



**STAFF AND SUBCONTRACTOR  
HEALTH & SAFETY**

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## 1.1 Health and Safety Objectives

Manukau Quarries Ltd aims to:

- Become a leader in the implementation of Health & Safety within the Construction Industry
- Maintain and further improve our Health & Safety standards by implementing the “best practice guidelines for Health and Safety at Opencast Mines, Alluvial Mines and Quarries” November 2014 issue by Work Safe New Zealand (copy held in site offices.)

<http://www.business.govt.nz/worksafe/about/who-we-work-with/consultation/closed-for-consultation-reports-under-development/opencast-alluvial-mines-and-quarries/opencast-alluvial-quarries-pdf>

- Promote H&S awareness among all staff, including subcontractors and ensure that Health & Safety Management requirements are integrated into every task in our daily work.
- Actively identify all hazards associated with the task. This entails assessing the risk of any new hazard, process or machine before the task commences to assess whether the risk can be Minimised, Isolated or Eliminated.
- Actively provide training and relevant H&S information to ensure that all staff have the necessary competency and knowledge to work safely.
- Maintain good relations on H&S issues with customers, suppliers, neighbors, government agencies, local bodies, and the public in accordance with the Quarry Management Plan.
- Continuously improve in Health & Safety to achieve zero harm.
- Ensure that all materials and energy are used with a view to minimizing waste and environmental pollution and saving resources.
- Contain and, as far as possible, reduce any damage to the environment resulting from our activities, in particular from hazardous substance spills.

## 1.2 Health and Safety Policy Statement

EVERYBODY HOME SAFE, EVERY DAY

Manukau Quarries Ltd is committed to providing and maintaining a safe and healthy workplace for all staff, and to providing the information, training and supervision needed to achieve this.

Manukau Quarries Ltd will take responsibility for health and safety procedures, however, employees need to be aware of their responsibilities and comply with the health and safety policy of the business.

We Will:

- Demonstrate our commitment through leadership and sound safety governance
- Encourage ownership of safety through the development of staff
- Comply with all regulatory requirements
- Encourage the culture of safety that enables reporting of hazards and incidents
- Identify safety risks and manage with a focus on elimination
- Measure our commitment to ensure continuous improvement is gained

## 1.3 Site Safety Rules

- Follow instructions, obey all rules and never take chances. If you are unfamiliar with any aspect of your job, please ask your Supervisor or the Quarry Manager.
- No alcohol may be brought onto, or consumed on the site without Manager's prior consent.
- Zero tolerance to any drugs or illegal activities is strictly enforced.
- Only authorised and licensed employees may drive mobile plant, company vehicles or machinery.
- Be aware of the Site Emergency Procedures, locate the Emergency Exits and find out where the fire extinguishers are.
- Whenever you or the equipment you operate are involved in an accident, report it immediately. Get First Aid promptly.

- Wear the approved Personal Protective Equipment (PPE) issued to you and as required for each task. Keep it in good condition and replace when required. It is your responsibility to wear the specified PPE at all time. Failure may result in you being asked to leave site.
- Immediately report any condition or practice you think might cause injury to employees or damage to equipment. Use the Hazard Reporting Procedure. You have the ability to stop any task which you deem to be a risk, and to identify and remedy any at-risk behavior.
- Do not engage in horseplay or practical jokes and avoid distracting others. Serious accidents can occur as a result. Disciplinary action may be taken in this instance.
- Manukau Quarries Ltd sites have a strict 'No Smoking' policy in all offices and designated non smoking areas.
- Good housekeeping is a good habit. Put everything in its proper place when used. Untidiness leads to injury and wastes time, energy and material.
- Keep your work area clean and tidy. Remove all flammable rubbish daily.
- Use the correct tools and equipment for the task and use them safely. Adjust, alter and repair equipment only when authorised by the manager
- When lifting, bend your knees, grasp the load firmly, and then raise the load, keeping your back as straight as possible. Get help for heavy loads or seek mechanical lifting means.
- Return all flammable goods to the Dangerous Goods store at the end of work each day.

#### **1.4 Employer Duties [Includes Main and Subcontractors]**

Employers have a general duty to take all practicable steps to ensure the safety of employees while at work (this is set out in Section 6 of the HSE Act). In particular, Employers are required to take all practicable steps to:

- Provide and maintain a healthy and safe workplace and facilities.
- Ensure that machinery and equipment in the workplace is designed, built, set up, and maintained to be safe for all employees.
- Ensure that employees are not exposed to hazards in the course of their work.
- Develop procedures for dealing with all work related emergencies.

