

Health and Safety Policy

File in H&S Policies / H&S Policy

Abseil Access Ltd (PCBU) recognises the need for each of its workers to be provided with a safe and healthy environment in which to carry out their duties. It is company policy to take "all practicable steps" in areas of accident prevention, injury protection and promotion of the health, safety, and welfare of its workers.

As a Company we support the engagement of external industry recognised training organisations and all appropriate staff are certified.

EMPLOYER COMMITMENT TO SAFETY MANAGEMENT PRACTICES

ABSEIL ACCESS MANAGEMENT will:

LEGISLATION, REGULATIONS & CODES OF PRACTICE

- Meet our obligations under the Health and Safety at Work Act 2015 and other relevant legislation, Regulations, Codes of Practice and Guidelines
- Ensure a process of keeping up to date with legislation, codes of practice and regulations relevant to operations and in line with best practice guidelines from ACC, Worksafe, Chamber of Commerce and appropriate professional organisations
- Annual Health & Safety reviews will assess compliance levels of company operations with relevant legislation, Regulations, Codes of Practice and Guidelines

ROLES & RESPONSIBILITIES

- Ensure that there are designated management roles in Health & Safety. Current Health & Safety management positions are:
 - DJ MATHESON (MANAGING DIRECTOR) – SENIOR HEALTH & SAFETY MANAGER
 - MARK FREEMAN (GENERAL MANAGER) – SENIOR HEALTH & SAFETY MANAGER
 - ALEX WILMSHURST (PROJECT MANAGER) - SENIOR HEALTH & SAFETY MANAGER
 - GARETH HALLAM (GEOTECHNICAL MANAGER) - HEALTH & SAFETY COMMITTEE
 - CAL RATTENBURY (PROJECT MANAGER WELLINGTON) - HEALTH & SAFETY COMMITTEE
 - ERLE VAUGHAN (PROJECT SUPERVISOR CHRISTCHURCH) - HEALTH & SAFETY COMMITTEE
- Ensure that all management positions are annually reviewed around Health & Safety responsibilities (Refer to position descriptions, reviews and dates).
- Ensure that individual management performance is annually reviewed around Health & Safety responsibilities (Refer to position descriptions, reviews and dates).

HEALTH & SAFETY REVIEWS

- Conduct an annual review of Health & Safety policies and procedures to ensure relevance and effectiveness for day to day operations. The review will be conducted by Senior Health & Safety Managers (on behalf of management) and Health & Safety Supervisor (on behalf of employees)
- Conduct regular toolbox meetings that include Health & Safety procedures after each job and following any critical event
- Keep minutes including action points and updates of all Health & Safety review meetings

EMPLOYEE SUPPORT

- Undertake to provide a safe and healthy working environment for all workers
- Prevent injury by ensuring that all employees are made aware of the hazards and risks in their work area and are appropriately trained to enable them to perform their duties in a safe manner
- Work within our Standard Operating Procedures to maintain safe working practices at all times
- Work alongside any employee appointed representative to ensure that Health & Safety procedures are treated as a primary priority
- Develop personal responsibility for safety, for our staff & other persons they are working with

- Provide information and training in the correct use of all relevant equipment and materials being used by workers
- Provide information on general safety and health matters to workers
- Offer workers the opportunity to be involved in Health & Safety matters
- Share documents & information, hold meetings and offer advice relating to health & safety at work

HAZARD MANAGEMENT

- Identify, assess and manage, all existing and new risks and hazards in the workplace, to which employees and others are or may be exposed
- Include hazard identification and management in annual Health & Safety reviews. Any changes and updates will be minuted accordingly
- Hazard reviews and identification will be signed off by Senior Health & Safety Managers and Health & Safety Supervisors as part of the annual Health & Safety Reviews

INCIDENT REPORTING & RECORDING

- Accurately report, record and learn from all accidents & near misses
- Include incident reporting as one of the measures in annual management performance reviews
- Senior H&S Managers and H&S Supervisor will be responsible for accident and incident investigations that will include information gathering, analysis, reporting and recommendations for improvement

CONTINUOUS IMPROVEMENT

- Establish & monitor Health & Safety objectives for the business
- Promote a system of continuous improvement, including the annual review of policies and procedures with the involvement of staff representatives
- Ensure annual reviews of health and safety policies by Senior Health & Safety Managers to ensure their ongoing effectiveness
- Reward and acknowledge staff for health and safety management and innovation

DEDICATED MANAGEMENT INVOLVEMENT

- Ensure an ongoing commitment by managers to be actively aware of the Health & Safety requirements and challenges associated with their position

SUPPORT FOR INJURED EMPLOYEES

- Support the safe & early return to work of any injured employee by providing a treatment and rehabilitation plan that ensures a safe, early and durable return to work

ABSEIL ACCESS WORKERS are expected to co-operate in ensuring the work environment is a healthy and safe work place by:

