



JANUARY 2019

Ashford Park Quarry

Paper Road Crossing Health & Safety Plan



1.0 CONTACT DETAILS

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1.1 BACKGROUND

Resource consents were granted in 2016 to Winstone by Greater Wellington Regional Council ("GWRC") and Kapiti Coast District Council ("KDC") for the operation of a gravel quarry at 61-67 Te Roto Road, Otaki ("Ashford Park Quarry"). A paper road extension of Te Roto Road extends in a south east direction across the Ashford Park Quarry site. Winstone has applied to KDC to close a portion of the paper road, and replace it with an alternative corridor along the northern and eastern boundaries of the site. This application will take some time to progress however and in the interim Winstone needs to cross the paper road corridor to enable extraction of material from the section of Stage 1B east of the paper road corridor.

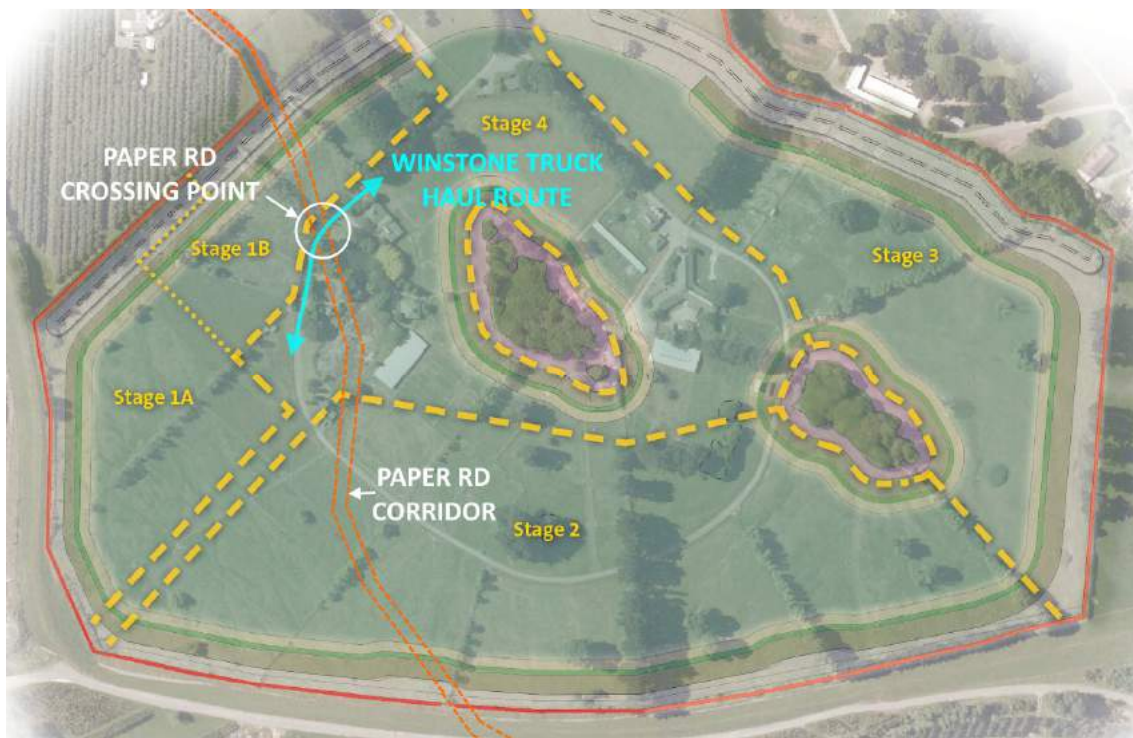


Figure 1 – Paper Road Crossing Location

1.2 PURPOSE

The purpose of the Ashford Park Paper Road Health and Safety Plan ("H&S Plan") is to describe the measures to be put in place to protect the health and safety of pedestrians and cyclists using the KDC paper road where it intersects with the Ashford Park paper road crossing.

The H&S Plan is intended to provide information for regulatory authorities (KCDC and GWRC and Winstone staff - particularly drivers of quarry trucks) and all contractors required to access the east-west haul route across Ashford Park.

