

# CONTRACTOR RULES AND OBLIGATIONS HANDBOOK



## **Welcome to Red Stag Timber's Waipa Mill,**

This booklet is provided to all Contractors who have completed an Induction, and pre-employment drug test by an independent third party testing agency. By doing this you are now authorised to work on our site and will be granted site access. It is our intention to ensure you are informed of the risks that exist in our work environment, and that you are fully aware of the expectations we have of you 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 Safety Rules including permit systems and your obligation to follow these 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.45) must be completed for any high-risk, non-routine work you do. Copies of these JSA's which show how you plan to minimize the risk of harm, are to be provided to your agreed Red Stag Timber Job Supervisor. A Take 5 assessment or other hazard ID process must be completed for all other jobs. Any injuries which occur on site and which require medical treatment must be reported immediately to the HS Team.

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 a full investigation and your site access being revoked with immediate effect.

*Home Safe after every shift.*

Tim Rigter,  
General Manager

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## INTRODUCTION

The following procedures set out the conditions of access and rules that all contracting workers, 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 Red Stag Manager engaging their services. This may support the issue of a site access card. These cards are non-transferable between individual persons – refer Site Access Conditions on page 30 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 this Red Stag Timber Ltd Contractor Rules and Obligations Handbook.**

**Provide a recent copy (dated within 2 weeks of start date) of test results showing a negative pre-employment drug test result from an independent and fully accredited AS/NZS4308:2008 testing agency i.e. ESR, Canterbury Health or TDDA.**

**Health and Safety at Work Act 2015**

**Health and Safety at Work (General Risk and Workplace Management) Regulations 2016**

**Health and Safety at Work (Worker Engagement, Participation and Representation)  
Regulations 2016**

**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 reasonably practicable steps to ensure that its obligations are conducted in a safe manner.
- Be aware of all relevant regulation, WorkSafe NZ Good Practice Guidelines, and other relevant Codes of Practice and in addition, any Company specific health, safety and environmental Policies, standards & procedures.
- 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.

## EMERGENCY PROCEDURES

- In an emergency, PEOPLE are our first priority and Red Stag Security Team is our first point of contact to organise Emergency Services and will instruct you on what to do.

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

***We strongly suggest that you save Red Stag Security's number into your mobile phone.***

- In the event of a serious injury – ring Security with a clear description of your exact work location on site. Remain calm when making an emergency call so that Security can understand the information you are relaying.
- Trained First Aiders are working in all areas. Security also has a mobile first aid kit, including a defibrillator which is held in the security vehicle, as well as the secondary maintenance vehicle, and may be used in the event a person's heart may have stopped.
- Contractors should ensure they have first aid supplies readily available, for example, keep a kit and emergency blanket in your work vehicle.
- Fire alarms, extinguishers and fire hoses are located 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 area fire alarm, you also need to immediately call the site emergency number 7777 from the nearest landline phone, or call Security from your mobile phone and advise your exact location and the emergency situation.



## EVACUATIONS

- If evacuation alarms are activated, stop work and move immediately to the nearest AREA ASSEMBLY POINT.
- Report to the Area Warden who will record your name and give you further instructions if required.
- Do not re-enter the work area until ALL CLEAR is given by the Area Warden.
- After roll call, you will be directed as a group to the SITE EVACUATION ASSEMBLY POINT on the grass area, in front of the Red Stag Investments Building.
- Remember, do not re-enter the site until “All-Clear” is given by Red Stag Senior Management.



## Waipa Mill – Emergency Evacuation Assembly Points





## ACCIDENT & INCIDENT REPORTING

- In order for us to prevent harm to you and others on site, you are required to report all near miss incidents, hazards or potential hazards, damage to company property and any environmental incidents.
- Work-related Injuries must be reported to your Red Stag Job Supervisor immediately and medical attention will be sought if required. Pain or discomfort must also be reported at the earliest possible symptoms.
- All other incidents need to be reported as soon as possible, **by the end of the shift and the area made safe.**
- The scene of an accident if someone is hurt, should be secured, until a Senior Red Stag Manager and the HS Team can assess the situation.
- Incident and Injury Forms can be found in each area lunch room.
- Notification to WorkSafe NZ regarding an incident that may be considered serious harm should be discussed with Red Stag Health & Safety Team.



- The H&S Manager or Site Safety Manager are contactable by phone, through the Red Stag Security Office.
- Medical information relating to the injury will be requested to complete our investigation and may include post-incident drug and alcohol testing.