## 1.5 Employee Duties

As an Employee you must take all practicable steps to ensure that you are safe at work and that you do not cause harm to other people. Your actions can directly and indirectly cause effect for others and potentially the environment.

**Section 19 of the Health and Safety in Employment Act 1992 applies:**

### **Duties of Employees -**

"Every employee shall take all practicable steps to protect that employee's own and others' safety while at work. No action or inaction of an employee while at work shall cause harm to any other person."

### **MEANING:**

Anything you do, or omit to do, which leads to another person being harmed at work, may render you personally liable under Government legislation (e.g. removing guards, leaving tools lying around, not reporting hazards, ignoring agreed safety procedures etc).

## 1.6 Employee - Management Consultation

All employees are invited to assist us in meeting the legal requirement to involve employees in the development of Health & Safety procedures. If you are a new employee, your previous experience could be of great help.

- Manukau Quarries Ltd holds daily morning H&S tailgate meetings to enable employee to communicate with management on issues of interest and concern related to Health & Safety.
- Each Manukau Quarries Ltd site holds monthly Toolbox Talk H&S Communication Meetings involving all main contractor site employees. These allow for H&S program development and review of activities.
- Employee participation provides an opportunity for you to make suggestions and input ideas for a safer site. The involvement of Manukau Quarries Ltd employees in the development of hazard management and emergency procedures is considered essential for continued workplace safety.

## 1.7 Health & Safety Management Meetings

Health & Safety Management meetings held on site monthly are attended by the elected Health & Safety Representatives.

Minutes of Health & Safety meetings will be distributed to Management and Health & Safety Representatives.

### **1.8 Role of Site Health & Safety Coordinator**

- To organise and/or conduct staff induction training/orientation in Health & Safety and to help review staff training procedures.
- To assist in helping to identify hazards by regular inspection of plant, equipment and buildings. To analyse any changes in plant, equipment or premises [in conjunction with the H&S Committee] as they may impact on site operations or emergency procedures.
- To investigate all near misses. To be responsible for investigating minor accidents involving people and property.
- Note: Site Management/HSE Manager are directly responsible for the investigation of Serious Harm Accidents.

### **1.9 Functions and Duties of Site Health & Safety Coordinator**

- The particular needs of the site will determine the specific functions and duties of Site Health & Safety Coordinators from time to time.
- Generally the Site Health & Safety Coordinator is either the Site Manager or the person appointed as Site Manager's representative for day-to-day operational H&S matters.
- Arrange a roster of H&S Inspections inclusive of a cross-section of employees. All inspections are to be recorded on the checklist forms provided.
- Enter substandard conditions data on the form with corrective action(s), a date for completion and assigned responsible person.
- See that safety signs are displayed where necessary.
- Help in problem-solving and improvements to the Health & Safety System.
- Act as secretary for the site Health & Safety Committee, hold copies of all relevant H&S System forms and ensure that they are properly completed and actioned.

- Provide a regular Health & Safety summary report to site Management.

## EMERGENCY - DIAL 111

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

Site address is 885 Whitford-Maraetai Road, Beachlands 2018

### 2.1 Emergency Evacuation Procedures in case of Fire

#### FIRE SAFETY

##### **Always Report Smoke or Fire Immediately**

Ensure that all persons are accounted for and clear of the area if fire breaks out.



When the area that you are responsible for is clear, proceed to the Site Assembly Point at the main office block.

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

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

- You are familiar with the location of fire exits and where fire-fighting equipment is located; and
- Access to fire-fighting equipment or Emergency Exits is always kept clear.

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

If you discover a small fire, extinguish it with available fire-fighting equipment without risking your own safety, or that of others.

Use the appropriate extinguisher for the type of fire. Never attempt to fight a fire involving solvents or fuel storage. If you are not competent or think it is unsafe to fight the fire, raise the alarm and report to your supervisor.

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

Fire equipment training will be conducted periodically.

## **2.2 Emergency Evacuation Procedures for Earthquakes**

### **EMERGENCY EVACUATION PROCEDURES FOR EARTHQUAKES**

The Emergency Evacuation Procedure in case of Earthquakes will be in accordance with accepted best practice General Evacuation Procedures.