HEALTH & SAFETY REPRESENTATION

- Having a nominated employee to serve as a Health & Safety Supervisor. The nominee will work as a conduit between employees and management on all Health & Safety matters. All employees can continue to communicate both through their direct supervisor and through the Health & Safety Supervisor about health & safety matters. The Health & Safety Supervisor will be nominated as part of regular monthly health & safety meetings

HEALTH & SAFETY MEETINGS

- Health & Safety meetings will be held monthly at each branch of Abseil Access. The meetings will be attended by both management and employees. They will include set agendas providing information, action points and updates about health & safety developments relevant to the

business. Minutes will be kept of each meeting and will be stored in the health & safety database

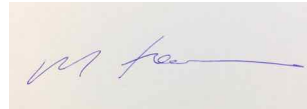
HEALTH & SAFETY COMMUNICATION

- Employees are able to communicate through a range of forums about health and safety matters. These include through the Health & Safety Supervisor, monthly health & safety meetings and branch notice boards where health & safety notices are displayed. These forums will also enable employees to contribute to the annual health & safety review process.

INDIVIDUAL EMPLOYEE RESPONSIBILITIES

- Employees will observe and practice safe work methods
- Employees will ensure safety equipment is always correctly used when it is provided
- Employees will immediately report any unsafe work condition or equipment to management
- Employees will suggest and contribute any information that will assist in accident prevention and in making the workplace a safer and healthier place.

We recognise that Health & Safety is an ongoing journey of improvement and encourage all workers to participate in this journey



DJ Matheson and M Wilson, Directors, Mark Freeman, General Manager, Abseil Access Limited
Date: 26 February, 2018

Date of previous review: November 2016

Date of current review: February 2018

Date of next review: January 2019

Introduction

In most situations where the Company is involved on a site, it acts as both a PCBU to its own workers, and a Sub-Contractor to the Client (also a PCBU). For effective and robust Health and Safety practices it is essential all PCBU's and Workers work together and communicate effectively.

As a PCBU, the Company must ensure, so far as is reasonably practicable, the health and safety of workers, and that other persons are not put at risk by its work. This is our 'primary duty of care'.

Workers have their own health and safety duty to take reasonable care to keep themselves and others healthy and safe when carrying out work.

This Policy reflects these positions and is structured in the form of policies and checks to cover the situations likely to arise.

Definitions

"PCBU" Is a 'person conducting a business or undertaking'. While a PCBU may be an individual person or an organisation, in most cases the PCBU will be an organisation (for example, a business entity such as a company).

"The Company" Refers to Abseil Access Ltd

"Worker" Means an individual who carries out work in any capacity for a PCBU, including employees, contractors, subcontractors, employees of labour hire companies and anyone else carrying out work on behalf of the PCBU.

"Workplace" Is any place where a worker goes or is likely to be while at work, or where work is being carried out or is customarily carried out.

"The Act" Means the Health and Safety at Work Act 2015 and associated Regulations, Guidelines and Codes of Practice.

The Company as a PCBU – providing services to other PCBU's

A PCBU who manages or controls a workplace (the Principle PCBU) must ensure that, so far as is reasonably practicable, the workplace, the means of entering and exiting the workplace, and anything else arising from the workplace are without health and safety risks to any person.

PCBUs must, so far as is reasonably practicable, consult, co-operate and co-ordinate activities with all other PCBUs who have health and safety duties in relation to the same matter (overlapping duties).

The Company has the responsibility to ensure the safety of its workers and that no action or inaction harms workers of other PCBU's or 'others'.

This is implemented through the following Policies and Checks:

The senior Company person on site will perform the role of H&S co-ordinator and liaise with the Principal or PCBU representative or the site safety officer as appropriate.

Access to sites is normally restricted and signage displayed directing all visitors to the Site Supervisor on arrival. The company workers will ensure their presence on sites known to the Principle PCBU at all times.

The senior Company representative on site will obtain a list of hazards known to exist on the site from the Principal PCBU and understand how these are managed. They will ensure that all Company workers on site are aware of these and the controls to observe and put in practice.

It is imperative that the Company review the work to be carried out by its workers and identify all potential hazards likely to be encountered or generated by the planned activities.

These hazards are to be recorded and evaluated for 'significance'. All significant hazards are to be managed by the most appropriate means: Elimination / Isolation / Minimisation. Workers are to be involved in this process and the senior Company representative on site is to ensure that all workers are aware of the precautions to be taken.

The planned controls should take account of ALL WORKERS and others likely to be affected (eg general public).

Hazards commonly present on Company and Principal PCBU worksites include:

- Trip Hazards
- Lifting technique
- Sharp objects
- Noise Pollution
- Overhead dangers
- Drop Hazards

All Company workers are encouraged to use appropriate Personal Protective Equipment. This includes safety glasses, hard hats, High Viz clothing, gloves, safety shoes and hearing protection as appropriate for the site they are working on.

