop work immediately if you find what you suspect is asbestos.
- Tell your supervisor or safety representative immediately.
- Stay well clear of sealed off areas while removal is taking place.
- All work involving contact with asbestos must be reported using
- Notification of Particular Hazardous Work to the WorkSafe NZ (formerly OSH) on 0800 030 040, 24 hours prior to commencing.

Excavations

- Never work alone in an excavation
- Ascertain the nature and whereabouts of underground services prior to excavating.
- Obtain 'as built' plans (plot services) and proceed with caution.
- Excavations in excess of 1.5 metres or more in depth may require notification to the WorkSafe NZ (formerly OSH) on 0800 030 040.
- Special precautions such as benching, battering or timbering the excavation must be taken before work can proceed.
- Make sure spoil is kept more than 600mm from the edge of an excavation. Always have good access in and out of an excavation.
- Stop vehicles from approaching within 4.5 metres of the excavation site unless specifically timbered to withstand the extra weight on the walls of the excavation.
- Barricade off all unattended excavations to ensure public safety.

Fire types and how to extinguish

Types of Fires	Water	CO	Dry Powder
A Combustible solids e.g. wood, paper, clothing	✓	✗	✗
B Flammable liquids e.g. oil, paint, petrol	✗	✓	✓
C Electrical hazards	✗	✓	✓
D Gases	TURN OFF AT MAIN VALVE		

Fire Safety

If you see smoke or flames, warn people in the immediate area. Know where the fire fighting equipment is located and its use. Extinguish the fire if it is safe to do so. If you can't, call the Fire Service on 111.

- Decrease the risk of fire by:
- Keeping work areas clean and tidy.
- Careful use of tools that produce heat or sparks.
- Not smoking near flammable materials.
- Keeping an extinguisher close when working with heat.
- Not making open fires or burning rubbish.
- Comply with requirements of the Hot Work Permit.
- Falling objects
- Always wear your head protection where there is a risk of objects falling or in hardhat areas.
- Don't let people walk through areas where they are likely to be struck by falling objects
- Cordon off and use barriers to protect people.
- When on elevated platforms such as scaffolds, make sure toe boards are in place, especially over pedestrian access ways.
- NEVER walk under a suspended load.

Scaffolding

Scaffolds can be used on most sites to provide a good working platform at any height. Has the below taken place?

- Is it erected on a firm foundation?
- Are all guardrails in position and at the correct height?
- Are there enough planks to form the work platform and are they secured in position?
- How far is it from the closest plank to the work-face, and also to the outer edge of the scaffold?
- What access is provided between platforms?
- Is a safety belt or harness needed?
- Are all scaffold ties in place?
- Is there a current Scaffolding Card attached and dated which has been approved by a qualified person?
- Is a certified scaffolder in direct charge of erection, modification and dismantling?
- Is a Register kept for general inspections?
- Has an inspection tag issued by a certified scaffolder?
- Has scaffolding more than 5 metres above the ground been notified to Worksafe NZ at least 24 hours prior to use and has Maxicom been supplied with a copy of this notification?

Confined Space Entry

A confined space is defined as any enclosed or partially enclosed area that is not intended for human occupancy and also has the potential for containing a dangerous atmosphere or environment.

- No confined space shall be entered unless it is essential to do so.
- A Confined Space Entry Permit must be approved and in place before anyone enters a confined space.
- No person shall enter a confined space unsupervised and without back-up personnel outside the confined space monitoring the operation.
- There must be a sufficient number of workers to carry out the job safely.
- All personnel who enter confined spaces must hold current certificates for confined space entry.
- The hazards associated with any confined space entry must be identified, assessed and appropriate control measures implemented before entry takes place.
- All required personal protective clothing and equipment must be available and in good repair.
- Protective clothing, equipment and measures shall be used where required.
- The work must not expose workers to unacceptable health or safety risks.
- Never leave a manhole or a confined space unattended where the public may enter.
- Public safety must be maintained at all times.
- Always ensure that manhole covers are put back into place and that all confined space entrances are closed and secured before leaving them unattended.
- If compressed air is intended to be used to breathe in a confined space, this must be notified to WorkSafe NZ at least 24 hours prior to entry. Only trained and certified persons shall be permitted to work with compressed air for breathing BA.