## STOP AND ASSESS THE RISKS

- Before starting any work it is important to identify the risks you may be exposed to whilst doing that work. Take the time to assess any possible risks according to likelihood and consequences of exposure.
- If the risks are significant, you need to put controls in place to reduce the likelihood of harm.
- There are a number of tools to do this including a Job Safety Analysis, Hazard ID or Take 5 exercise. The process is the same for all and it will be up to you as to which tool you use, but ALL contractors must have a risk assessment process. Your Red Stag Job Supervisors are able to help.

**TAKE 5**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ 00 / 00 00 (if applicable)

Task: \_\_\_\_\_

Task	YES	NO
1. Am I wearing all the correct PPE for this job?		
2. Am I wearing all the correct PPE for this job?		
3. Am I wearing all the correct PPE for this job?		
4. Am I wearing all the correct PPE for this job?		
5. Am I wearing all the correct PPE for this job?		
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21. Am I wearing all the correct PPE for this job?		
22. Am I wearing all the correct PPE for this job?		
23. Am I wearing all the correct PPE for this job?		
24. Am I wearing all the correct PPE for this job?		
25. Am I wearing all the correct PPE for this job?		

IF YES TO ALL OF THE ABOVE 5 QUESTIONS YOU MAY PROCEED TO THE NEXT STEP OF THE TAKE 5 EXERCISE. IF NO TO ANY OF THE ABOVE 5 QUESTIONS YOU MUST STOP WORK AND CONSULT YOUR SUPERVISOR.

- It is important to monitor your risk controls to ensure they work effectively. If you are working in a team everyone should be involved, as everyone's input is important.
- If any risks you identify are out of your control, such as operational activities, **seek advice from** your Red Stag Supervisor, before commencing work.

## PPE REQUIREMENTS

- Part of the risk assessment will be identifying work that requires Personal Protective Equipment (PPE).
- Red Stag has generic site hazards which are present in most areas. These include mobile plant, noise and timber processing or machinery risks. Wearing high-visibility clothing, safety boots, hard hats, Class 5 earmuffs and safety glasses, will therefore be required to be worn.
- For high risk non-routine work such as Hot Work, or work done at height, extra protection and equipment will be required.
- PPE must meet the relevant AS/NZ Standard and must be maintained in a condition to provide the protection and safety for which it was intended. See Red Stag's PPE Requirements table below.



WORK AREA	Task	<b>PPE ISSUE REQUIREMENTS</b>  (to be worn as appropriate for task, or as specified in work areas outside of the Administration Building)  <b>All items must be Safety Approved to AS/NZ Standards</b>
<b>Log Yard</b>	Loader Operations	Helmet; Hi-Viz; Safety Footwear, protection as appropriate, Personal safety lockout padlocks as appropriate
<b>Sawmill / Secondary Processing Areas</b>	Contractor Production workers; Machine operation	Helmet; Visor (optional); Class 5 earmuffs; Safety Footwear; Gloves, Hi-Viz between work areas/Carpark; Personal safety lockout padlocks, goggles and dust masks when blowing down
<b>Treatment Plant Boron/LOSP</b>	Chemical Handling, Maintenance	Hi-Viz; Gloves; Apron; disposable overalls; safety footwear - gumboots; personal safety



WORK AREA	Task	<b>PPE ISSUE REQUIREMENTS</b>  (to be worn as appropriate for task, or as specified in work areas outside of the Administration Building)  <b>All items must be Safety Approved to AS/NZ Standards</b>
		lockout padlocks, face masks c/w vapour cartridges (chemical handling)
<b>Treatment Plant CCA</b>	Chemical Handling, Maintenance	Hi-Viz overalls, green double dipped PVC gloves, Nitrile disposable gloves, glove arm sleeves, chemical apron, safety boots or gumboots, face-shield and glasses. Vapour respirator (if risk of chemical vapours; entry to treatment vessels)
<b>Stores</b>	Stock control	Safety Footwear; Hi-Viz
<b>Maintenance/Energy Centre</b>	Welding/ Hot Work  Grinding	Personal safety lockout padlocks; safety footwear; gloves; Hi-Viz overalls; appropriate protection for task; Hot Work: fire-resistant apparel, gauntlet gloves  Double eye protection i.e. Face shield as well as safety glasses, class 5 hearing protection, safety footwear.
<b>Despatch/Yard</b>	Fork operation; Unitising; Yard work	Hi-Viz vest; Helmet; Safety Footwear; eye protection for task; sun protection in summer months – hat/sunscreen
<b>Workshop</b>	Fabrication, hot work	Eye Protection e.g. safety glasses are <b>mandatory</b> in the maintenance workshop. Goggles or face shield as required for task  Full overalls, safety boots
<b>Site-wide Maintenance Contractors</b>	Project Workers/Building construction	Personal safety lockout padlocks; helmet; safety footwear; Class 5 earmuffs; eye protection as appropriate for task; harnesses

