Welcome to Red Stag Timber’s Waipa Mill,

This booklet is provided to all Contractors who have completed an Induction and are authorised to work on our site. It is our intention to ensure you are informed of the hazards and controls in our work environment and that you are fully aware of the expectations we have of you and your team when working here. It is also our responsibility to ensure the work you do is planned well, and done in such a way that does not present a risk of harm.

This handbook covers our general Site Rules including permit to work systems and the obligations you have to follow the rules in order to support your approved service provider status. Your contract for service will include that you ensure the work you and any sub-contractors/employees do, meets all industry and task related safety standards and WorkSafe NZ guidelines.

A detailed Job Safety Analysis form (see p.27) must be completed for the work you do and copies showing how you plan to minimize the risk of harm on our site, are to be provided to your agreed Red Stag Timber Job Supervisor. Any injuries which occur on site and which require medical treatment must be reported immediately to the HS Manager.

Be aware, a breach of the Site Rules will be brought to the attention of the person responsible for approving your site access, and may result in your access and approved status being revoked with immediate effect.

Think Safety First.

Tim Rigter,

General Manager
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Red Stag Timber - Contractor Handbook
Reviewed: July 2015
INTRODUCTION

The following procedures set out the conditions of access and rules that all contracting personnel, including employees and sub-contractors engaged either directly or indirectly to work on Red Stag Timber Site shall comply with, while working at Waipa Mill, or under the direction of Red Stag Timber Limited.

Contractor(s) shall refer to workers employed by the service provider’s business or who are subcontracted to carry out work on site.

The Contractor is responsible for ensuring that all of their personnel and sub-contractors are aware of the requirements of these conditions of access and rules.

Should the Contractor or its personnel or subcontractors fail to comply with these rules, the Company may require that the Contractor vacate the site immediately whilst a full investigation is undertaken.

The Contractor shall be responsible for ensuring that all sub-contractors and the employees of such sub-contractors achieve full induction status prior to accessing and working on site.

Prior to the commencement of any work within the site Contractors are required to:

- Have their site access arrangement agreed and authorised by the Manager engaging their services. This may support the issue of a site access card. These cards are non-transferable between individual contractors – refer Site Access Conditions on page 21 of this Handbook. Under certain conditions, a vehicle access card may be issued to the Contractor’s supervisor or delegate.

- Sign a Contractor’s Declaration H&SF20, in acknowledgement that they have completed a site induction and received a copy of the Red Stag Timber Ltd Contractor Rules and Obligations Handbook.

- Provide a recent copy (dated within 3 months of start date) of test results showing a negative pre-employment drug test result from ESR or TDDA.

Health and Safety in Employment Act 1992 & amendments (or updated legislation)

Health and Safety in Employment Regulations 1995

Hazardous Substances and New Organisms Act 1996

The Contractor agrees to comply with all applicable obligations under the above Acts and Regulations.

Without limitation, the Contractor shall:

- Take all practicable steps to ensure that its obligations are conducted in a safe manner.

- Be aware of all relevant WorkSafe NZ best practice guidelines, and other relevant Codes of Practice or regulations, and in addition, any Company specific health, safety and environmental Policies, standards & procedures.
• Provide and wear all necessary personal protective equipment (PPE). This equipment must be maintained in a condition to provide the protection and safety for which it was intended. (See PPE Requirements table below).

• Report actual and near miss accidents/incidents to the Company – Incident and Injury report forms are available in all work areas or from the HS Office.

<table>
<thead>
<tr>
<th>WORK AREA</th>
<th>Task</th>
<th>PPE ISSUE REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log Yard</td>
<td>Loader Operations</td>
<td>Helmet; Hi-Viz; Footwear, protection as appropriate</td>
</tr>
<tr>
<td>Sawmill / Secondary Processing</td>
<td>Contractor Production workers; Machine operation</td>
<td>Helmet; Visor (optional); Grade 5+ earmuffs; Footwear; Gloves, Hi-Viz between work areas/Carpark; Personal safety lockout padlocks</td>
</tr>
<tr>
<td>Treatment Plant</td>
<td>Chemical Handling</td>
<td>Hi-Viz (optional); Gloves; Apron; overalls; protection; footwear - gumboots; personal safety lockout padlocks, face masks c/w vapour cartridges (chemical handling)</td>
</tr>
<tr>
<td>Stores</td>
<td>Stock control</td>
<td>Footwear; Hi-Viz</td>
</tr>
<tr>
<td>Maintenance/Energy Centre</td>
<td>Welding/ Hot Work</td>
<td>Personal safety lockout padlocks; footwear; gloves; Hi-viz overalls; appropriate protection for task; Hot Work fire-resistant apparel; helmet and face mask if required for task e.g. grinding</td>
</tr>
<tr>
<td>Despatch/Yard</td>
<td>Fork operation; Unitising; Yard work</td>
<td>Hi-Viz vest; Helmet; Footwear; eye protection</td>
</tr>
<tr>
<td>Site-wide Maintenance Contractors</td>
<td>Project Workers/Building construction</td>
<td>Personal safety lockout padlocks; helmet; footwear; Grade 5 earmuffs; eye protection as appropriate for task; harnesses if required; hi-viz between work area and carpark</td>
</tr>
<tr>
<td></td>
<td>Electrical</td>
<td>Helmet, earmuffs, Hi-Viz; footwear; eye protection; personal safety lockout padlocks</td>
</tr>
<tr>
<td></td>
<td>Chainsaw Usage</td>
<td>Hi-Viz, safety; Helmet with muffs and visor, chaps, footwear, gloves</td>
</tr>
</tbody>
</table>

**HIGH HAZARD WORK**

All high hazard work requires at a minimum a written JOB SAFETY ANALYSIS (JSA) including a thorough risk assessment. A JSA Template is available on page 28 of this Contractor Handbook, or Contractor businesses may use their own hazard identification/control systems in place, provided these are also checked and signed off by a Red Stag Timber job supervisor.

