

CONTRACTOR SAFETY INDUCTION HANDBOOK

As a valued contractor for Total Group we would ask that you read and carefully consider the details included in this document.

Total Group carry out work for a number of clients who require any contractors that work on their site directly or via a second party (like Total Group) comply with the strictest rules concerning the Health and Safety of both the contractors themselves and anyone who comes in contact with any of our work sites. By reading through and confirming your understanding of the content within this document you are saying that you will work closely with Total Group in our aim to care for the Health and Safety of everyone that carries out work for us, and any other person that is on site at the time the work is completed. It will also give us confidence to offer you work that is requested by our clients.

Completing and complying with the requirements of this document will ensure an ongoing relationship with Total Group. Thank you for working with us in this regard.

HEALTH AND SAFETY POLICY STATEMENT

There is no work or activity important or urgent enough to compromise the safety of our people. Safety is our number one priority and will be demonstrated in all our undertakings

Total Group is committed to ensuring the health, safety and wellbeing of its employees, contractors and members of the public who are affected by our work by continually striving to prevent injuries and illnesses in the workplace.

Total Group contractors also need to consider the operations of the business or building they are working on. Whenever possible Total Group contractors are to cause the least possible disturbance to the client's business while still keeping safety as the top priority.

To meet this commitment, Total Group has developed, implemented and will continuously review an effective Safety System which aims to achieve the company's target of zero harm. To this end, Total Group are committed to:

- Ensuring all contractors are aware of their responsibilities in relation to safety and holding them accountable for providing and maintaining a safe and healthy workplace.
- Complying with all relevant Health and Safety Acts and Regulations including applicable Standards and Codes of Practice so far as is reasonably practicable to do so.
- Adopting a proactive risk management approach to workplace health and safety as an integral part of overall business operations.
- Providing relevant information, instruction, training and supervision as may be necessary to enable contractors to work in a manner which will minimise risk of injury or ill health.



SAFETY RESPONSIBILITY OF CONTRACTORS

All contractors working on a Total Group job are responsible for the implementation of the Total Group Safety Management System (SMS) outlined in this induction, as well as the implementation of Total Group safety policies.

Total Group contractors shall be responsible for:

- Fulfilling the responsibilities as stated in the Total Group SMS as they are communicated to you.
- Taking care for the health and safety of people who might be affected by their acts or omissions.
- Identifying and reporting workplace hazards.
- Reporting incidents and near misses.
- Providing and complying with Safe Work Method Statements for any work undertaken for Total Group.
- Conducting testing, inspecting, monitoring and maintaining activities at the direction of Management.

SAFETY LEGAL REQUIREMENTS AND RESPONSIBILITIES

Total Group employees and contractors can access legislative information, applicable Codes of Practice and Standards and any other requirements that are directly applicable to the safety issues related to their operations through the web site below.

<http://www.dol.govt.nz/worksafe/>

INDUCTION AND TRAINING

All Total Group contractors shall undertake any relevant inductions and training needed to carry out particular duties that are agreed on by Total Group and the contractor. The contractor and any one of the contractors work team shall also:

- Attend any H&S training that is required of them including inductions.
- Participate in any H&S activity or programme as required.

Total Group contractors will also carry out refresher training if legislation or induction requirements change. Total Group will notify our contractors if inductions or trade insurance details need to be updated before work orders are given.



SAFETY RISK MANAGEMENT

Total Group's contractors will identify, assess and control risks to health and safety throughout the business, and provide guidelines in determining the level of risk associated with identified hazards, assessing those risks and establishing appropriate control measures to manage those risks.

When you accept a work order from Total Group you will receive health and safety documents. It is a non-negotiable standard that these safety analysis sheets are filled in and returned to Total Group before work is carried out, if required. Health and Safety documents, that in the opinion of Total Group, are not satisfactorily completed will be rejected along with the invoice.

The contractor's commitment to returning these Health and Safety documents is a condition of receiving payment for the work undertaken. If you as a contractor have a SWMS for your business, you can give us that document as long as you have included site specific information based on your assessment of the site you are working on for Total Group.

Contractors shall:

- Notify and report identified hazards to Total Group.
- Participate in hazard identification, risk assessment and control activities (including workplace inspections).
- Ensure activities they conduct do not create hazards and unnecessary risks to their safety and that of others.