WORK AREA	Task	<b>PPE ISSUE REQUIREMENTS</b>  (to be worn as appropriate for task, or as specified in work areas outside of the Administration Building)  <b>All items must be Safety Approved to AS/NZ Standards</b>
		if working at height; Hi-Viz between work areas and to and from carpark
	Electrical	Helmet, earmuffs, Hi-Viz; safety footwear; eye protection; personal safety lockout padlocks
	Chainsaw Usage	Hi-Viz, safety; Helmet with muffs and visor, chaps, safety footwear, gloves
	Grinder Usage	Double eye protection (safety face shield and safety glasses), safety footwear, heat proof gloves, heat resistant overalls, Class 5 hearing protection

## DRIVING ON SITE

- Personal vehicles (other than intended for work use) are prohibited 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



- As you drive along Waipa State Mill Road the maximum speed limit is 50 km per hour.
  - This drops down to 30 km per hour as you enter the main parking area, in front of Reception.
  - Heavy Truck traffic is frequent on this road, and within the car park itself. **Please take caution on the road, and keep to the speed limits.**
  - All drivers of mobile plant, must have a current and valid licence and/or certification for the mobile plant or vehicle they are driving when involved in work related activities. Licenses and verification of training must be produced to the HS Department before driving on site.
  - While on site the maximum speed limit for all vehicles is 25 km per hour. For laden or reversing forklifts, this is reduced to 15 km per hour.***
- 
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- There will be times when you need to reduce your speed further, when pedestrians or other mobile plant are in the area, or because of weather or road conditions.
  - During the autumn & winter months, Waipa valley is prone to dense fog and heavy rain.
  - If you are granted site vehicle access, remember to have your headlights and hazard lights switched on around site. Ideally a roof mounted beacon will be used by all vehicles on site.
  - Keep left as much as possible and give way to all forklifts, loaders and large site based trucks. These may be operating on site 24/7.

- When exiting the site in a vehicle, it is standard practice for Security staff to check vehicles. Expect this to happen.



## PEDESTRIANS

- Pedestrians must give way to all vehicles. Stay at least 3 meters clear of working mobile plant. Remember, drivers of mobile plant and trucks, have very restricted vision from their cabs.
- Always assume the driver cannot see you.
- Always try to establish eye contact and wave, then wait for the driver to acknowledge you.
- Please keep to pedestrian walkways wherever possible.





## RESTRICTED AREAS



- There are areas on site where access is restricted to only those who normally work in that area and have written authorisation from the Red Stag Area Manager to work there.
- These areas are high risk due to heavy traffic movements, and include:
  - Log Yard
  - Energy Centre
  - Corral
  - G2 Laneway
  - G1 Forecourt
  - Despatch
  - Kilns
  - CCA/Shed 24
  - Area between Boron Plant, shed 18 & shed 27
  - EWP/CLT Plant

Do not enter Restricted Areas unless you have completed the Restricted Area Access Authorisation permit form, which must be approved by the Senior Area Manager.

## IT SECURITY

- If you need to bring an electronic device on site, you must obtain approval from your Red Stag Job Supervisor or Manager, as the device must be checked by our IT Department for viruses before connecting to our computer system.



## SMOKING



- Fire is one of the highest risks to our business.
  - To reduce the fire risk and harm and discomfort through workers being exposed to second hand cigarette smoke or other fumes, smoking – including use of a ‘vapour device’ is only permitted in the designated smoking areas. These are clearly marked SMOKING PERMITTED.
  - Smoking or use of a vapour device is **not** permitted in any vehicle on site.
  - Smoking is only permitted during authorised breaks
- 
- Always ensure cigarette butts are discarded in the metal ashtrays provided, and that these ashtrays are not used as rubbish bins

**A breach of the Smoking Policy could result in your site access being **cancelled**.**



**A number of areas have been designated as smoking/vaping areas on the site:**

1	Administration Office – outside area between south-east wing and chip pad
2	Remanufacturing – eastern end of the Reman building
3	Log Yard – outside lunchroom in smoking shelter
4	New Sawmill – eastern basement area - outside
5	Sawmill Bins/Maintenance/Energy Centre – at end of the binsorter lunchroom
6	Kilns – outside back office in smoking area