Complete the JSA before you commence work and update if the hazards and/or risks change e.g. weather factors or hazards in the area. The JSA for your job will be audited regularly, so a copy should be kept at the job site.

You may also require permits for High Risk work. These are outlined below. Ask your Red Stag Job Supervisor if you are not sure.
HOT WORK

Before you carry out any work that involves open flames or produces heat and/or sparks, you must be Hot Worker Trained. A permit must be obtained and signed off by an approved Red Stag Timber (RST) Hot Work Permit Issuer before you commence work.

- Hot Work permit cards can be obtained from Stores.
- Details of the job, workers involved and specific location are to be entered in the site Hot Work Register held at the Security office after completing the Hot Work.

Attach Part A of the permit to the job site - Completion of job details must be recorded on the permit.

Return Part B of the completed permit to Security and match to Part A

Key task planning includes:

- Ensure all PREPARATORY CHECKS are completed & the job is authorised by your Hot Work Permit issuer prior to commencing.
- There are many oil soaked areas on site. Ensure all combustible material and flammable risks are cleared or isolated from the Hot Work area.
- WET DOWN the area at least every 2 HOURS or as required before and after Hot Work.
- Have a FIRE WATCH person in place if required for task or as determined by the Hot Work Permit issuer. This precaution must be in place if there is a risk of sparks causing fire in areas which are not visible to Contractor undertaking work e.g. lower levels.
WORKING AT HEIGHT

Prior to commencing work, the Contractor will complete a Job Safety Analysis which details the task at hand, include a risk assessment and advise at what height the work will be carried out. Details and compliance checks will also be carried out on the equipment to be used. Environmental hazards factors such as wind and ground surface condition must also be considered.

All persons working at height must be qualified to do so, including recent competency verification confirmed within the last 2 years, by a recognised trainer.

Such qualification must be specific to the level of work i.e. Fall Arrest specific or basic work at heights training. WorkSafe NZ Best Practice guidelines should be referred to for more detail.

In accordance with the WorkSafe NZ Best Practice Guidelines for Fall Prevention, you are required to wear a compliant harness with lanyard, when working from Elevated Work Platforms i.e.: Boom lift/Scissor lift etc. The only exception is a scissor lift that does not have a certified anchor point and a JSA has been completed which shows there is no risk of falling during the work being undertaken.

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Typical Equipment</th>
<th>PPE Requirements</th>
<th>Red Stag Permit Required</th>
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<tr>
<td>Working at height &lt;2m</td>
<td>Ladder</td>
<td>Compliance tag</td>
<td>No</td>
</tr>
<tr>
<td>Working 2-5m from platform or MEWP</td>
<td>MEWP; cherry picker, boom lift, hoists etc.</td>
<td>Safety harness &amp; lanyard.</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Lanyard must be attached to an approved anchor point and should be just long enough to provide free movement within the confines of the bucket.</strong></td>
<td></td>
</tr>
<tr>
<td>Working 2-5m and required to exit MEWP</td>
<td>Scaffold c/w guardrails, mid rails, toe boards, Safety net, personal fall protection system.</td>
<td>Safety harness with a lanyard incorporating a short energy absorber attached to a certified anchor point on the structure</td>
<td>Yes</td>
</tr>
<tr>
<td>Work done over 5m from within MEWP</td>
<td>MEWP; cherry picker, boom lift, hoists etc.</td>
<td>Safety harness &amp; lanyard.</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Lanyard must be attached to an approved anchor point and should be just long enough to provide free movement within the confines of the bucket.</strong></td>
<td></td>
</tr>
<tr>
<td>Work done over 5m and required to exit MEWP i.e. Boom Lift which reaches the safe zone on a roof surface 2m away from edge</td>
<td>Boom Lift; edging; Scaffold c/w guardrails, mid rails, toe boards, Safety net, personal fall protection system.</td>
<td>Safety harness with a lanyard incorporating a short energy absorber attached to a certified anchor point on the structure</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Contractors must be able to show that they are qualified and have recent competency sign off to work at height.
**CHAINSAW USE**

Chainsaw operators must wear the following safety equipment at all times:

- Safety helmet
- Visor or safety glasses
- Chaps or trouser chaps
- Safety footwear
- Ear muffs (min Grade 4)
- Mitts

**The following safety rules are to be strictly adhered to:**

- Never operate a chainsaw unless you have been trained and signed off as competent by an authorised trainer.
- Never drop start a chainsaw.
- Never operate a chainsaw above shoulder height.
- Never operate a chainsaw in a manner that may cause injury to people and/or damage to property.

**ELECTRICAL WORK**

- Only RST approved registered electrical staff are permitted to repair, make adjustments, or attempt to install any electrical apparatus on site.
- Report immediately, all electrical hazards including faulty electrical equipment or appliances to your Red Stag supervisor.