Working at heights

Maxicom requires that fall prevention measures be in place for working at heights in excess of 2 metres. Where a fall from any height could result in harm, an effective means of fall prevention needs to be put in place. Fall prevention measures must be suitable for their purpose.

The hazard identification and control process is applicable to any fall hazard regardless of the height involved.

1. Can you eliminate the fall?

- Can some or all of the work be done from the ground?
- Should an opening in a floor be covered?

2. If not, can you isolate the fall?

- If the work needs to be done at height, can the fall hazard be isolated by guardrailing, edge protection, use of elevated work platforms, or other methods?

3. Minimise the risk.

- This can be fall arrest systems, fall restraint systems, safety nets, air bags, or any item that will minimise the risk of a fall or prevent injury from a fall.

Any work carried out above 5 metres must have a Working at Heights Permit in place and requires Notification of Particular Hazardous Work to the WorkSafe NZ (formerly OSH) on 0800 030 040.

Chemical handling

Under Health and Safety legislation, safe chemical handling practice is a legal requirement. All chemicals and substances that are hazardous must have Material Safety Data Sheets readily available. In some cases it might be required that the person handling chemicals will need to be an Approved Chemical Handler. If unsure, refer to the following website

<http://www.epa.govt.nz/hazardoussubstances/certifications/people/approved-handlers/Pages/becomeapprv-hand.aspx>

- It is vital that all the necessary protective clothing and equipment be provided and must meet AS/NZS standards.
- Chemical resistant gloves are needed for specific chemicals.
- Eye wash facilities need to be near where chemicals are used.

Notification of Particular Hazardous Work

The Health and Safety in Employment Regulations 1995 require an employer to notify the WorkSafe NZ (formerly OSH) on 0800 030 040, 24 hours before work is started, of any notifiable work by completing the Notification of Particular Hazardous Work form.

This form can be obtained through the Maxicom health and safety or from the WorkSafe NZ website <http://www.dol.govt.nz/tools/hazardouswork> where it can be filled out online.

“Notifiable work” means:

(a) Any restricted work, as that term is defined in regulation 2(1) of the [Health and Safety in Employment (Asbestos) Regulations 1998]:

(b) Any logging operation or tree-felling operation, being an operation that is undertaken for commercial purposes:

(c) Any construction work of one or more of the following kinds:

(i) Work in which a risk arises that any person may fall 5 metres or more, other than -

(A) Work in connection with a residential building up to and including 2 full storeys:

(B) Work on overhead telecommunications lines and overhead electric power lines:

(C) Work carried out from a ladder only:

(D) Maintenance and repair work of a minor or routine nature:

(ii) The erection or dismantling of scaffolding from which any person may fall 5 metres or more:

(iii) Work using a lifting appliance where the appliance has to lift a mass of 500 kilogrammes or more a vertical distance of 5 metres or more, other than work using an excavator, a fork-lift, or a self-propelled mobile crane:

(iv) Work in any pit, shaft, trench, or other excavation in which any person is required to work in a space more than 1.5 metres deep and having a depth greater than the horizontal width at the top:

(v) Work in any drive, excavation, or heading in which any person is required to work with a ground cover overhead:

(vi) Work in any excavation in which any face has a vertical height of more than 5 metres and an average slope steeper than a ratio of 1 horizontal to 2 vertical:

(vii) Work in which any explosive is used or in which any explosive is kept on the site for the purpose of being used:

(viii) Work in which any person breathes air that is or has been compressed or a respiratory medium other than air.

On certain types notifiable work that occurs on a regular basis, WorkSafe NZ requires an advance list to be sent to them detailing work that will be carried out.

An example of this would be pruning trees using petrol powered equipment. (part of Tree Felling in arboriculture)

Examples of notifiable work are:

- Scaffolding (all kinds).
- Buildings and structures over 5 metres.
- Use of lifting appliances.
- Trench, shaft, pit, etc.
- Drive or heading.
- Excavated face over 5 metres high.
- Use of explosives.
- Work in, or breathing, compressed air or air substitute.
- Restricted work involving asbestos.
- Demolition.
- Felling trees for logging.
- Tree felling for commercial firewood.
- Tree felling in land clearance.
- Tree felling in maintenance of horticulture shelterbelts.
- Tree felling in maintenance of overhead power lines.
- Tree felling in arboriculture.
- Tree felling in silviculture.
- Tree felling for willow layering and other work in catchment areas.
- Tree felling involving wind throw.