7	G2 Planer mill – outside smoking shelter at the back of Westpac building
8	Flexi crew/Cleaners – outside Old Reman lunchroom
9	G1 Planer mill – South of lunch room
10	Yard – Exit gate
11	CCA Treatment – smoking shelter next to end of Shed 13 extension
12	Boron Treatment – Back of Storeroom
13	Security – rear of security office

## DRUG & ALCOHOL POLICY

- Red Stag Timber operates a drug and alcohol-free work environment. The purpose of the Company D&A policy is to improve safety in the workplace by ensuring people are physically and mentally fit for work and other people are not exposed to unacceptable risks through possible impairment. Workers under the influence of drugs and/or alcohol may be impaired, and fail to apply good judgement require to work safely.
- Bringing any alcohol or illegal substances onto the site is strictly prohibited.
- A full copy of the D&A policy is held by the Red Stag People & Safety Manager.
- Contractors that require unsupervised site access, must first provide negative drug test results verified by an approved and accredited third party testing agency i.e. ESR Laboratory, TDDA or Canterbury Health. Tests should be completed within 2 weeks prior to starting work. This is to protect our worker's safety also, should poor decisions be made due to impairment.
- Site access will be denied for any result that exceeds the AS/NZS cut-off levels and confirms a non-negative result.
- Red Stag will require post-incident drug testing in most instances by those involved.
- If it is suspected a worker is under the influence, reasonable cause drug and/or alcohol testing may be carried out, and that person stood down immediately until results are confirmed.



## ENVIRONMENTAL SAFETY

- Red Stag Timber is committed to maintaining the highest standard of environmental performance. Environmental incidents can place the Waipa site, surrounding communities and people at risk.
- Red Stag Timber must adhere to strict Council Consent requirements. If you become aware of possible environmental impacts in your work area e.g chemical, oil spills etc, report any incidents as soon as possible to your Red Stag Supervisor or our Environmental team.
- Any Excavation work requires an Excavation Permit to be submitted and authorised by the Environmental Department 7 days before work is to be started

## WASTE MANAGEMENT

- Red Stag demands a high standard of housekeeping and waste disposal.
- Poor housekeeping is still regarded as the leading cause of accidents in the workplace. To help maintain this high standard we have placed a range of waste bins around the site:

- The Red bins are used for general rubbish and solid waste.



- The Green Bins are used for recyclable Untreated and de-nailed Timber **ONLY.** The contents are used for fuel at our energy centre.



- The Blue Bins are only to be used for any scrap metal.



- We have a strong commitment to recycle what we can. There are also recycle cages used for cardboard and small green plastic bins used for paper and plastic.



## CHEMICALS ON SITE

- Red Stag Timber is certified under the **HSNO Act**, and has strict compliance requirements.
- Hazardous substances or chemicals cannot be brought onto site without an approved Chemical Substance Assessment form from your Red Stag Supervisor and the Environmental Department.
- A Safety Data Sheet (SDS) is required to accompany all substances/chemicals brought onto the site. A copy of the SDS must be forwarded to the Environmental Department.
- All chemicals must be clearly labelled and must be stored in accordance with the Safety Data Sheet.
- Do not use or handle hazardous substances unless you have been trained in their use and always use the recommended safety equipment.
- Consult a certified handler or your Red Stag Supervisor if further guidance is required for any chemical handling.

## DEALING WITH SPILLS

- Storm water drains connect to the Waipa Stream and flow on to Lake Rotorua. If chemicals get into the stream or lake they could pose a health risk to the community and wildlife.
- Only clean rainwater is to go down storm water drains on site. We therefore must keep all areas around drains clear of Sawdust, Wood chips or rubbish.
- Check with your Red Stag Supervisor that the area you are working in, has a chemical emergency response plan (CERP), and familiarise yourself with its content.
- If you are unfortunate enough to have a chemical or oil spill; for example a damaged chemical container, a burst hydraulic hose or oil leak; our first priority is ensuring workers are safe.
- Next, we must prevent all chemical/oil spills from entering the storm water system or waterways.



- Spill kits are available in each area around site. Check with your Red Stag Supervisor where the area spill kit is located if you are using or handling chemicals.
- These waterproof spill kits contain dry sawdust or sand, and have storm water drain covers attached.



The drain covers should be placed over the affected drain and a dam of sawdust or sand applied.