**PLANT ISOLATION & MACHINERY SAFETY**

Plant Isolation is the process by which machinery, plant and equipment achieves zero energy. All sources of energy (i.e. electrical, hydraulic, pneumatic) is isolated at the source, and tested to ensure all intended work to be carried out on or near machinery, plant or equipment is undertaken safely.

**WARNING**

Failure to comply with the following instructions could result in serious harm. Non-compliance is deemed a serious breach of the expected levels of safe work practice and will result in contractors being banned from Red Stag Timber Site.

- All plant must be isolated at the source i.e.: electrical switch room, control panel, lockout stops, air, steam and hydraulic control valves.
• All Contractors involved in the repair, maintenance, cleaning, adjustment or operation of any machinery, plant or equipment must have and use their own personal named safety lock to establish plant isolation. Before commencing any work ensure that the plant isolation is achieved by checking the area is clear of personnel and attempting to start the machine.

• Your own personal safety lock must be attached to the isolator. **It is not permissible to work under the protection of another person’s personal safety lock.**

• Ensure you remove the key from your lock.

• Refer to shut down procedure for the equipment or machinery to be isolated.

• Each person is responsible to ensure that their personal safety lock is personally removed from plant when they have finished a job or leave the site. If you forget, you will be required to return in your own time, and remove it.

• **When working in teams, each person working on an item of equipment must lock out using a personal safety lock.**

• A lock can only be removed from an isolator by the person to whom it belongs.

The Area Co-ordinator / Operator must be consulted where there is any uncertainty as to which isolators are to be used to establish and secure plant isolation.

**IF IN DOUBT ASK FIRST - DO NOT ASSUME ANYTHING**

**Personal Safety Locks**

Personal safety locks are named padlocks that are issued to individuals and are used in combination with a multi-lock. These are used to isolate an item of equipment prior to commencing any repair, maintenance, saw change or cleaning activity that may place the person performing the task at risk of injury.

Each person requiring personal safety locks must have an adequate supply that are keyed alike i.e. one key will open all of their issued personal safety locks.

**Note** Personal safety locks are for your personal protection. They must not be lent to other people or used in applications other than isolating equipment that you are personally working on.
TYPICAL APPLICATION OF PERSONAL SAFETY LOCK / MULTILOCK TO ISOLATOR

Multi-hasp

Multi-hasp is a special purpose mechanical device used to enable more than one person to lock out a single lock out switch/valve. Up to six lock out locks can be attached to one multi lock.
Emergency Removal of a Personal Safety lock

In an emergency only a Red Stag Timber Manager has the authority to remove a lock.

In an emergency situation the following procedure must be carried out before the personal safety lock can be removed from the isolator by a person other than the owner of the lock.

- Every effort must be made to locate the owner of the lock.
- Should this fail and it is confirmed that this person has left the site, then the Manager, Co-ordinator or Contractor responsible for that person may remove the lock only after ensuring that the machinery, plant or equipment is safe and that it can be operated in a manner that will not result in personal injury or damage to property.
- A master key for RST issued locks can be obtained from Security.

The removed lock is to be returned to the owner of the lock before the recommencement of their next work period when an investigation is to be undertaken by the Manager or Red Stag Timber, as to why the Plant Isolation was not removed by the owner of the lock.

Projects

During projects and plant shutdowns it is possible that a person may work many items of plant and therefore must isolate each item of equipment. To do so with individual personal safety locks would become cumbersome and difficult. To overcome these problems a project cabinet is used.

The Red Stag Timber Job Supervisor will isolate each item of plant and equipment using their own personal safety locks. That is each isolation will be switched to the non-energised position and padlocked in that position by the Job Supervisor. The Red Stag Job Supervisor will then place their keys to their personal safety locks into the approved project cabinet.

All personnel working on the equipment that has been isolated must lock the cabinet with their personal safety lock in combination with a multilock.

Out of Service Card

- Out of Service Cards are to be used to identify faulty equipment that should not be operated under normal conditions. These cards are for INFORMATION purposes only. They are not intended to protect the person working on a machine.
- Out of Service Cards are available on request from the Waipa Site Main Store.
OUT OF SERVICE CARDS

NOTE

This card does not provide personal protection. If personal risk is involved the full personal lock procedure must be observed.

Attaching an Out of Service Card

When using the Out of Service Card details are to be completed by the person attaching it. Remember this card is for detailing information so please ensure the details you write are clear and cannot be misunderstood.

- Example: An Out of Service Card would be placed on a gearbox after a rebuild to identify that it must be filled with oil before being placed into operation.

- Example: An Out of Service Card would be placed around the steering wheel of a vehicle to identify a braking problem.

Removal of an Out of Service Card

In general, only maintenance personnel will remove an Out of Service Card after ensuring that the item of equipment is safe to operate.

- Example: A mechanic would remove an Out of Service Card detailing a braking problem when the problem has been corrected and the vehicle is safe to operate.

Note During the repair or correction the person performing the repair must isolate the item of equipment with their personal safety lock. At times the lock may be left on the isolator if the job is not completed and this is approved by the Maintenance supervisor.
EMERGENCY PROCEDURES

In case of emergency, PEOPLE are always the first priority!

- Fire extinguishers and hoses are positioned in all buildings around site. It is important for you to familiarise yourself with these in your immediate area of work.

- If you activate the fire alarm you also need to call the site emergency number.

- The site emergency number is 7777 from an internal landline or (07) 349 5861 or 027 540 5861 from a mobile phone.

- Trained First Aiders are working in most areas.

- Ensure you also have first aid supplies readily available.