Proceed to the Assembly Point at the main office.

## **2.3 First Aiders**

### **Know Your First Aiders**

There are trained First Aiders always available on our site and you will be introduced to your Area First Aider. They are re-certificated every two years.

If injured, never treat yourself, always report to a First Aider. They will know what to do. All injuries must be recorded (no matter how slight) and investigated by your supervisor.

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

### **First Aid Kits**

Appropriately stocked First Aid Kits/Bags are located in all vehicles. They must be kept clean, checked and re-stocked promptly, by the designated First Aider.

## **2.4 Hazard Identification**

The hazard identification and control programme at Manukau Quarries Ltd is focused on the Task Analysis Process. Task analysis involves identifying specific

tasks to be undertaken, describing the hazards at each step and putting into place appropriate controls.

Elimination - where there is a significant hazard to workers you must take all practicable steps to eliminate it. Elimination means removing the hazard or hazardous work practice from the operation. This is the most effective control measure and can be achieved at the design stage for some hazards.

Isolation – only where elimination is not practicable, workers must be isolated from the significant hazard. This involves isolating or separating the hazard or hazardous work practice from those who may be harmed by it. Some examples include machine guarding, remote handling or pedestrian barriers.

Minimisation – only where elimination or isolation is not practicable, then the likelihood of the significant hazard causing harm must be minimised. Minimisation provides a framework of expected behaviors, such as rotation of staff to reduce exposure to a hazard, personal protective equipment (PPE) or a documented safe system of work (e.g. 'lock-out', 'tag-out'). These types of controls rely on extensive instruction, information, training and supervision.

Minimising a hazard can stop injuries, but it is the least effective option because it relies more on human behavior, maintenance programmes and supervision. In the long term, minimisation can also be more expensive, because it needs time and ongoing oversight by managers and employers, and additional costs of personal protection e.g. hearing protection.

When a significant hazard can only be minimised, section 10 of the HSE Act requires you to monitor employees' exposure to the hazard and monitor their health. You can only monitor employee's health with their informed consent.

With changes in technology and cost of solutions over time, measures to eliminate and isolate a hazard may become practicable. You should continue to assess significant hazards that are being minimised in order to determine whether there are other methods to control them. For example, replace with a new machine that eliminates the hazard.

### **The Steps In The Task Analysis Process:**

- Examine and list project activities and operations

- Divide each activity or operation into basic job tasks.
- Identify specific hazards associated with each task.
- Identify controls which will ELIMINATE, ISOLATE, or MINIMISE the hazard.

- To help ensure all hazards are identified, do the following:
  - Step back five paces and spend five minutes looking at each job segment
  - Apply the Seven point analysis - ask yourself "*can anyone on site?*":
    - *Come into contact with an energy source?*
    - *Come into contact with a hazardous material?*
    - *Be struck by anything?*
    - *Strike against anything?*
    - *Be caught in, on or in between anything?*
    - *Slip, trip or fall on the same, or a lower, level?*
    - *Be injured by poor job or plant design?*
- Be mindful of accident trends
- Inspect the site prior to the start of your job.
- Follow best practice guidelines and Codes of practice

## CONSTRUCTION HAZARDS

**Falls - Slips - Trips**

On same level - to level below

**Noise**

Lack of protection

**Hand Tools**

Misuse - wrong tool - incorrect use - defective tool

**Lighting**

Insufficient lighting - excessive lighting

**Falling Materials**

Dislodged tools materials from work area

**Scaffolding**

Mobile scaffolds incorrectly braced or stabilised Lack of ladder access - insufficient planking Lack of guardrails - to eboards - insufficient ties or other means to prevent overturning

**Ladders**

Not secured against dislodgment Defective ladders - not sufficient length Wrong positions - incorrectly placed (angles, in access ways, vehicle movements)

**Health and Welfare**

Dirty sheds, dirty toilets - lack of washing facilities Lack of personnel hygiene

**Public Protection**

Insufficient hoarding or fencing, overhead protection, pedestrian Access past site, mechanical plant movement on and off site

**Gas Cutting and Welding**

Welding flash, burns, fumes, electrocution in wet conditions Flashback in oxy set, leaking cylinders - unsecured cylinders - cylinder lying down (acetylene), fire - grinding sparks