The rest of the sawdust or sand can be placed over the oil or chemical spill to help contain and absorb it.

- If you have to use a Spill Kit, please ensure the incident is reported to your Red Stag Supervisor immediately and fill out an Incident Report form.
- For the safe disposal of contaminated sawdust – check with your Red Stag Supervisor

## HIGH RISK/NON-ROUTINE ACTIVITIES

Some authorised workers may need to carry out high-risk non-routine tasks in the workplace, which may involve working in a situation which pose significant hazards, and which could cause harm if exposure is not strictly controlled.

In this situation all workers involved in the task must complete a Job Safety Analysis (JSA) prior to commencing work on the task and complete relevant permits with authorisation to proceed confirmed by the Job Supervisor.

Before attempting such work the following procedures must be followed:

1. Ensure that the worker is fully competent and has been trained to do the task.
2. A JSA must be completed, including whether supervision and/or safety observer should be present for the task. Before entering the area, familiarise all workers involved with any potential risks that may exist. Check the area hazard register (see your Job Supervisor).
3. Clear communication and familiarisation with the work plan must be provided to all workers involved or to those who may be working in the vicinity. A site wide notification may be appropriate.
4. The completed JSA must be approved by the Area Coordinator/Job Supervisor prior to commencement of the job. During shutdown work a copy should be filed with the Maintenance office, and the original attached to the work site itself.

## MACHINE SAFETY

- 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, including a contact number, to establish plant isolation. ***It is not permissible to work under the protection of another person's personal safety lock.***
- Before commencing any work, ensure that the plant isolation is completed for all sources of energy. Ensure the correct method is used to check and refer to the area isolation procedure.
- Apply correct lock out and isolation controls. Always check firstly with your Red Stag Job Supervisor, the location of the controls.






- Isolation schedules are available from your Red Stag Job Supervisor and include all electrical switches, hydraulic, pneumatic, steam and fluid valves. Where there may be stored energy such as hydraulic pressure, this is to be released prior to starting work or equipment held up by the use of pins, chocks or chains.
- The Red Stag Job Supervisor must be consulted where there is any uncertainty as to which isolators are to be used to establish and secure plant isolation. A Multi-hasp can be 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-hasp.
- Once equipment is isolated your named padlock needs to be applied to that isolator switch, so that it cannot be switched back on.
- When safe to do so, attempt to start the machine to ensure that there is zero energy.
- 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 to the work site immediately, and remove it.
- In an emergency only a Red Stag Timber Manager has the authority to remove a lock, after every effort has been made to locate the owner of the lock and ensuring that the machinery, plant or equipment is safe and can be operated in a manner that will not result in personal injury or damage to property. A signed Authority to Remove Padlock or Key Form must be presented to security to obtain a spare key for RST workers locks.



## PLANT SHUTDOWNS & PROJECTS

- During projects and plant shutdowns it is possible that a person may work on 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 Plant Isolation cabinet is used.
  - The Red Stag Job Supervisor or Shutdown Supervisor will isolate each item of plant and equipment using a set of plant isolation safety locks. That is each isolation will be switched to the non-energised or closed position and padlocked in that position by the Job Supervisor or Shutdown Supervisor. The Red Stag Job Supervisor or Shutdown Supervisor will then place the plant isolation lock key into the plant isolation cabinet, and then apply their own personal safety lock to the cabinet.
- 
- All workers involved in the isolation must check the equipment register in the areas they are working in and must attach their personal safety lock to the cabinet. A multi-clasp can be used to allow more personnel to attach their padlocks.
  - Isolation schedules for the plant are located inside the cabinet.
  - The Job Supervisor or Shutdown Supervisor will control the communication and coordination of the project/shut work and ensure all workers in the area are informed and aware of work plans and have participated in a JSA.

## FITTERS WORKSHOP

All personnel wanting to use plant and equipment in the fitters workshop must **FIRST** report to the Workshop Co-ordinator (Shane Motley) .

Before entering the workshop area you must be wearing the appropriate personal protective equipment. Safety glasses are **Mandatory**.

If you are carrying out work, safety boots, overalls (flame retardant if doing hot work), gloves and other eye protection such as goggles or face shield or both will be worn dependent on the work you are doing.

NB: no loose clothing.