- The site also has a defibrillator machine in the event that the patient’s heart stopped.

EVACUATION

- If evacuation alarms are activated, move immediately to the nearest AREA ASSEMBLY POINT (see page 3) and await roll call and further instructions.

- In the event of a SITE EVACUATION, a loud civil defence siren will sound for approximately 3 minutes.

- After roll call at First Area Assembly Point, proceed as a group to the SITE EVACUATION ASSEMBLY AREA at the far side of the MAIN CARPARK.

- No one is to re-enter site until ALL CLEAR is given by the most Senior Manager present who will liaise with Security.

- Evacuation instructions are located at every alarm point

IN THE EVENT OF AN EMERGENCY DIAL SECURITY 7777 FROM INTERNAL LAND LINE OR

CALL SECURITY ON 027-541-5861
GENERAL DRIVING RULES ON SITE

- Ensure you seek authorisation from the Red Stag Timber Manager who has contracted your services before bringing vehicles or mobile plant onto Waipa Site.
- Drivers of mobile plant, i.e. forklifts, tractors & log loaders must have undergone a certified training course and hold the appropriate drivers licence endorsement (if required). Copies should be provided to your site supervisor and the HS Office for your file.
- The maximum speed for cars, vans, light trucks and Ute’s is **25 km/hr** on site. Ensure you have your hazard lights on while driving on site so people can see you at distance.
- Mobile plant shall not exceed the site speed limit of **25km/hr if unladen** and **15km/hr if laden**. This rule will generally apply to forklifts. Slower speeds may be necessary depending on conditions.
- Forklifts, tractors or log loaders must not carry passengers unless the vehicle is equipped with factory fitted or approved passenger seating.
- Where seat belts have been fitted to any mobile plant or other vehicle they must be worn at all times.
- No person shall drive any vehicle whilst under the influence of drugs or alcohol.
- All vehicles must keep to the left as much as practical on roadways, and give way to loaded forklifts or heavy vehicles.
- No unauthorised vehicles may travel through the Log yard or Kilns areas or other restricted areas.
- All laden forklifts must be able to stop if necessary, without losing their load – speed limit is a maximum 15km/hr.
- No person shall drive in a manner that will endanger lives or risk damage to buildings, equipment or product.
- Pedestrians must never walk under a packet while it is on the forks of a forklift, nor walk behind a forklift when it is operating. Wait until the driver has left the immediate area. Always make eye contact with the driver and give way to the forklift that is operating in the area.
- During the hours of darkness or in foggy conditions, headlights must be on. Report all accidents and near misses to the Red Stag Job Supervisor on the same shift on which it occurs.
- Vehicles shall be parked in an area designated by the Red Stag Timber employee responsible for the work you are performing, and shall not be parked on walkways or roadways.
- Keys shall be left in vehicles while parked in the site.
GENERAL PERSONAL SAFETY RULES

During extended maintenance periods it is important to minimise the risk of impairment or poor decision making due to fatigue. This is particularly important when working long shifts during maintenance shutdowns. The following guidelines should therefore be adhered to by all personnel on site:

- No one should work more than 12 hours per shift during the Shutdown period.
- Rosters should allow for no more than 6 straight shifts to be worked by any person, with an unpaid rest day or public holiday to occur prior to recommencing shift work.
- Break times are taken as per work area schedule, as discussed at tool box meetings.
- Contractors who work on multiple sites must take into account the maximum 6 working day rule prior to being scheduled to work at Red Stag Timber.
- It is important to plan to have good quality rest between shifts. Try to have at least 7.5 hours sleep in every 24hr period.
- Always observe correct safety procedures, particularly those relating to emergency evacuations, handling of potentially hazardous substances, isolation of plant or equipment, and use of personal protective equipment.

- Ensure records of Toolbox or Project meetings and attendance sheets, Job Safety Analysis sheets and Hazard ID & Control are kept for the work you are undertaking.
- Personal Protective Equipment must be provided by the Contracting Company to all personnel under their supervision and must be worn as required for the task. It is expected such PPE will be in good condition and certified (if applicable).
- Ensure that all equipment such as ladders and any mobile plant are certified for use and that Worksafe NZ and Ministry of Business Innovation and Employment (MoBIE) best practice guidelines are followed and correct PPE used.

- Be aware that you are required to complete a Red Stag Timber ‘Permit to Work’ which requires pre-task authorisation and relevant follow up checks for the following:

  - Hot work – welding or grinding
  - Scaffolding construction
  - Work At Height
  - Confined Space
  - Ground Work
  - Excavation Work

- Bringing onto site, consuming or being under the influence of alcohol or any mind altering substances is prohibited.

- No skylarking whilst on site and avoid distracting others – act professionally.

- Wilful damage of Red Stag Timber Limited property will be treated seriously.

- Obey all safety signs and instructions, and do not enter any restricted areas on site.

- Do not cross safety barriers when or where machinery is operating.

- Do not start or use any machinery unless you have been fully trained in its operation and supervised by a competent Red Stag employee.

- Use the correct site bin systems and disposal methods (which are outlined in the next section)
**ACCIDENT & INCIDENT REPORTING**

- Injuries where medical treatment is required must be notified immediately to the Red Stag job supervisor, who must inform the Red Stag H&S Manager or Site Safety Manager.

- Notification to WorkSafe NZ regarding serious harm should be agreed together with Red Stag Timber as the principal site controller. The H&S Manager or Site Safety Manager are the authorised Red Stag representatives to discuss notification with.