HAZARDOUS SUBSTANCES AND DANGEROUS GOODS

Material Safety Data Sheet (MSDS) are to be obtained for all dangerous goods and hazardous substances used and/or stored on client sites.

Dangerous goods and hazardous substances are to be stored appropriately with consideration given to:

- Storage specifications provided on the MSDS (no more than 5 years old).
- Provision of adequate spill containment.
- Segregation of incompatible substances.



MANUAL TASKS AND ERGONOMICS

Manual tasks include:

- Lifting, lowering, pushing, pulling, carrying or otherwise moving, holding or restraining any person, animal or item
- Repetitive actions
- Sustained work postures and exposure to vibration

A risk assessment is to be conducted to determine the risks associated with hazardous manual tasks and must take into account the following risk factors:

- The posture of the employee
- The forces exerted by and on the employee by the item
- Speed of movements by the employee
- Exposure of the employee to vibration
- The duration and frequency of the task

Risk controls are to be assigned and implemented in accordance with the hierarchy of controls contained in the Safety Risk Management procedure. This can include:

- Altering the workplace/environmental conditions where the manual tasks are being carried out
- Altering the system of work
- Modifying items used in manual tasks
- Using manual handling aids
- Providing training in specific manual tasks

SWMS relating to hazardous manual tasks must be provided by contractors (such hazards can be included in other SWMS submitted by contractors).



ELECTRICAL SAFETY

Contractors shall:

- Ensure persons conducting work on electrical equipment are appropriately trained and licensed
- Electrical equipment brought onto site is to be appropriately tested and tagged by a qualified electrician in accordance with AS/NZS3760:2010 In-service safety inspection and testing of electrical equipment
- A Residual Current Device must be used when work is conducted using electronically powered plant or equipment
- Inspections on electrical items shall be undertaken at the following intervals:
 - *Prior to the introduction of a new item of electrical equipment into the workplace*
 - *Prior to the return to service of an item of equipment after repair or servicing*
 - *During workplace inspections*
 - *During electrical testing and tagging intervals*
- A basic electrical inspection is to be undertaken during the workplace inspection process and recorded on the Safety Inspection Checklist. The inspection should include a visual inspection of test tags and noticeable defects
- Equipment which fails to comply during an inspection or service must be withdrawn, a 'Danger Do Not Operate' tag attached and sent for repair or disposal
- A testing and tagging record is to be maintained that lists the item of equipment, date of test and the date when re-testing is required.
- Safe Work Method Statements relating to electrical work must be provided by contractors

PLANT AND EQUIPMENT

Any persons conducting work on plant and equipment are to be appropriately trained and licensed.

Hazards associated with each item of plant or equipment are to be identified, assessed and controlled. Hazard identification is to be undertaken in the following circumstances:

- Prior to purchase
 - Installation
 - Commissioning
 - Erection
 - Dismantling
 - Prior to alteration to plant and equipment, the work systems or the way plant and equipment is utilised
 - When new information becomes available regarding the safety of the plant and equipment
- SWMS relating to the use, maintenance, repair and cleaning of plant and equipment must be provided by contractors.*



HIGH RISK WORKS

Hazards associated with high-risk tasks where permits are required are to be identified and assessed by the contractor and included in a SWMS prior to commencement of work.

Permits are to be issued to the contractor prior to commencement of work on the appropriate Permit to Work form.

Where clients have their own individual permit systems, these are to be complied with. Additional requirements for specific high risk activities are set out below.

Confined Spaces:

Confined spaces on a client site must be identified and listed on a Confined Space Register with access provided to Total Group contractors.

Risk controls are to be implemented to eliminate or reduce exposure to the hazards associated with entering a confined space and may include:

- Conducting works from outside the space
- Isolation of energy source
- Isolation of pipes
- First aid / rescue / emergency / stand by person
- Permit to work
- Signage

Only people assessed as 'competent' are to enter confined spaces.

Entry to a confined space is not permitted without the prior authorisation of the client for the site and the issue of a Confined Spaces Entry Permit.

Confined space entry will not be authorised without confirmation of competency of the person/s entering the confined space.