Once you have identified equipment you are wishing to use, the Co-ordinator will take you through a safety brief for that piece of equipment and once he is satisfied you are competent, you will be signed off to use that and only that piece of equipment

Gantry Use: Safety Brief and competency check is required before the gantry is used and the horn is to be used when travelling



## HOT WORK



- Hot work includes any work that involves open flames or produces heat and/or sparks or open flame such as grinding, gas cutting or welding.
- Hot work must only be carried out by qualified, trained and competent workers.
- Before you carry out any HOT WORK on site, you must first complete a Red Stag Hot Work Training session. Once ready to start the hot work, first you must request a Hot Work Permit through an approved Red Stag permit issuer.



- A permit will be issued once the hot work area has been checked and all pre-work precautions are in place
- The permit will also include a checklist of what you need to do before you leave site.
- Hot Work permit cards can be obtained from Stores or see your Red Stag Job Supervisor.
- 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.**
  - ✓ **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 the worker undertaking hot work e.g. lower levels.
- The Fire watch person must be qualified, trained and competent to do fire watch duties.
- The Site Fire Safety Officer will audit completed Hot Work Permits to ensure they are completed correctly, and will conduct random on-job fire prevention audits and spot checks.

## 7-9 INCH GRINDER PERMIT

All personnel required to use a 7 or 9 inch grinder are required to complete a 7-9 Grinder permit before they commence work. This is because there are significant risks associated with the power and size of the grinder as well as the potential for severe kickback and it can be difficult to manoeuvre.

The first consideration is to determine whether there is a safer, more practical way to complete this job.

Secondly the operator needs to be competent in the use of the grinder and aware of all the controls to manage the significant risks associated with the grinders use

Thirdly the RST job supervisor will authorise the permit once all the permit requirements have been met.



### **SAFETY CHECKS TO BE COMPLETED**

#### **PPE**

- Safety footwear,
- Class 5 hearing protection,
- Heat resistant gloves,
- Double eye protection (face shield and safety glasses)

#### **Grinder.**

- Grinder in good condition and free of defects.
- Electrical plug and lead in good condition and test tag visible and current.
- Guard/s and handle/s in place and secure.
- Required tool/s for changing abrasive and/or cutting wheel are on hand.

### **Abrasive/Cutting Wheel.**

- Abrasive wheel or cutting blade rated for the Grinder.
- Abrasive wheel or cutting blade rated maximum speed RPM of the Grinder.
- Abrasive wheel or cutting blade free of visible damage.
- Abrasive wheel or cutting blade fits snugly around grinder spindle.
- Is the correct flange, backing plate and locking nut used.

### **Work Area**

- Material is secured, waste will drop/swing to a safe position.
- Area cleared of any rubbish or surplus equipment.
- Hot Work Permit completed & Worker is Hot Work trained.
- Use safety curtains to protect others workers in the vicinity.

## **CONFINED SPACES**

- A confined space is any area that is not intended for human occupancy, has limited entry and exit and also has the potential for containing a hazardous atmosphere.
- For any work carried out in a Confined Space, a permit is required.
- This will include confirming in your Job Safety Analysis that atmospheric monitoring, isolation requirements and an emergency rescue plan is in place. The permit must then be approved by your **Red Stag job supervisor. If you are not sure about any condition relating to the job, stop and ask.**
- Work in confined spaces must only be carried out by trained and competent workers, who hold completed NZQA unit standard 18426 or higher.
- A trained safety observer should be stationed at the entrance to the confined space to ensure that communication is constantly maintained.
- An appropriate emergency rescue system and documented rescue plan must be available to all workers involved.



## 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. Compliance checks must 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 3 years, by a recognised trainer. Such qualifications must be specific to the level of work i.e. Fall Arrest specific or basic work at heights training. WorkSafe NZ Good Practice guidelines should be referred to for more detail. This is available on WorkSafe NZ website.
- In accordance with the WorkSafe NZ Good 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 or a JSA has been completed which shows there is no risk of falling during the work being undertaken.



- On Red Stag site, if you are working at a height of 2 meters or more you need to complete a Working at Height Permit. This must be approved by your Red Stag Job Supervisor.
- No matter what height you are working at, ensure that you have a suitable platform in place. This could be a scaffold, or mobile elevated work platform such as a scissor lift or boom lift.
- A ladder can be used but it should be considered as a last resort, because falls from ladders make up the highest cause of height related injuries.
- All ladders being used on site must be checked and tagged as safe to use.
- If you plan to use fall prevention equipment, such as harnesses, safety lines or work from mobile elevated work platforms, verification of training and competency needs to

be shown to your Red Stag job supervisor. Certification should preferably be **NZQA** accredited



- A safety harness needs to be worn not only in Boom Lifts, but also Scissor Lifts that have certified anchor points installed.
- Remember to re-assess the risks if any conditions change.
- A risk assessment must be completed prior to starting work and attached to the work site.