- Medical information related to the victim’s injury status will be required by Red Stag Timber. This should be provided at the earliest possible time.

- All incidents, including near miss events, must be reported to your Red Stag Supervisor as soon as possible, on the same shift in which the accident occurs.

- Incident forms are in each work area lunchroom, or available from the HS Office. As a Contractor, you should also complete your own incident report.

- A copy of the incident/accident report will be forwarded to the HS Office, and an investigation will follow

**FIRST AID**

- Trained first aiders are assigned in each Red Stag Timber work team. Your Red Stag Timber job supervisor or Security on 7777 can raise assistance if you need help.

- For less serious injuries, Contractors are also expected to have their own first aid supplies readily available at all times. This is particularly important during maintenance shut or weekend work.

- It is your responsibility to provide first aid supplies for your employees and sub-contractors.

- In the event of a serious injury, you must contact Security immediately. Dial 7777 from any internal landline or Ph. 027 540 5861 from a mobile phone. You must then inform the Red Stag Timber job supervisor, and also ensure the Red Stag Timber H&S Manager or Site Safety Manager have been notified.

- There is a defibrillator machine and additional first aid supplies in the Security Vehicle. Request this immediately in the event of suspected heart failure – call Security 7777. You must be able to provide them an accurate description of your whereabouts on site. Please confirm your job location with your supervisor on your first day.
GROUND WORK

Before any work that involves disturbance or removal of soil from RST site ensure your RST supervisor has completed a Ground Work Permit and you are aware and follow the conditions laid down on the permit.

EXCAVATION

Before any excavation work, including open excavations, trenching, thrusting or shaft work, ensure your RST supervisor has completed a Excavation Permit and you are aware and follow the conditions laid down on the permit.

HOUSEKEEPING

It is expected all Contractors will keep their work area tidy and free from rubbish, trip hazards and unnecessary clutter. All rubbish must be disposed of in the correct bin as follows:

GREEN Bins

Contain material that can be burnt at the onsite Energy Centre for example:

- Untreated lumber dockings
- Recyclable material – fillets, spacers etc.

RED Bins

Contain material that is taken off site for disposal such as:

- General rubbish (i.e. paper, bottles, used gloves)
- Waste strapping materials
- No liquid
- No chemical waste

BLUE Bins

Found near the Maintenance Workshop and used for:

- Scrap metal
HAZARDOUS SUBSTANCES

- All hazardous substances used on site must comply with HSNO Act and regulations. HSNO controls include storage, emergency plan, approved handler, location certificate, tracking, signage, fire extinguishers, Safety Data Sheets (SDS).

- Warning signs at all site access points clearly state the types of hazardous substances on site. These signs also display the emergency contact numbers in case of emergency.

- Hazardous Substances cannot be brought onsite without prior permission from the Red Stag Environmental Department. An SDS is required to accompany these substances at all times while onsite.

- Areas where hazardous chemicals are used in bulk quantities on site will be clearly marked using Hazchem signage.

- All chemicals over 50L must be stored within a bunded area.

- Before handling any hazardous chemicals, familiarise yourself with the hazardous substances by reading the products’ Safety Data Sheets (SDS).

- Do not use or handle hazardous chemicals unless you have been trained in their use.

- Personnel who handle chemicals must observe hygiene instructions as detailed in the Safety Data Sheets (SDS).

- Always use the recommended safety equipment for handling hazardous chemicals. Ensure this equipment is maintained in good condition and cleaned after use.

- Wash your hands thoroughly after handling hazardous chemicals.

- If oil or chemicals are spilled, immediately inform the area Supervisor and follow clean up procedures.

- Spill kits are available for use in all areas across the site. These contain dry sawdust and a drain cover is attached on the back of the kit.

- When using a spill kit, always cover up any storm water drains in the area first, to prevent spillages from entering the storm water system.

If the spill is sizeable and out of your control, do not put yourself in harms way. Stay clear of the spill and stay up-wind if a strong odour is present.

Call Security on 7777 and request help from Emergency Services.
SMOKING ON SITE

A number of areas have been designated as smoking areas on the site. Due to fire risk, **smoking is only permitted** in designated areas listed below, which are marked by “Smoking Permitted” signs and only during approved break times.

When using the designated smoking areas you must discard your cigarette butts in the metal ashtrays provided. DO NOT flick butts on the ground.

<table>
<thead>
<tr>
<th></th>
<th>Administrative/Remanufacturing – Main Office courtyard</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Log yard – outside lunch room in smoking shelter</td>
</tr>
<tr>
<td>3</td>
<td>Sawmill - outside main entrance in smoking shelter</td>
</tr>
<tr>
<td>4</td>
<td>Kilns – outside back office in smoking area</td>
</tr>
<tr>
<td>5</td>
<td>610 Planer mill - outside shelter at roller door entrance</td>
</tr>
<tr>
<td>6</td>
<td>Secondary Processing – outside shelter opp. old Reman Office</td>
</tr>
<tr>
<td>7</td>
<td>Yard – lunch room veranda area</td>
</tr>
<tr>
<td>8</td>
<td>CCA Treatment – smoking shelter</td>
</tr>
<tr>
<td>9</td>
<td>Security – rear of Security Office</td>
</tr>
<tr>
<td>10</td>
<td>Sawmill Project area project personnel only* (temporary)</td>
</tr>
</tbody>
</table>

**Smoking is NOT permitted in any vehicle or mobile plant on site.**

DRUG & ALCOHOL POLICY

Red Stag Timber Limited Drug and Alcohol Policy (D&A Policy)

- The D&A policy recognise that the safety of employees can be adversely affected by the use of drugs and alcohol.
- The policy is intended to improve safety within the workplace by eliminating the risk of employees/contractors that are impaired by drugs and alcohol whilst at work. A full copy of the D&A policy is held by the Red Stag HR/H&S Manager.
- All personnel engaged to work on site must produce clear drug test results from the following certification agencies: ESR or TDDA. TDDA are able to produce verified results on the same day. ESR will require samples to be taken at a registered health clinic. You must provide Red Stag Timber’s HS Office with clear drug test results that are dated no older than 3 months to the final expected day of work on site, in order to gain authorised site access and/or be issued with swipe cards.