1.3 OPERATIONAL DESCRIPTION

In terms of expected traffic volume across the paper road, the daily activity will involve a maximum of two quarry trucks each carting 25 loads across the paper road, over the stopbank crossing and then to the processing plant. Those trucks (now empty) will then cross the paper road again.

This means each quarry truck will cross the paper road a maximum of 50 times a day. Together both quarry trucks will cross the paper road a maximum of 100 times a day.

1.4 ISSUE IDENTIFICATION AND SOLUTIONS

Issue	Solution
Quarry trucks not noticing pedestrians and cyclists crossing the paper road	<ul style="list-style-type: none"> • Large, clear signage advising drivers of potential for pedestrians and cyclists crossing paper road • All trucks to come to a full stop prior to the pedestrian warning signs to allow drivers to check for pedestrians. • 15km/h speed limit
Pedestrians and cyclists walking into the path of quarry trucks while distracted.	<ul style="list-style-type: none"> • Pedestrians have right of way. • Drivers must stop and check whether any pedestrians are either using the crossing or approaching the crossing before continuing. • Crossing design to incorporate self-closing gates which must be opened before crossing the road. • Large, clear signage warning of potential for quarry trucks to be crossing.
Pedestrians and cyclists not seeing approaching quarry trucks to obstructed sightlines.	<ul style="list-style-type: none"> • Crossing design to ensure effective sightlines are retained in both directions. • Trees obscuring sightlines will be either trimmed or removed.
Pedestrians and cyclists walk around gates to cross the road.	<ul style="list-style-type: none"> • Secure fencing will prevent access around gates.

1.5 CROSSING DESIGN

The paper road corridor will be securely fenced off from Winstone's vehicular crossing and warning signs will be erected in both directions alerting the drivers of quarry trucks of the potential presence of pedestrians and cyclists.

All trucks will be required to come to a full stop when approaching the paper road crossing from either direction. This is to allow drivers to assess whether there are any pedestrians either using the crossing or approaching the crossing. The truck stopping points are shown on the plan included at **Appendix A** (i.e. immediately prior to the warning signage). Pedestrians shall have right of way.

Self-closing gates onto the vehicular crossing will be located on both sides and positioned to ensure clear sightlines in both directions. Any trees / vegetation obstructing views will be trimmed back. Clear signage on both gates will A) alert pedestrians and cyclists of the vehicular crossing beyond the gate and B) will ask that the self-closing gates not be propped open.

See **Appendix A** for a plan showing the layout of the crossing.

1.6 CROSSING INSPECTIONS AND REVIEW

The crossing will be inspected weekly by Otaki site personnel to ensure fencing, gates and signage are intact and secure. Winstone will consult with KDC on any proposed changes to the design of the crossing.

1.7 REPORTING OF INCIDENTS (INCLUDING NEAR MISSES)

An incident, in the context of this H&S Plan, is any unintended event that disturbs normal operations. Examples of incidents include near misses and damage to property. Drivers of haul trucks using the crossing will be responsible for immediately reporting, by radio, to the site manager any incidents that arise during their shift. All incidents will be dealt with in accordance with Winstone's Incident Management Policy and Incident Management Procedure (see **Appendix B**)