Task Description	Typical Equipment	PPE Requirements	Red Stag Permit Required
Working at height <2m	Ladder	Compliance tag	No
Working 2-5m from platform or MEWP	MEWP; cherry picker, boom lift, hoists etc.	Safety harness & lanyard. <i>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.</i>	Yes
Working 2-5m and required to exit MEWP	Scaffold c/w guardrails, mid rails, toe boards. Safety net, personal fall protection system.	Safety harness with a lanyard incorporating a short energy absorber attached to a certified anchor point on the structure	Yes
Work done over 5m from within MEWP	MEWP; cherry picker, boom lift, hoists etc.	Safety harness & lanyard. <i>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.</i>	Yes
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	Boom Lift; edging; Scaffold c/w guardrails, mid rails, toe boards. Safety net, personal fall protection system.	Safety harness with a lanyard incorporating a short energy absorber attached to a certified anchor point on the structure	Yes

## EXCAVATION / GROUND WORK

- Excavation includes the construction or maintenance work for pits, trenches, shafts, drives or headings of any depth or diameter. Any excavation deeper than 1.5 and is narrower than it is wide, the job is notifiable work and WorkSafe NZ must be notified prior to commencement of work
- There are various areas on site with known soil contamination.
- If you are going to excavate, move soil or otherwise disturb the ground, an Excavation Permit will be required 7 days prior to work starting. The Environmental and Site Services teams need inspect the job before going to the Site Services manager for authorisation to begin work
- Your Red Stag job supervisor will cover your responsibilities before issuing the permit..
- **Specific PPE requirements are in place for handling contaminated material, ensure you adhere to these requirements.**



- Before any earthwork is undertaken, it is important to locate any underground services such as gas lines, sewers, electrical power cables and telecommunication lines. Check with your Red Stag Supervisor for a copy of the site plan.
- Excavation sites should also have a traffic management plan in place, to separate people and other site traffic from the work being undertaken.
- Any visual barriers need to be visible both day and night, due to the 24/7 operations on site.

## SOIL DISPOSAL

- Red Stag operates two separate landfills.
- Landfill A is for contaminated material and; Landfill B is for non-contaminated material only
- Red Stag has to comply with strict Council requirements for operating these landfills.
- Before disposing of any material on site, please check with your Red Stag Supervisor.



## CRANE WORK

- Crane Work is another high risk activity that requires careful management. This includes:
  - Set up of the crane
  - Ensuring stability of the crane
  - Operating the crane (complying with SWL)
  - Competency and certification of the crane operator
  - Competency and certification of the rigger and dogman
  - Following Crane Approved Code of Practice
  - Slings and rigging
- A documented Work Plan is required which includes include a Lift Plan, Job Safety Analysis, and evidence of certified operators & dogman. Ensure a traffic management plan is also in place



## ELECTRICAL POWER TOOLS & ELECTRICAL WORK

- It is important that any electrical power tools you bring onto site are fit for purpose, and safe to use for the task they were designed for.
- Pre-start checks for damage or faults should be carried out before they are used. If they are not fit for use, they need to be removed from site.
- Power tools including extension leads, need to display current safety tags issued by a registered Electrician.
- Livewires are our authorised on site Electrical service provider, and can be contacted by radio for any 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 Job Supervisor.



## OUT OF SERVICE CARDS

- 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.
- In general, only authorised maintenance workers will remove an Out of Service Card after ensuring that the item of equipment is safe to operate.
- Out of Service Cards are available on request from your Red Stag Job Supervisor or the Waipa Site Main Store.

## 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 to the appropriate AS/NZ Standard (if applicable).

- Ensure that all equipment such as ladders and any mobile plant are certified for use and that WorkSafe NZ Industry Codes of Practice and good 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 or 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.
- Do not cross safety barriers when or where machinery or mobile plant is operating.
- Do not start or use any machinery unless you have been fully trained in its operation and supervised by a trained and competent Red Stag employee.
- Use the correct site bin systems and disposal methods.

## SITE ACCESS CONDITIONS

Upon completion of your induction, you will receive contact from Red Stag Security to confirm your Induction is completed.