**Failure to comply with the Drug & Alcohol and Smoking rules will lead to the individual being stood down immediately and black listed from the site. The employing Contractor will be contacted by the Manager engaging their services.**
SITE ACCESS CONDITIONS

- Only Contractors authorised by a senior Manager of the Company are permitted to enter the site enclosed by the perimeter security fence. Access is restricted to those parts of the site where the Contractor is engaged to perform work.

- Authorised Contractors may be issued with their own uniquely numbered Site Access Swipe Card, and if so shall take all reasonable care to ensure the security of their card. With the approval of the relevant Red Stag Manager, the card will be programmed to open only the site access gates, which contractors are authorised to use and for those times/dates they are authorised to enter the site.

- Contractors are not allowed to bring any unauthorised persons onto site (other than their own approved and inducted employees). **No persons under 15 years of age are allowed on site.**

- Contractors must ensure that all their own employees and/or sub-contractors have been fully inducted prior to bringing them on site.

- Contractors are responsible for ensuring that they undergo refresher inductions prior to their induction expiring. **Access cards will be cancelled for any contractors whose inductions have expired.** Access cards shall not be lent or given to anybody else to use to gain site access.

- Contractor personnel shall only enter or leave the site via the electronically controlled pedestrian gates or when vehicle access is permitted via the main vehicle gate.

- Only the vehicle driver shall obtain access via vehicle access gates. Passengers must use the pedestrian gates.

- Contractors shall **promptly report the loss or theft of their access card** to the Security Office so that the access control system can then be programmed to no longer accept the card. A new access card will then be issued. If the original card is later found it must be returned.

- All access cards remain the property of the Red Stag Timber and shall be returned upon request or in any event when the Contractor ceases to work for the Company.

- Changes to access card programming are to be arranged through the Red Stag Manager approving and overseeing the contract work.

- Animals including dogs shall not be brought onto the site.

- All visitors wishing to see a Contractor are to wait in the main office reception area and are not be brought onto site without specific authorisation by the senior Red Stag Manager who is approving the work.

- Gates shall not be propped open. Gates are to remain closed at all times unless they are in use.

- The perimeter boundary road shall not be used for general site access. Its use is for security and emergency purposes only.

- Contractors shall **obtain the Company's permission & vehicle gate access prior to bringing any vehicle onto the site** but the Company accepts no liability for the vehicle
or its contents. Vehicles for which access permission has not been granted will not be allowed onto the site.

- Vehicles brought on site should only be if absolutely necessary to transport equipment that cannot be carried. It is the Contractors responsibility to check with security the correct driving route if they are not familiar.

- Security staff are empowered with the right to search Contractor's vehicles before or after they leave the site. It is a specific condition of access that drivers co-operate with such a search.

- Contractor employees are not permitted to bring their own private motor vehicles onto the site. They must park their vehicles in the employee car park. All camera and video recording equipment including drones capable of recording information, are prohibited from the site unless express permission in writing is given by the Red Stag Timber General Manager. Similarly, the prohibition extends to filming the site from outside the perimeter fence if still on Company property.

- Please be aware there is video camera surveillance operating, in certain areas on site and on Waipa State Mill Road.

**PERSONAL CONDUCT - RULES & CONSEQUENCES**

The following rules deal with most situations but are not exhaustive or exclusive. Their purpose is to set down the minimum standard of conduct required of Contractors and their employees while working within the site and to make clear the consequences of non-compliance.

The rules have uniform application to all Contractors and their employees within the Waipa Mill site, or other Red Stag Timber property. Where the Company considers it desirable to do so, a Contractor's employee and/or the Contractor may be stood down from further work within the site, to enable any alleged breach of a rule to be investigated.

If it is determined that there has been a breach of the Red Stag rules, one or more of the following actions may be taken:

- For breaches of a minor nature the Company may give verbal or written advice stating the consequences to the contractors’ employees and/or the contractor should the rule be broken again. Repeat offences are considered serious.

- Where a serious breach or behavioural concern has been established the Company shall have the discretion to suspend or prohibit from working within the site either the contractor, or subcontractor, any or all of their employees, or rescind the contract.

- Examples of breaches which may result in suspension of site access and a review of the work contract, include theft/unauthorised possession of property, deliberate damage and breaches of safety rules, dishonesty, fighting, threatening or use of violence, use of or suspected impairment by alcohol or drugs, smoking outside of designated smoking areas or in vehicles, and serious offences relating to driving or mobile plant operation.
Criminal Convictions

If a Contractor, or any contracted employees or subcontractors are convicted in a criminal court, the Company reserves the right to reconsider the implications of that conviction and whether cancelling site access is required to protect Company people and property.