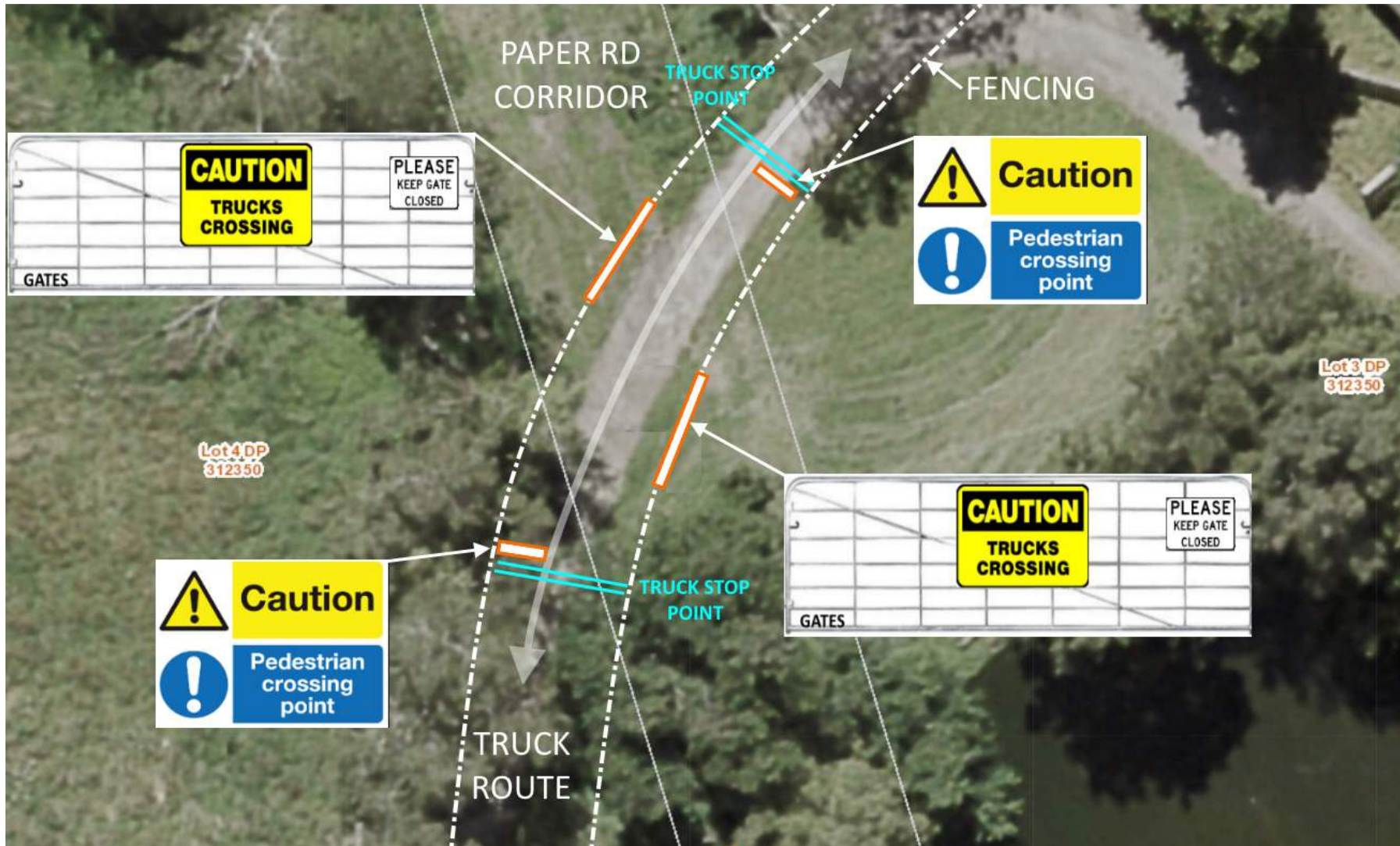
Drivers are also required to record incidents, within 24 hours of their shift ending, in a register to be kept at the Otaki Quarry Site office. The register shall be made available for inspection upon request.

1.8 DRIVER INDUCTION

Prior to works commencing all drivers will be inducted on the requirements set out in this H&S Plan. A record of this induction training will be kept. The induction process will include a familiarisation visit to the crossing location.

In addition to this health and safety plan drivers must also comply with Winstone's Safety Policy (see **Appendix C**) and Health and Safety Code of Conduct (see **Appendix D**).

APPENDIX A – CROSSING PLAN



APPENDIX B – INDICENT MANAGEMENT POLICY AND PROCEDURE

1. Purpose

GBC Winstone is committed to providing a safety and healthy working environment for all employees, contractors and visitors. To achieve this, GBC Winstone is dedicated to timely accident/injury/near miss reporting and thorough investigation with great attention paid to potential damage injury, irrespective of actual damage suffered.