A time will be arranged for you to attend the Security Hut located in the Main Carpark to:

- Check your photo identification – bring a driver's license with you
  - Update any of your work or contact details and confirm expected work arrangements
  - Provide you with an authorised site access card, with photo taken
  - Provide you with a current Contractor Handbook which will show site maps, rules and obligations or download this on our website: [www.redstagtimber.co.nz](http://www.redstagtimber.co.nz)
  - Answer any other queries you may have
- 
- Only Contractors authorised by a Red Stag Senior Manager 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 will automatically 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/pets shall not be brought onto the site.
- All visitors wishing to see a Contractor are to wait in the main office reception area or security office and are not to 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.
- Vehicle's 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.



- 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,
  - 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.

## 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 2016.

They cover:

- Any restricted work, as defined in regulation 2(1) of the Health and Safety in Employment (Asbestos) Regulations 1998.
- Any commercial logging operation or tree-felling operation.
- 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 see your Site Supervisor.**

## CONTRACTOR COMPLIANCE CHECKLIST SUMMARY

- ☐ Authorisation for site access form is signed by Red Stag Senior 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 an approved and accredited third party testing agency (ESR, TDDA or Canterbury Health).
- ☐ 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 Job 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 JSA form) to assist with planning and minimisation of the risk of harm for all work tasks carried out for Red Stag Timber Ltd.**

# **JOB SAFETY ANALYSIS FORM** (For Non Routine, Notifiable and High Risk Jobs)

<b>SECTION 1</b>		<b>JSA#</b>	
<b>Job:</b>	<b>Area:</b>		
<b>Location:</b>	<b>Date:</b>		
<b>PERMITS REQUIRED:</b> <input type="checkbox"/> Confined Spaces <input type="checkbox"/> Hot Work <input type="checkbox"/> Height (>2m and/or when using an EWP) <input type="checkbox"/> Excavation Work <b>Attach Permits to this JSA</b>	<b>PPE:</b> <input type="checkbox"/> Safety Footwear <input type="checkbox"/> Grade 5+ Earmuffs <input type="checkbox"/> Harness & Lanyard <input type="checkbox"/> Face Shield/Visor <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Hi Viz Vest <input type="checkbox"/> Hard Hat <input type="checkbox"/> Safety Locks <input type="checkbox"/> Safety Glasses	<b>SPECIFIC EQUIPMENT/REQUIREMENTS:</b> <input type="checkbox"/> Barricades <input type="checkbox"/> Danger Tape <input type="checkbox"/> Gas Monitor/s <input type="checkbox"/> Crane pre-start checklist <input type="checkbox"/> Other (please specify)
<b>Job Task Steps (Section 1)</b>	<b>Hazards/Potential Accidents</b>	<b>Pre-control Risk Score</b>	<b>Safety Controls/Safe Work Methods</b>
1.			
2.			
			<b>New Risk Score</b>



## HAZARD RISK ASSESSMENT

### WORK AREA HAZARDS & TASKS



- Before completing the form, you must refer to the area Hazard register.
- Complete this form with a Hazard Identification and Risk Assessment Report (HSF01).
- Completed forms must be given to Area Coordinator to be filed at completion of the work, and a copy sent to the H&S Office.
- For high-risk tasks, you may also require additional permits and pre-work inspection i.e. Hot Work, Confined Space, Work at Height (>2m)
- For non-routine, notifiable and high-risk jobs please complete a Job Safety Analysis Form (HSF03).

### RISK MATRIX & RISK CLASSIFICATION

Likelihood of Occurrence	Almost Certain	6	12	18	24	30	36
	Probable	5	10	15	20	25	30
	Possible	4	8	12	16	20	24
	Unusual	3	6	9	12	15	18
	Unlikely to occur	2	4	6	8	10	12
	Almost Impossible	1	2	3	4	5	6
		Very Minor – no first aid required	Minor – first aid required	Minor Medical – injury requires non-urgent	Moderate – injury requires immediate medical follow-up	Serious – resulting in temporary or	Fatality
SEVERITY OF POSSIBLE HARM							

Scoring	Risk Classification	Explanation
1-3	Negligible	Presents no risk to health & safety. <b>No control measures required.</b>
4-9	Low risk	Risk to health & safety is present but low, no significant control measures required, may necessitate the use of personal protective equipment and/or training. <b>Control measures must be considered.</b>
10-18	Medium/Significant risk	The risk associated with the hazard is sufficient to require control measures. These measures should be implemented at the earliest opportunity. <b>Your manager/ supervisor must be notified.</b>
19-24	High Risk	Potentially dangerous hazards, control measures should be implemented urgently. A member of the <b>Management Team must be notified.</b>
25-36	Extreme Risk	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. <b>Management Team must be notified</b>