Contractor personnel will be prohibited from working within the site if after an investigation it is believed that a breach of Company rules has occurred. Examples of these are as follows:

- They are convicted of theft or unauthorised possession of the Company's property or private property located within the site or;
- They were convicted of an offence under the Misuse of Drugs Act. Removes or attempts to remove the Company's property or private property from the site without permission of an authorised officer of the Company.
- Interfering with or deliberately damaging any Company property and/or private property located within the site or its environment.
- Using Company plant or equipment without specific permission.
- Making false claims relating to hours of work, overtime, allowances or expenses.
- Making any false entries into any of the Company's records you are required to keep, nor supply the Company with false information.
- Deliberately or carelessly doing anything that could result in poor quality workmanship on any Company property, plant or equipment.
- Sleeping within the site whilst on duty, or paid work time.
- Placing yourself or any other person at risk of harm.
- Entering a restricted NO-GO zone or project area without authorisation.
- Failing to follow an instruction by a Red Stag Timber manager or authorised person.
ENVIRONMENTAL

The Company and the Contractor shall ensure that, in performing their respective obligations under this Contract, they comply at all times with any duties and obligations arising under the Resource Management Act 1991, the Hazardous Substances and New Organisms Act 1996, and any other relevant legislation or code of practice relating to environmental matters or the handling, storage or disposal of hazardous substances in force from time to time.

In particular, the contractor shall:

- Comply with all conditions of any resource consents issued under the Resource Management Act 1991.
- Comply with the provisions of any relevant district or regional plan or any other plan or policy statement issued under the Resource Management Act 1991.
- Comply with all controls imposed as a condition of any hazardous substance approval under the Hazardous Substances and New Organisms Act 1996.
- Comply with all regulations and/or codes of practice issued or approved under the Hazardous Substances and New Organisms Act 1996.
- Not do or omit to do anything that may give rise to the issue of an abatement notice, enforcement order, compliance order, excessive noise direction or any other proceedings, including a prosecution under the Resource Management Act 1991 or the Hazardous Substances and New Organisms Act 1996.
- Report any breach of the obligations arising under this clause, any environmental incident, or failure of any environmental management system, to the Company whether or not any adverse effect has arisen as a result of same.

The contractor agrees to indemnify the Company for any loss arising as a result of any claim or enforcement proceedings or prosecutions that are a result of any failure by the contractor to comply with its obligations arising under this contract.

Environmental Impact

- Red Stag Timber Ltd is committed to maintaining a high standard of environmental performance as detailed in the company environmental policy. Waipa’s proximity next to a major waterway connection to the Rotorua city and lakes, places an obligation on all site users to ensure that hazardous substances do not enter into the Waipa stream or the storm water system within the site.
- Red Stag Timber supports its own sewage treatment ponds and must ensure that substances which could affect the culture of these ponds do not enter this system.
- Environmental incidents can place the site, surrounding communities, employees, contractors and visitors at risk and could lead to serious ramifications.
NOTIFIABLE WORK

What types of work need to be notified to WorkSafe NZ?

The types of work that must be notified to WorkSafe NZ is defined in the Health and Safety in Employment Regulations 1995.

They cover:

(a) Any restricted work, as defined in regulation 2(1) of the Health and Safety in Employment (Asbestos) Regulations 1998.
(b) Any commercial logging operation or tree-felling operation.
(c) Any construction work of one or more of the following kinds:

- Work where workers could fall 5 m or more,
  - excluding work on a two-storeyed house, or work on a power or telephone line, or work carried out from a ladder only, or maintenance or repair work of a minor or routine nature.
- The erection or dismantling of scaffolds from which a person could fall 5 m or more.
- Every excavation which is more than 1.5 m deep and which is deeper than it is wide at the top.
- Any form of tunnel or drive where workers work underground, irrespective of timbering or support.
- Those excavations where the excavated face is steeper than 1 horizontal to 2 vertical.
- Any construction work where explosives are used or stored.
- Work such as diving, where construction workers breathe air or any other gas that has been compressed or is under pressure.
- Any construction work in connection with asbestos fibres.
- Lifts of half a tonne (500 kg) or more (a vertical distance of 5 m or more) carried out by mechanical means other than by a mobile crane, excavator or forklift.

A notification form is available from Red Stag Timber’s HS Office, Main Administration Building next to the Training Room, or on RST Intranet – see your Site Supervisor.
Health, Safety & Environmental
Contractor Compliance Checklist Summary

☐ Authorisation for site access form is signed by Red Stag Manager in relation to the Contract for Service for agreed work to be carried out.

☐ Approved vehicle access, and site driving & pedestrian routes to and from the work area are agreed with supervisor

☐ Restricted access areas and current No-Go zones areas on site are clear to all personnel working on site

☐ Details and approval with regard to engaging Sub-Contractors are provided prior to arranging their induction and site access

☐ Job Safety Analysis and Hazard Identification is completed prior to commencing work

☐ Appropriate PPE for site and tasks are in place, including personal locks if required

☐ Groundwork approved by the Environmental Department before undertaking any excavation work onsite.

☐ Permit to Work procedures are completed for any high hazard work as outlined in this handbook, on each occasion required.

☐ Contractor ensures Hot work task details are logged with Security

☐ Incident/Damage/Injury or Near Miss reports are completed and provided to Red Stag supervisor on the same shift it occurs

☐ All equipment and power tools, adapters and leads have current compliance tags

☐ Any notifiable work required to be brought to the attention of WorkSafe NZ is identified in the work plan and form completed and sent to WorkSafe NZ (ref. last page). Copy provided to Red Stag HS Office.