Working At Height:

Tasks and activities that involve work at a height of two metres or above on a client site, are to be identified prior to work commencement. Examples of such tasks may include (but are not limited to):

- Plant or structure being constructed, or demolished
- Inspection, testing, maintenance, repair or cleaning of plant or equipment
- Conducting work on fragile, slippery or potentially unstable surfaces
- Utilising equipment to gain access to an elevated level or undertake a task at an elevated level
- Undertaking work in close proximity of an unprotected edge
- Conducting work on a sloping surface greater than 45 degrees or where it is difficult to maintain balance
- Undertaking work in close proximity of a hole, shaft, or pit that is of sufficient dimensions to allow a person to fall into the hole, shaft or pit.

Risk assessments are to be completed by relevant contractors for each identified work at height activity, taking into account the nature and duration of the task, and the physical surrounding in which the task is to be performed.

Risk controls are to be implemented to eliminate or reduce exposure to the hazard.



Hot Work:

Activities involving hot work on a client site must be identified and notified to Total Group contractors prior to commencement of work. This includes activities such as:

- Oxy-cutting
- Grinding
- Welding
- Saw-cutting

Risk assessments are to be completed by relevant contractors for each identified hot work activity, taking into account the nature and duration of the task, and the physical surrounding in which the task is to be performed.

Risk controls are to be implemented to eliminate or reduce exposure to the hazard. For example:

- Using protective screens
- Means for removal of fumes
- Providing written safe work procedures, permit system and training
- Providing suitable personal protective equipment

SAFETY INSPECTION AND MONITORING

Total Group Contractors shall:

- Participate in conducting workplace inspections
- Report any identified hazards to the relevant Manager immediately

Contractors conducting tests of plant, equipment and services must demonstrate they have the required certification, competency and training to successfully undertake the required testing.

Any Manager engaging contractors for this purpose is to obtain relevant records and confirm the contractor's competency, licensing and qualifications prior to permitting the contractor to undertake the required testing.

EMERGENCY MANAGEMENT AND FIRST AID

The emergency evacuation procedures of the site where the contractor is working on are to be adhered to at all times. This includes familiarising yourself with the evacuation assembly areas, alert tones and following the direction of any site Warden in the event of an emergency.

As a contractor you it is expected that your staff will have their own first aid kits available to them. Where first aid treatment is required, the relevant client representative can be contacted and first aid assistance requested. Where first aid assistance is not available on site, the contractor is to seek appropriate medical assistance and is to notify Total Group immediately.



INCIDENT MANAGEMENT

Contractors shall report any incident, near miss or notifiable incident immediately to their Manager and Total Group and assist in the investigation of incidents where required.

All incidents and near misses are to be reported immediately to Total Group as well as the site representative. This is to be undertaken in accordance with the following steps:

1. Appropriate assistance is to be organised and provided to the injured person/s immediately
2. Do not alter the incident site if an external investigation will be required
3. All incidents and near misses must be recorded on the Incident and Investigation Report
4. If an incident or near miss is classified as a High or Very High risk incident, the incident is to be notified to Total Group within 24 hours of the event
5. Copies of all incidents reported will be maintained by Total Group and the incident details will be listed on the Total Group Incident Register
6. An investigation of the incident will be undertaken by Total Group in conjunction with the Contractor's representative
7. Corrective actions will be identified to treat root causes of the incident and will be implemented in agreement with the Contractor's Manager

Significant Safety Incidents

Total Group must be notified immediately in the event of any incident which involves the following:

- Fire brigade, ambulance, police
- Department of Labour
- Serious injury as per relevant legislation (fatality, hospital treatment, amputation, serious head/eye injury/burn/laceration, loss of body part or consciousness, electric shock or spinal injury)
- An incident which could be considered serious in that major consequences were only narrowly avoided

The scene of a serious injury is to be cordoned off and not disturbed as per H&S legislation to ensure a comprehensive investigation is undertaken as soon as possible.



I have read, understood and agree to comply with all the requirements as set out within this Safety Induction Handbook.

Subcontractor Name

Subcontractor Signature

Date

Subcontractor Name

Subcontractor Signature

Date

(If Partnership)

Please return this signed Acknowledgement of Induction page. This can be:

Sent: PO Box 33010, Takapuna, Auckland

Emailed: service@totalgrp.co.nz

Faxed: 09 489 6138

