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SAFETY PLAN

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Overview:

The management and staff of CALYCO NZ LTD are committed to the health, safety and welfare of all employees, and strive to be an acknowledged leader in the field. Our goal is to have injury free workplaces. The company will work to eliminate hazards, practices and behaviour that could cause accident, injuries or illness to employees, contractors, visitors and the general public where applicable.

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1 INTRODUCTION

This document provides information for all levels of personnel within the company, to ensure that all day-to-day Occupational Health and Safety Matters are managed in a uniform and effective manner.

Any person acting in a supervisory capacity is accountable for the HEALTH AND SAFETY OF THE PERSONS WHOM THEY COORDINATE, SUPERVISE OR DIRECT. Accordingly, they must ensure that safe working practices and procedures are maintained and implemented.

These procedures are provided to equip the supervisor with a reference whenever there is a query or need for assistance with regard to health and safety matters. Any question arising that is not covered in these procedures must be referred via the supervisor to the company manager for resolution.

Supervisors must familiarize themselves with these procedures to allow them to carry out their duties in an efficient and safe manner.



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2 SAFETY POLICY

The company Safety Management Plan is co-ordinated within the Office or on any worksite by the responsible manager, with additional help from any personnel so required. The Company has in place a wide range of measures to assist in reaching our targets. These include, but are not limited to, general Safety induction's, site specific employee familiarisation, Supervisory Training, Safety meetings, Inspections, Audits, Accident reporting, Emergency Training and participating in all site specific safety programs. Calyco NZ Ltd holds Workers Compensation Insurance for all personnel in our employ. Our plan is to integrate and complement all areas within a project Superintendents safety systems as and when applicable.

All workers, contractors, subcontractors or other personnel who have cause to work on a Calyco NZ Ltd site or for Calyco NZ Ltd on a site controlled or managed by Calyco NZ Ltd's Clients, shall attend a Calyco NZ Ltd induction. The induction is the core of the Calyco NZ Ltd Safety Plan. It is mandatory condition of employment that the tenets be adopted and adhered to by all personnel.

3 ORGANISATIONAL CONTROL

3.1 MANAGER

The Manager will:

- Ensure all new personnel complete a company safety induction and site orientation program,
- Constantly remind employees of their obligations under workplace acts regulations and procedures,
- Ensure emergency procedures are in place and all personnel are conversant with these procedures,
- Ensure adequate fire, first aid and emergency equipment is provided for use by trained personnel,
- Implement safe systems of work necessary to protect employees, visitors or other persons,
- Ensure all accidents and incidents are investigated with procedures introduced to prevent a recurrence,
- Monitor the regular inspections conducted in all working areas and on all items of equipment,
- Ensure that all sub-contracted personnel receive an induction on site safety procedures and visitors are made aware of applicable procedures.

3.2 SUPERVISORS

The supervisor will:

- Ensure all new personnel complete a company safety induction and site orientation program,
- Constantly remind employees of their obligations under workplace acts regulations, company safety procedures and with regard to client specific requirement,
- Ensure emergency procedures are in place and all personnel are conversant with these procedures,
- Ensure personnel are aware the location and use of fire, first aid and emergency equipment,
- Implement safe systems of work necessary to protect employees, visitors or other persons,
- Ensure all accidents and incidents are investigated, reported to the manager and procedures introduced to prevent a recurrence,
- Carry out regular inspection in all working areas and on all items of equipment,
- Ensure copies of the relevant acts and regulations are available for use by all site personnel,
- Ensure any incident or near miss is reported by the appropriate supervisor to and investigated by senior management. The results of any such investigation are reported to all areas of the workforce and company management.

Each supervisor or team leader is the nominated safety co-ordinator for his or her area of responsibility. As such they are empowered to take any necessary steps to ensure safety for themselves and their personnel. This line of responsibility commences with the board of directors and applies to all persons empowered to undertake any works for and on behalf of the company.

4 SAFE SYSTEM OF WORK PROCEDURES

4.1 RESPONSIBILITIES

Supervisors have the responsibility of maintaining a working environment in which their colleagues and subordinates are not exposed to hazards and of ensuring all personnel under their direction are aware of their duty of care and understand and comply with the following:

- Company rules, regulations and procedures
- Client safety procedures
- Occupational Safety and Health Regulations 1996
- Applicable Government Legislation (Heritage, Environment, Local government)
- All equipment used on site by Calyco NZ Ltd personnel or their subcontractors shall be appropriately certified, tagged or tested.
- All works that are new, unfamiliar or not subject of the special skills and training the worker is certified as having, are subject of a JSA prior to commencement. Standard forms are used and audited by management on a project-by-project basis.

Any queries with respect to relevant legislation, regulations or applicable rules are to be directed to the manager for resolution.