☐ Mobile plant and Elevated Work Platforms must have permission to operate and verification of Certificate of Fitness (CoF), appropriate operator licensing/training

☐ Need to have a qualified First Aider (and accessible first aid supplies)

☐ All employees to have undertaken drug screening test from a certified testing agency (ESR or TDDA).

☐ Housekeeping – cleanliness & tidiness - take away rubbish

☐ Details for required plant isolations and all forms of energy are to be identified and included in JSA and isolation plan. This should be checked by appropriate Red Stag Area supervisor or Red Stag Timber Maintenance Fitters who are authorised to work with the plant.

☐ Prior permission required from the Environmental Department when bringing hazardous substances on site. A copy of the substances SDS is required to be supplied.

*Please use the Job Safety Analysis Form on the following page (or your own Company’s similar JSA form) to assist with planning and minimisation of the risk of harm for all work tasks carried out for Red Stag Timber Ltd.*
<table>
<thead>
<tr>
<th>JSA#</th>
<th>Location</th>
<th>JSA Completed by (all involved)</th>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

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<thead>
<tr>
<th>AREA</th>
<th>DATE</th>
<th>APPROVED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Job Supervisor</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SPECIFIC EQUIPMENT/REQUIREMENTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barricades</td>
</tr>
<tr>
<td>Signage</td>
</tr>
<tr>
<td>Fire Extinguisher</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PPE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Footwear</td>
</tr>
<tr>
<td>Hard Hat</td>
</tr>
<tr>
<td>Safety Locks</td>
</tr>
<tr>
<td>Safety Glasses</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERMITS REQUIRED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confined Space</td>
</tr>
<tr>
<td>Height (&gt;3m and/or when using an EWP)</td>
</tr>
<tr>
<td>Hot Work</td>
</tr>
<tr>
<td>Excavation/Work</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HAZARDS/POTENTIAL ACCIDENTS</th>
</tr>
</thead>
</table>

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<thead>
<tr>
<th>JOB TASK STEPS (SECTION 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
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<td>3.</td>
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<tr>
<td>4.</td>
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</table>

<table>
<thead>
<tr>
<th>SAFETY CONTROLS/SAFE WORK METHODS</th>
</tr>
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<table>
<thead>
<tr>
<th>PRE-WORK RISK SCORE</th>
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<table>
<thead>
<tr>
<th>NEW RISK SCORE</th>
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<tr>
<td></td>
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<tr>
<td>Job Task Steps (SECTION 1)</td>
</tr>
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**JSA REVIEW (SECTION 2):**

- Have the risks or circumstances changed? Yes / No
- What has changed? ........................................................................................................

**New Assessment carried out by:**

Name / Signature

(all involved)

<table>
<thead>
<tr>
<th>Task that has changed (from section 1)</th>
<th>Hazards/Potential Accidents</th>
<th>Pre-work Risk Score</th>
<th>Safety Controls/Safe Work Methods</th>
<th>New Risk Score</th>
</tr>
</thead>
<tbody>
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</table>

**SIGNED and rechecked by Job Supervisor prior to work commencing:** .......................................................... Date ..........................................

- This form should be attached to the Job site and re-checked daily with all involved prior to work recommencing (if more than one day work required to complete job)
- If risks or circumstances change complete the JSA Review section above
- Any permits required should be completed and approved prior to that task commencing
- On completion of the job, this form should be handed to the Job Supervisor for filing in the Maintenance office.
## Risk Rating Matrix

<table>
<thead>
<tr>
<th>Likelihood of Occurrence</th>
<th>Almost Certain</th>
<th>Probable</th>
<th>Possible</th>
<th>Unusual</th>
<th>Unlikely to occur</th>
<th>Almost Impossible</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
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<td>24</td>
<td>18</td>
<td>12</td>
<td>6</td>
</tr>
</tbody>
</table>

### Hazard Risk Rating Numbers:

<table>
<thead>
<tr>
<th>HRRN</th>
<th>Risk Classification</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>Negligible</td>
<td>Presents no risk to health &amp; safety, no control measures required.</td>
</tr>
<tr>
<td>4-9</td>
<td>Low risk</td>
<td>Risk to health &amp; safety is present but low, no significant control measures required, may necessitate the use of personal protective equipment and/or training. Control measures must be considered.</td>
</tr>
<tr>
<td>10-18</td>
<td>Medium/Significant risk</td>
<td>The risk associated with the hazard is sufficient to require control measures. These measures should be implemented at the earliest opportunity. Senior management should be notified.</td>
</tr>
<tr>
<td>19-24</td>
<td>High Risk</td>
<td>Potentially dangerous hazards, control measures should be implemented urgently. Senior management should be notified.</td>
</tr>
<tr>
<td>25-36</td>
<td>Unacceptable Risk</td>
<td>Control measures should be implemented immediately, equipment should not be operational or the specific hazardous task should not be performed until control measures are in place. Senior management should be notified.</td>
</tr>
</tbody>
</table>

### SEVERITY OF POSSIBLE HARM

- **Very Minor**: no first aid required
- **Minor**: first aid required
- **Minor Medical**: injury requires non-urgent medical follow-up
- **Moderate**: injury requires immediate medical follow-up
- **Serious**: resulting in temporary or permanent disability or illness
- **Fatality**