In all cases of notification where Maxicom is engaging a contractor, Maxicom will be the employer on the form and those details need to be entered into that section. A copy of the notification shall be supplied to Maxicom by the Contractor or Sub-contractor. If unsure whether or not a type of work is notifiable, contact the Maxicom Health and safety officer.

Housekeeping Requirements

It is essential that every site/project area:

- Is kept tidy.
- Has loose material stacked away safely and securely.
- Has any hazardous situations removed.
- Has all facilities kept clean and secure.
- All rubbish must be placed in designated containers. The site procedures for disposal of rubbish must be adhered to.
- Important: Accidents do not just happen; untidy workplaces can also cause harm.

Working Alone

It is the responsibility of Contractors and Sub-contractors to identify and assess the hazards posed to their employees who do work alone and to take all practicable steps to control those hazards.

Working alone is work carried out in an area where normal means of contact (e.g. verbal, sight) with other staff is not available, so that the potential risk of existing hazards is increased to the extent that extra precautions are needed. This may include working in an isolated area either during or outside normal working hours. Maxicom expects Contractors to have procedures and systems in place to manage working alone situations.

Media

If the media makes contact, or they become involved in anyway, do not answer any questions and direct them to:

Maxicom's Managing Director

Shaun Sutherland

Freephone: 0800567567 and select option 1.

Environmental Rules

Contractors are to ensure the appropriate resource consents and permissions are in place prior to undertaking any works. All relevant resource consents shall be available on-site and employees should be aware of the requirements for compliance. Before commencing any work, check to ensure that any likely run-off is controlled by:

- Bunding (containment) and clean water diversion
- Catchpit protection or the blocking of catchpits
- Soakage
- Dust generated by or as a result of the work is to be suppressed so it does not create a nuisance to the public and does not enter storm water or surface water.
- All chemicals and substances used must be clearly labelled as to contents.

All environmental incidents must be reported to your manager or supervisor and to your contact person at Maxicom. Examples of events that shall be reported include:

- Fuel and oil spills.
- Any discharge of concrete, sediment, drilling fluids cooling water or other environmentally hazardous material outside bunded area that has or is likely to enter the naturally receiving environment.
- Any damage to a heritage site.
- Any tree damage.
- Any unauthorised disturbance to protected trees.
- Any damage to Maxicom's or our customers assets.
- No machinery is to be stored under the drip line of protected trees unless authorised by the resource consent.
- All spills no matter how small must be cleaned up immediately and water bodies and storm water drains are to be protected.

Remember what goes into the ground or water system could end up in our drinking water and in our harbours or beaches.

Safety Requirements to Remember

- Failure to use safety equipment or protective clothing properly can lead to disciplinary action and your removal off site
- Alcohol or drugs or coming to work under the influence of any one of these is strictly forbidden while at work for Maxicom.
- Smoking is not allowed unless it is a designated smoking area.
- Mobile equipment operators must have a current drivers licence, correct endorsements on their licence and be properly trained
- All electrical leads must have a current electrical fitness tag.
- All equipment, switches and energy sources must be isolated before any work commences on those devices.
- All ladders must be either secured or someone must hold it in place.
- All accidents and incidents must be reported to Maxicom.
- All notifiable work must be reported to the WorkSafe NZ (formerly OSH) on 0800 030 040, at least 24 hours in advance of that work commencing.
- No work is to proceed on or near any public road unless approved traffic controls are in place.
- No one is to enter a confined space unless they have been trained in Confined Space Entry and follow Maxicom's Working in a Confined Space procedure
- Never leave a manhole or confined space where public may enter unattended.
- Always ensure manhole covers are put back into place and secured.
- Fall prevention measures must be in place for any work at heights over 2metres.

Take Five Checklist

Always Take Five before starting any task to.