Prompt reporting provides the basis for a quick response to the provision of medical assistance and effective investigations of the incident.

GBC Winstone will record and formally investigate all significant health, safety and environmental incidents to determine the root cause that led to the incident and identify remedial actions required to prevent reoccurrence.

2. Policy

GBC Winstone:

- Shall ensure there is a documented process for reporting and recording all incidents, the process will escalate up to, and include the GBC Winstone Senior Management Team (SMT) depending on the severity of the incident;
- Shall ensure all employees and contractors understand their specific responsibilities to report incidents, injuries and near misses in the workplace;
- Shall ensure there is a process to investigate incidents, accidents and near misses;
- Shall ensure there is a procedure to enforce corrective/remedial actions;
- Shall monitor and review injury and incident statistics to help identify trends that can be used for future incident prevention initiatives;
- Shall communicate any findings through team briefings and news letters;
- Shall ensure all previous incidents, injuries and near misses are stored locally and centrally;
- Shall ensure all records are stored centrally for at least 7 years.

3. Definitions

Stored locally – records stored on site.

Stored centrally – records stored electronically on SharePoint.

4. Responsibilities

The responsibility for effectively implementing this policy rests with the GBC Winstone Health and Safety Manager.

5. Records/References

[Incident Management Procedure](#) (Health & Safety/Incident Management/Policy & Procedure)

1. Purpose

This policy and procedures document provides the framework for managing environment, health and safety incidents for GBC Winstone. It outlines how incidents should be managed, reported and investigated.

2. Scope

This document is applicable to all GBC Winstone sites and activities that are associated with the GBC Winstone business.

3. Definitions

First Aid Injury	<p>An injury incident that required only one or more of the following types of treatment:</p> <ul style="list-style-type: none"> ▪ Using non-prescription medications at non-prescription strength ▪ Administering tetanus immunizations ▪ Cleaning, flushing, or soaking wounds on the skin surface ▪ Using wound coverings, such as bandages, BandAids™, gauze pads, etc., or using SteriStrips™ or butterfly bandages ▪ Using hot or cold therapy ▪ Using any totally non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. ▪ Using temporary immobilization devices while transporting an accident victim (splints, slings, neck collars, or back boards) ▪ Drilling a fingernail or toenail to relieve pressure, or draining fluids from blisters ▪ Using eye patches ▪ Using simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye ▪ Using irrigation, tweezers, cotton swab or other simple means to remove splinters or foreign material from areas other than the eye ▪ Using finger guards ▪ Using massages ▪ Drinking fluids to relieve heat stress.
Medical Treatment Injury	<ul style="list-style-type: none"> ▪ A work-related injury or illness that requires medical treatment beyond 1st aid, including a patient being managed or cared for by a doctor or health care professional for the purpose of combating disease or injury. ▪ The following are not considered medical treatments: ▪ Visits to a doctor or health care professional solely for observation or counselling ▪ Diagnostic procedures, including administering prescription medications that are used solely for diagnostic purposes ▪ Any procedure that can be labelled first aid. ▪ Prescription issued for preventative purposes such as anti-biotic with no or before infection sets in.
Lost Time Injury	<p>A work-related injury or illness that results in time lost from work of one full day/shift or more.</p>

Legal Privilege	Legal privilege protects communications between a lawyer and their client (or third parties) from being automatically disclosed without the permission of the client.
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4. Responsibilities

4.1 Employees

It is important to all employees that they are not harmed while at work, also that the work they are involved with does not harm others. A key part of achieving this is learning from incidents that have occurred and resulted in harm or could have resulted in harm to people, plant and equipment or the environment.

Employees must:

1. Notify a supervisor/manager immediately after an incident occurs or there is an Environmental, Health or Safety concern, or as soon as possible after.
2. Assist in the immediate response to an incident, as set out in this procedure.
3. Assist in incident investigations when needed.
4. Share ideas on how to improve reporting of incidents, investigations and how to manage risks
5. Participate actively in Environment, Health and Safety discussions.