• **Manual Handling**

Incorrect lifting - too heavy loads Twisting - bending - repetitive movement

• **Excavations**

Trench collapse - material falling in Undetected underground services

• **Hazardous Objects**

Untidy workplace - slippery floors Protruding sharp objects - access - egress

• **Electricity**

Overhead / underground services - temporary leads - damaged/poorly insulated - circuits overloaded - non use of protective devices - electrocution

• **Dust**

Concrete grinding - sweeping - cutting - drilling - demolition Activities - cutting cement products/blocks/Harditex

• **Fire**

Combustible materials/poor housekeeping Flammable substances - explosion

• **Personal Protective Equipment**

Lack of adequate footwear - head protection - hearing/eye Protection Respiratory protection - gloves - goggles

• **Craneage**

Insufficient set down area, loads incorrectly slung, defective lifting equipment, unsecured loads, craning in close proximity to buildings, people and plant

• **Use of Compressed Air**

• **Powder Powered Tools** (ie. Ramset guns)

PECIAL HAZARDS & UNUSUAL WORK ACTIVITIES	Specialised craneage activities	Specialised working platforms	Asbestos removal	Use of specialised
nt/equipment	Confined space work	Special electrical hazards	Use of specialised applications	Specialised occupations
diffiable worksie. Paints, chemicals, coatings	ie. Construction diving	ie. Excavations / Scaffolds	pecialised gas cutting and welding	Construction
sting	Construction blasting			

## Risk Rating Table

Likelihood of injury or harm to health	Consequences of injury or harm to health			
	Insignificant <i>no injuries</i>	Moderate <i>first aid and/or medical treatment</i>	Major <i>extensive injuries</i>	Catastrophic <i>fatalities</i>
Very likely	High	Extreme	Extreme	Extreme
Likely	Moderate	High	Extreme	Extreme
Moderate	Low	High	Extreme	Extreme
Unlikely	Low	Moderate	High	Extreme
Highly unlikely (rare)	Low	Moderate	High	High

Extreme = immediate action

## 2.5 Personal Protective Equipment (PPE)

Manukau Quarries has the following **minimum** standard of PPE required to be worn on site **at all times. Any Breach of these conditions may lead to you be removed from site.**

- Safety Lace up steel capped boots
- Safety Hi-Viz Vest
- Hard hat is required beyond the current Workshop area
- Hearing Protection is required when exposed to noise greater than 85dBA

Some tasks require employees to wear specific Personal Protective Equipment (PPE).

### *Welding or Grinding*

- Welders Helmet
- Welding Gloves
- Fire Proof overalls\ Apron
- Safety Glasses
- Fire Equipment

### *Mechanical Works*

- Overalls
- Gloves
- Safety Glasses

Issued PPE equipment shall be looked after and kept in a clean manner.

This equipment is provided to minimise risk to yourself in your tasks and should not be solely relied upon for accident prevention. A Risk Assessment shall be carried out prior to all tasks to either Isolate, Eliminate or Minimise the potential hazard about to be performed.

This risk assessment shall be included in the Site hazard ID sheets.

**Any worn or damaged PPE must be repaired or replaced immediately.**

You have the ability to stop any task you believe is unsafe either being performed by yourself or by others.

Live by the Site Safety Motto - **EVERYBODY HOME SAFE EVERY DAY.**

### **3.0 Reporting Procedures**

No matter where you are at work for Manukau Quarries Ltd, whether in the yard, on site, or in the office or a vehicle, the most important Safety Practices are based on a practical commonsense application of our Health & Safety Program.

If you see something that you believe is hazardous, report it immediately to your Supervisor or H&S Coordinator. An assessment can be conducted on the task and added to the Hazard ID Register.

You must report all accidents and ensure they are entered in the Accident Register.

Keep your work area clean and tidy. Good housekeeping is essential to minimise tripping hazards.

A cluttered workplace leads to more accidents. If you see loose rubbish or material, pick it up or tidy it away.

Dress suitably for your work. If you have been provided with a uniform or Personal Protective Equipment [PPE] wear it, especially for noisy or risky tasks, e.g. Earmuffs in Noisy areas, protective goggles where eyes could be at risk.

Safety Boots are to be worn at all times on site, and Safety Glasses and Earmuffs when using machinery and or hazardous materials.

All emergency paths and exit doors should be kept clear. In the event of an evacuation, move calmly and briskly.

Be aware of the safety procedures and safety signs posted strategically around the site.