- 1) Stop and think through the task
- 2) Spot the hazards in the task
- 3) Assess the risk
- 4) Make the Changes
- 5) Do the Job Safely

TAKE 5

- 1 Stop and Think
- 2 Look for the Hazards
- 3 Assess the Risk
- 4 Make the Changes
- 5 Do the Job Safely

TAKE 5

Name: _____
Job: _____
Date: ____/____/____

1 Stop and Think
Do I have the required skills and knowledge? ☒ X N/A
Does a procedure exist? ☐
Do I understand the steps required to do the job? ☐
Are the tools and equipment in good order? ☐
Do I have the correct PPE? ☐
Do I have the required permit or authority to work? ☐
Have I got a clear plan in mind? ☐

2 Look for the Hazards
Have I completed the hazard checklist? (over page) ☐ Yes ☐ No
Will I be operating equipment with guards removed? ☐
Am I or others at risk from the operation of mobile equipment or machinery? ☐
Is there a manual handling risk? ☐
Will I be isolating without a procedure? ☐
Will I be working at height or in a confined space? ☐

3 Assess the Risk
What is the risk level? (Low, Moderate, High) ☐ H ☐ M ☐ L
- Use the Risk Matrix
Complete a JHA

4 Make the Changes
Have I controlled all hazards so I will be safe? ☐
Does this feel right? ☐

5 Do the Job Safely
Supervisor Sign off: _____
See your Supervisor

HAZARD CHECKLIST

Look Close, Look Wide, Look Above, Look Below
Have I considered / Am I at risk from:

People Hazards <ul style="list-style-type: none"><input type="checkbox"/> Awkward posture<input type="checkbox"/> Repetitive movements<input type="checkbox"/> Manual handling (lifting, lowering, pushing, pulling)<input type="checkbox"/> Others working around me (above and below)<input type="checkbox"/> Fatigue	Environmental Hazards <ul style="list-style-type: none"><input type="checkbox"/> Poor housekeeping<input type="checkbox"/> Poor visibility<input type="checkbox"/> Wet, slippery and unstable surfaces<input type="checkbox"/> Noise and vibrations<input type="checkbox"/> Heat and extreme temperatures<input type="checkbox"/> Exhaust fumes and gases<input type="checkbox"/> Working in a confined space<input type="checkbox"/> Poor weather
Mechanical Hazards <ul style="list-style-type: none"><input type="checkbox"/> Accidental start-up<input type="checkbox"/> Mobile equipment<input type="checkbox"/> Rolling machinery<input type="checkbox"/> Rotating components<input type="checkbox"/> Pinch points	Other Hazards <ul style="list-style-type: none"><input type="checkbox"/> Stored energy<input type="checkbox"/> Chemical<input type="checkbox"/> Electrical<input type="checkbox"/> Biological<input type="checkbox"/> Radiation<input type="checkbox"/> Other suggestions: _____
Gravitational Hazards <ul style="list-style-type: none"><input type="checkbox"/> Working at height<input type="checkbox"/> Falling objects<input type="checkbox"/> Heavy equipment or tools<input type="checkbox"/> Noise and vibrations<input type="checkbox"/> Rockfalls and landslides	

Health & Safety Acknowledgment Form.

I hereby acknowledge that I have read and understand the requirements covered in this handbook. I understand that this handbook page needs to be completed as part of the process to be Health & Safety Approved with Maxicom (2013) Limited.

I also understand that it is my responsibility as a Contractor to Maxicom that I am required to communicate the requirements covered in this handbook to other employees within my company or organisation and to any Sub-contractors that I engage who intend to carry out work for Maxicom prior to that work commencing.

Please tick the boxes below verifying that you have read and understand:

- ☐ Health & Safety Management Policy.
- ☐ Introduction.
- ☐ Responsibilities under the Health and Safety in Employment Act.
- ☐ Site Safety Rules.
- ☐ Equipment Safety Rules.
- ☐ Site Safety Procedures.
- ☐ Personal Safety.
- ☐ Environmental Management.
- ☐ Take 5 Process.
- ☐ Safety Requirements to Remember.

Contractor to Complete

Contractor Representative's Name: _____

Company or Organisation Name: _____

Signature: _____

Date: _____

Maxicom Contact Person to Complete

Contact Person's Name: _____

Signature: _____

Date: _____