4.2 Managers/Supervisors

Learning from incidents and strengthening controls to prevent them from happening again is primary responsibility of the manager/supervisor(s) role.

Managers need to be confident that incidents are investigated to the level that is required, and that investigations and follow up actions are robust.

All persons within my area of responsibility need to be fully knowledgeable about what they must do to achieve the above.

Managers/Supervisors must:

1. Ensure there is adequate immediate response to an incident, appropriate to level, as set out in this procedure
2. Escalate the incident within required timeframes, as defined in this Procedure's Incident Management matrix
3. Accurately record, report and investigate all incidents in the FB incident reporting system.
4. Participate, as required, in investigations as per this procedure that occurs as a result of an incident.
5. Ensure any inadequate hazard controls are addressed, or suitable interim controls are implemented, before operations are re-started
6. Maintain weekly (as a minimum) contact with all employees injured and off work
7. Implement corrective actions from investigations and monitor controls to confirm their effectiveness.

8. Discuss with team members information about incidents that have occurred, the results of investigations, the controls that have been put in place, and receive their feedback.
Communicate the feedback, as appropriate
9. Discuss with team members FB and BU hazard alerts that have been received and what has been done; take action as necessary within your operations

Responsibilities for EHS Team, BU Managers, Regional Managers, CEO's, GM's etc. are available in the FB "Managing Environment, Health and Safety Incidents in Fletcher Building" Safety Standard document.

5. Procedure for Managing an Incident where an Injury Occurred

5.1 Immediate Response to an Incident

Following an incident, immediate action must be taken to provide care for the injured person(s), minimise damage and make the operations safe.

1. Assess the area and make sure there is no danger to you before approaching.
2. Activate emergency evacuation if appropriate.
3. Contact first aider to assist the injured person.
4. Assign someone to contact Emergency Services if needed.
5. Assign someone to wait for Emergency Services at the gate to aid services to the scene.

5.2 If the Injured Person Requires Medical Treatment

1. Supervisor/manager must accompany or arrange someone to accompany the injured person to the doctor/hospital.
2. Make sure that an Alternative Duties letter is provided to the treating doctor to notify them of GBC Winstone's Workplace Health Policy.
3. Make sure the injured/ill person's next-of-kin is contacted, told of the situation and provided with the appropriate level of support.

5.3 If the Incident is Major or Potentially Major

The Site Supervisor/Manager shall delegate responsibility to appropriate people to:

1. Cordon-off the incident scene
2. Consider if it is appropriate to shut down operations at the site
3. Account for all people
4. Activate the Employee Assistance Programme (EAP), if appropriate
5. Record scene details and collect information from any witnesses to the incident (including photographs)
6. Notify your FB legal contact for legal advice

7. Notify FB leaders as detailed in the Incident Management Matrix
8. Notify regulator (WorkSafe, Maritime NZ etc.) as per legislative requirements
9. Once people have been looked after, ensure the scene is not disturbed until released by the regulator.
10. Collect sufficient information so that someone who has not visited the site can easily understand the circumstances of the incident

5.4 If it is a Level 3 or 4 incident Involving Members of the Public or Attracts Media

The Site Manager/Supervisor shall refer to the Crisis Management Plan.

6. Procedure for Notification of Incidents (potential and actual)

Notification of incidents shall be done in accordance with the FB Incident Management Matrix.

6.1 Level 1 Notification

1. All Level 1 incidents must be recorded by the end of the shift.
2. All absent/failed hazard controls must be addressed.
3. Level 1 incidents do not require an investigation unless requested by the Manager, National H&S Manager, GM, or Divisional H&S Manager.

6.2 Level 2 Notification

1. Must be recorded by the end of the shift.
2. All absent/failed hazard controls must be addressed
3. Interim controls must be signed off by the Site Manager/Supervisor before work can commence.
4. Investigate using 5 Why investigation
5. Hazard alert - as appropriate.