### 3.1 Incident and Accident Reporting and Investigation

#### FOR A NON-SERIOUS HARM ACCIDENT OR INCIDENT

- Apply first aid
- Complete an accident register form.
- Determine whether or not a significant hazard was involved.
- If not, conduct an informal investigation and take steps necessary to revise hazard controls.
- Add to the hazard Id register
- If so, conduct a formal investigation and complete form on reverse of accident register form.
- Implement any new hazard controls identified as necessary during investigation.
- Advise employees of outcome during tail gate meetings

#### FOR A SERIOUS HARM ACCIDENT OR INCIDENT

- Apply necessary first aid and arrange medical assistance. Call 111 for Ambulance
- Assist OSH inspector. DO NOT interfere with the accident site until cleared by the inspector.
- Advise OSH by phone or fax immediately.
- Notify OSH formally in writing by completing a serious harm accident form within 7 days.
- Conduct formal investigation and complete form on reverse of accident form
- Implement new hazard controls identified as necessary during investigation.
- Advise employees during tailgate meeting

## 3.2 ACC Claims & Injury Rehabilitation

### WHAT TO DO IF YOU ARE INJURED AT WORK

Employees are covered by ACC for all work-related personal injuries that suffered while working. Non-work injuries are also covered by ACC.

To ensure you receive the benefits you're entitled to, here's what to do:

- Report any injury to your manager:
- If you require treatment, visit a medical treatment provider.
- Tell the treatment provider you are claiming for a work-related injury so that they complete the ACC form fully. Note: the treatment provider will have supplies of the certificate.
- Injured person - if capable, completes the 'Injured Person Details Section' of the form.
- Give a copy of the form to your Manager or Supervisor within 24 hours, and keep the Employee copy for your own records.

### Time-Off Compensation

If your treatment provider advises that you require time off:

- The Treatment provider will specify a time period in the ability to continue work portion of the ACC Form.
- An ACC Case Co-ordinator will contact the Company to discuss the claim.
- You will receive earnings related compensation while you are away from work, subject to certain conditions.

Note: - Under some circumstances the Company may not accept your claim as a work related injury, if this happens the ACC Case Co-ordinator will contact you.

## **Back at Work**

Not all injuries require time off.

If required, you must participate in a Rehabilitation Plan which will allow you to continue working or to return to work without further risk of injury. This may involve return to work to the same job or a modified job or alternative duties. As part of your rehabilitation plan you may be required to have treatment to help you continue at work, or assist your safe return.

### **3.3 Planned H&S Inspections**

All property, buildings and equipment shall be inspected in detail using the Manukau Quarries Ltd Inspection Checklist. Inspections, using this form, shall be carried out at least once a month. The Safety Coordinator will issue a roster of employees to carry out the inspections.

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

Those items that need to be inspected more frequently than monthly, will be identified by the Site Manager and advised to the appropriate staff.

Staff will be advised of any unsafe conditions immediately and the area is to be tagged out

Any potential Hazard [identified during an inspection] and suspected of being a "Significant Hazard" will be analyzed and a decision made if it can be Eliminated.

### **3.4 Control of Subcontractors**

Subcontractors pose a threat to the Health & Safety of our employees, customers and general operations if their activities are not controlled.

Subcontractors must be made aware of the hazards that they may encounter on our site. Manukau Quarries Ltd as the Main Contractor, and all employees,

have a duty to ensure that Subcontractors, or their employees, are not harmed while doing any work.

Subcontractors similarly have a duty to ensure that they do not harm any persons while doing their work or as a consequence of their work.

Subcontractors must be made to understand our approach to Health and Safety and be aware of their responsibilities under the Health and Safety in Employment Act 1992.

Subcontractors are to inform Manukau Quarries Ltd of Hazards that they will bring into, or create on, the Work Site. And supply a copy of their companies Health and safety manuals.

(Section 18, HSE Act 1992)

All Subcontractors are vetted before being allowed to work on our Site. This includes a review of their Health and Safety System and Safety Record on other jobs.

All Subcontractors must sign an agreement before being allowed to start work. This includes endorsement of their Health and Safety System and a Safety Plan.

Subcontractors and their employees will all attend a Health and Safety Induction. This will include specific Site Safety Rules, Emergency Instructions and other information and instructions about the Site.