Where required by regulations no Company workers will be allowed to use equipment unless they hold a relevant certificate. (eg: rope access).

Relevant certificates are to be shown to the senior Company representative on site prior to use of the controlled equipment. This also applies to current New Zealand practising licences.

All electrical tools must have a current electrical certificate displayed (or be tagged) and will be checked by the Company site supervisor. Non-compliant equipment is not to be used on site

No Company workers are to take any action that will endanger themselves or others. If observed not complying with this rule, they will be given a warning; if the hazardous activity persists they will be asked to leave the site.

The senior Company representative on site will ensure that the site emergency evacuation procedures are known and that these are conveyed to all Company staff and contractors on site.

A first aid kit will be kept on site at all times and at least one person will be the holder of a current first aid certificate from a recognised trainer.

An accident register will also be kept on site.

Subcontractors as Workers

Subcontractors are responsible for ensuring that they and all of their staff are aware of the Health & Safety requirements of the job while on site and their obligations to keep this a “safe” place to work. Specific areas needing to be addressed include but are not limited to:

- Where possible, partition off and secure the work area to prevent unnecessary and accidental access to the area in which the contractor is working
- All staff need to wear Personal Protective Equipment (e.g. safety footwear, gloves, hard hat, high viz clothing) as appropriate
- When working at heights risking a fall, acceptable fall prevention measures are to be put in place
- Relevant certificates are to be shown to the senior Company person on site prior to use of the controlled equipment. This also applies to current New Zealand practising licences.

Subcontractors as PCBU's

To encourage compliance with the requirements of the Act, the Company requires all Contractors to either:

- Satisfy the Company that they have an adequate Health & Safety policy and procedures in place

OR

- Agree to comply with the Company Health & Safety policies and procedures while undertaking work for the Company.

If the first option is applied, then the Company needs to see the documented H&S Policy the Contractor works to and ensure that this meets the requirements of the Act. If it does not, then the second option shall be applied.

Subcontractors - Upon arriving at a worksite

All contractors must make themselves known to the senior Company or Client person on site prior to commencing work (depending on which PCBU is the Principal on the site). The Company or Client Supervisor will point out any hazards to which the contractor may be exposed.

NB No person is to carry out work when alone on a Company controlled site.

Subcontractors - Prior to commencement of work

Workers need to ensure that throughout the work on a Company controlled site they will not carry out any activity that puts themselves or others at risk. To achieve this, their H&S Policy should involve the following activities as a minimum:

- a) Have a policy and appropriate procedures in place resulting in positive action to eliminate the risk of health & safety hazards in the workplace.
- b) Identify all hazards associated with the job to be undertaken and highlight any considered to be "significant".
- c) Manage the risks associated with these 'significant' hazards by means of Elimination / Isolation / Minimisation.
- d) Report the results of this action to the Company Principal who contracted you.

Subcontractors - During Work

Subcontractors are responsible for ensuring that all of their staff and any of their own subcontracted workers are aware of the Health & Safety requirements of the job while on site and their obligations to keep this a "safe" place to work. Specific areas needing to be addressed include but are not limited to:

- where possible, partition off and secure the work area to prevent unnecessary and accidental access to the area in which the contractor is working
- all staff need to wear Personal Protective Equipment (eg safety footwear, hard hat, dust mask, high viz clothing) as appropriate
- when working at heights risking a fall, acceptable fall prevention measures are to be put in place
- relevant certificates are to be shown to the senior Company person on site prior to use of the controlled equipment. This also applies to current New Zealand practising licences.

Onsite checklist for the Company as PCBU

- Have all Site Hazards been pointed out by the Principal PCBU?
- Have Company workers been made aware of these and the relevant controls?
- Have all hazards involved in the specific job been identified?
- Have controls been implemented for all significant hazards?
- Is a first aid kit on site?
- Is an Accident Register on site?
- Is the holder of a First Aid Certificate on Site?
- Have workers been made aware of the Emergency evacuation procedure?
- Has the work area been partitioned off or secured?
- Are workers using Personal Protective Equipment as appropriate?

Onsite checklist for the Company as PCBU for subcontracted workers

- Does Subcontractor have a satisfactory H&S Policy in place?
- If not has Subcontractor been trained in the Company H&S Policy?
- Have all activities been assessed for hazards?
- Have all identified significant hazards been controlled?
- Are MSDSs available for all Hazardous Chemicals?
- Are spills procedures in place?
- Does the Subcontractor have relevant certificates?
- Are these current?
- Is Subcontractor planning to work at a height over 3 metres?
- If so does he have fall arrest equipment and procedures in place?
- Is notifiable work planned to take place on site?
- If so, have Worksafe been advised?