4.2 SUB CONTRACTORS & VISITORS

To ensure the maintenance of our safety standards the following conditions apply on all of our work sites:

- All sub-contractors and visitors will be bound by these company safety procedures while ever they have permission to remain on site
- No sub-contractor or visitor shall be allowed to visit the site without the express permission of the company manager or in his absence the applicable site supervisor
- No sub-contractor or visitor shall be allowed to move unaccompanied about the site without completing a company induction
- No sub-contractor or visitor shall be allowed to move about the site unless wearing the appropriate Personal Protective equipment
- No sub-contractor equipment shall be used on site without a current certificate of compliance with the appropriate test or inspection attached
- No sub-contractor shall commence on site until the manager or supervisor has received a copy of the relevant workers compensation insurance policy and employee qualifications for the proposed works
- Only qualified and certified personnel are employed or contracted for works requiring such certification.

IMPORTANT NOTICE

Failure to comply with company safety regulations or procedures may render void any orders, contracts, instructions or requests made as part of or under any agreement with the company and may subject the offending party to cost and damages recovery action at law.

4.3 ACCIDENT PREVENTION

“An accident is any unplanned act or occurrence that causes injury or damage”.

The incidence of accidents can be reduced through the application of correct procedures for all works undertaken. New, awkward, difficult or unfamiliar works should only be undertaken following careful analysis of the attendant risks. If there is any doubt, further research into the job should be completed until all unknowns have been accounted for and risk eliminated. Some key aids to this process are:

- Wearing of appropriate Personal Protective Equipment at all times.
- Regular inspection testing and repair as necessary of any worn or damaged equipment.
- Training in the correct method and use of equipment.
- Using equipment as it is intended to be used.
- Working within your ability and the area of your skills and training.
- Effective use and control of protective barriers.
- Maintaining a high level of general housekeeping with a place for everything and everything in its place.
- Observing strict application of isolation, tagging regulations and procedures.
- Using licensed and qualified personnel for the applicable jobs of work. Ensuring JSA finding and recommendations are followed.
- Sign posting and generally communicating in a clear and concise manner while following any such safety instructions.

4.4 ACCIDENT REPORTING AND RECORDING

To effectively plan strategies for the reduction of accidents, we must be aware of all unplanned or unexpected occurrences. Accordingly, any supervisor or employee must report all incidents to their supervisor. The incident record will be reported to the Manager each week, along with the advice of action being taken to limit re-occurrence.

- The Manager will regularly review the incident reports and take action as necessary.
- The Manager will maintain a trend chart of all incidents and accidents reported in accordance with the applicable Australian & New Zealand Standard.
- The Manager will advise the client representative of accidents as required by the Contract document but not less than once per month.
- The Manager will advise the client with 24 hours of any lost time accident.
- The Manager will advise the client as soon as opportunity permits following a serious accident or fatality.

Following a serious accident or fatality, no employee shall discuss, report or advise any person, government inspector or police office with regard to any circumstance surrounding or about the accident, except through the manager or his authorized legal representative. Immediately following such an incident all personnel involved shall be made comfortable or be asked to move to a safe place, the area shall be secured and the manager advised of the occurrence.

4.5 ACCIDENT INVESTIGATION

All accidents that require first aid or damage equipment beyond that expected from normal wear and tear will be investigated and a written report prepared. This report will be completed within 24 hours of the incident and will be faxed to the Manager.

- All accidents that result in lost time will be investigated by the responsible supervisor immediately upon being advised of the accident.
- The Manager will investigate all accidents that result in lost time. Any correspondence with the client or other outside body in respect of any accident shall be by the Manager or his specifically authorized representative.
- Any accident investigation will take the following into account and will ask the minimum of the following questions:
 - “What” – what has happened in terms of the unexpected, what has failed
 - “Where” – where has it happened relative to the place of work or normal working environment
 - “Why” – Why has this happened at this time, why has this not happened before, why did/was the job attempted in this manner
 - “How” – how has it happened, how has the method changed from the normal procedure

Standard company accident investigation forms shall be completed with appropriate photographs or drawings, sketches or plans attached.

4.6 INDUCTION AND EMPLOYEE TRAINING

In line with the direction of the company policy, the company ensures adequate training and instruction is provided to employees to allow them to perform their duties in a safe and efficient manner.

Each supervisor will ensure that any person on site under his or her direction shall have completed the standard company induction. In the event that it is a person's first day at work, that person shall not commence without completing the induction. The supervisor will induct the new employee at the first opportunity following allocation of the standard daily works for other employees.

To assist the supervisor with the induction there is a checklist attached as Annex A. The supervisor will need to consider the checklist and include site-specific matters that the new employee or site visitor must be made aware of. The supervisor will ensure that all necessary training requirements of Health and Safety are identified and recommendations regarding implementation of training programs are advised to the Manager.

As a matter of policy:

- All personnel who require special or specific training for any job of work have that training provided on an as required basis.
- All personnel are inducted at their time of appointment. This standard induction, along with generic information provides data specific to the project being undertaken and the skills person who is to complete the works.
- All personnel are encouraged to take positive action to engineer hazards out of their work place. No person is expected to take any risk during his or her daily work routine

4.7 SAFETY MEETINGS

Safety Meetings shall be conducted on site in each week whenever there are three or more employees. These meetings shall be occupational health and safety specific. The meeting will be conducted on a weekly basis with the minutes forwarded to the Manager.

Any meeting subject will be site or project specific. A minimum of 10 minutes will be allocated to this meeting in each and every case.