Subcontractors may be required to use a 'Permit to Work', depending on the nature of their work which shall be issued by the Quarry Manager. These tasks are:

- Hot Work Permit
- Confined Space Permit
- Break In Permit
- Hazardous Material Permit
- Use of mobile work platforms
- Use of scaffolding
- Use of powder activated power tools ( Ramset guns, etc)

- Working at height

Subcontractors are to abide with the relevant codes of practice and demonstrate that all personnel involved in any of the above activities are trained and competent.

**All subcontractors are to complete a Task Analysis for each activity undertaken before that work commences.**

### 3.5 Handling of Hazardous Substances

Solvents

Corrosives



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

If your job at Manukau Quarries Ltd involves working with chemicals, take special care to follow these basic safety rules:

Always read the LABEL or instructions for use on any chemical you are handling. The supplier is legally obliged to issue a Safety Data Sheet:

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

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

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

If the spillage occurs in or near a watercourse, immediate containment is required.

#### **4.1 Training & Supervision**

Manukau Quarries Ltd must ensure that employees do not undertake any work of any kind, use plant of any kind, or deal with a substance of any kind UNLESS:

- They have the knowledge and experience to ensure they do not cause harm to themselves or other people; or
- They are supervised by a person with the appropriate knowledge and experience.

All employers must ensure that employees are adequately trained in the safe use of all plant, equipment, substances and the Personal Protective Equipment [PPE] they are required to use (Refer section 13 of the Health and Safety Employment Act 1992 - Training and Supervision).

Manukau Quarries Ltd has an active program for which you will attend H&S training and other training as required.

Your Supervisor will give you details about other training opportunities.

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

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

A simple six-step system for training employees on the job:

1. Pin-point the actual training needs. (training needs analysis)
2. Set training objectives.
3. Decide how best to meet the training objectives.
4. Continue to develop the training program
5. Carry out the training to required Manukau Quarries LTD operational requirements
6. Evaluate and follow-up the training.

**If you are uncertain about anything, do not proceed - ask your supervisor.**

## **4.2 Manual Handling**

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

**Key points to remember when manual handling is involved.**

Take care of your back when lifting objects. Bend at your knees, not your back.

- Be aware of your own limits - do not attempt to lift an object if you feel you cannot.
- Get help to lift objects whenever possible. Use mechanical aids to lift objects wherever possible.
- Size up the load first. Get help when needed.
- Make allowances for the bulk of the load, as well as for its weight.
- Maintain a straight back.
- Keep your back and the upper part of your body as straight as possible.
- Position your feet correctly.
- Place your feet as close as possible to the object to be lifted. Ensure your footing is secure.
- Take a balanced stance with your knees bent.
- Take a proper hold.
- Get a safe, secure grip on the object, diagonally opposite on the object, with the palms of your hands- not your fingertips.

**Lift as you have been trained. If it is too heavy get help.**

### 4.3 Maintenance of Plant & Machinery

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

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

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

Always follow the Tag and Lockout procedures for machines.



#### **Lock Out \ Tag out**

##### *Purpose*

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

##### *Compliance With This Program*

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform

servicing or maintenance shall not attempt to start, energize, or use that machine or equipment.

**Failure to adhere to the lockout procedure will result in disciplinary action.**

### *Sequence of Lockout*

1. Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
2. The authorized employee shall refer to the company procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
3. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc).
4. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
5. Lock out the energy isolating device(s) with assigned individual lock(s).
6. Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
7. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

*Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.*

The machine or equipment is now locked out.

## Restoring Equipment to Service

1. When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken.
2. Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
3. Check the work area to ensure that all employees have been safely positioned or removed from the area.
4. Verify that the controls are in neutral.
5. Remove the lockout devices and reenergize the machine or equipment.

Note: The removal of some forms of blocking may require reenergization of of the machine before safe removal.



6. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

**Know where the Emergency Stop is before starting any machine**

### 4.4 Electrical Safety



- You must report all electrical defects irrespective of how minor they may seem.
- Only put one plug in one socket. Never overload power sockets.
- Switch off and unplug electrical equipment when not in use whenever practical.
- All power leads and tools must carry a current inspection certification (three monthly).
- Contractors are to submit leads/tools for inspection prior to commencement.



## 5.1 Environmental Protection

- Minimise the usage of all materials and avoid all unnecessary waste.
- Place recyclable waste in the appropriate bins supplied.
- Report any chemical spills immediately and follow clean-up procedure.
- Do not allow any hazardous Substance to enter the stormwater system.