6.3 Level 3 or Level 4 Notification (Actual or Potential)

1. GBC Winstone shall prepare a hazard alert, as soon as possible after an actual incident.
2. GBC Winstone will forward a copy of the alert to the Divisional EHS manager for review, prior to it being release throughout the business unit.
3. Some potential incidents might need a hazard alert as well. Your Divisional H&S manager or National H&S Manager may ask you to prepare these.
4. The GM will give feedback to the CE about controls being in put in place and any other interim or long term controls that may have been implemented.
5. Interim controls must be signed off by GM for Level 3, and CE for Level 4 incidents.
6. All hazard alerts must include as a minimum:- What happened, What did you do about it, What do you need to stop it from happening again.

6.4 External Notification (If an incident involves a potential requirement to report to a regulator)

1. The Manager/Supervisor will immediately notify the GM, National H&S Manager and FB legal
2. The GM, National H&S Manager or one of their delegates must ensure regulatory reporting requirements are met.
3. The incident scene must be frozen and protected from interference until the regulator has responded.
4. Photographs of the scene are to be taken, and as much evidence of the incident must be documented as soon as possible.
5. Some documents must be prepared under legal privilege - speak to your local FB Legal contact about these requirements.
6. When the regulator arrives DON'T
 - Answer detailed questions about what occurred - explain an investigation is required.
 - Speculate about why it happened
 - Hand over any copies of documents before senior business unit and FB legal management have had a look at it.
7. When the regulator arrives DO
 - Induct the regulator
 - Provide your name, address and occupation
 - Co-operate with requests. Explain nature of business and location of incident. Don't talk specifically about the incident.
 - Stay with the regulator. Take photos of what they look at, take notes who they talk to and about what.
 - Avoid staff talking to regulators if possible.
 - Allow regulator to impound any plant or equipment relating to the incident, to take photographs and samples.
8. Offer legal support to anyone asked to attend an interview (voluntarily or otherwise) with the regulator.

7. Procedure for Investigation of Incidents

All incidents will be investigated as determined by their Level in the FB Incident Management Matrix and as set out in this procedure. Should FB Legal or an external legal adviser instruct you to conduct an investigation in a different manner or to collect certain information, that must be complied with in addition to (or instead of) these procedures. After actual level 2 and a potential level 3 the following steps should be taken.

- **Day One** – Actual incident / accident managed as dictated by the situation and abiding by the FB incident management matrix

- **Day Two** – ICAM team formed in agreement with BU GM, BU EHS lead, Div. EHS lead and must include some form of independent input and involvement (if at all possible) but as a minimum peer review.
- **End of week one** – BU GM, BU EHS lead, Div. EHS lead and any other relevant Op's or ICAM members meet to discuss WIP.
- **End of week two** – BU GM, BU EHS lead, Div. EHS lead and Op's / investigation lead report the ICAM and findings back to Div. CEO. (preferably face to face for Auckland based people and phone for others)
- **Upon completion** of all of the above all corrective actions are logged into Radar and tracked to completion by the BU EHS lead using existing process and templates.
- **At a TBA** time but **maximum 3 Months** following the incident / accident the effectiveness of any corrective actions are reviewed by a BU SLT member and this logged into Radar within the investigation action record.

7.1 5 Why Investigation

The '5 Why' investigation provides a simpler way to identify root causes or underlying causes of an incident. Although not as comprehensive as an ICAM it is easily applied and especially useful for recurring incidents in an operation.

7.2 ICAM Investigation

The Incident Cause Analysis Method provides a structured approach to incident investigation and the analysis of findings, leading to corrective actions that will reduce risk and prevent recurrences of incidents.

If the incident requires an ICAM investigation, planning for this should begin as soon as possible after the immediate response to an incident.

A list of all ICAM investigators throughout GBC Winstone can be found on the GBC Winstone intranet under H&S SharePoint Site/Incident Management/ICAM Investigations.

7.3 Investigation Findings

The ICAM/5 Why investigation team will produce a report that clearly communicates:

- Relevant incident information
- Analysis of the cause
- Recommendations for corrective actions
- Organisational learnings.

Recommendations for corrective actions must be where applicable aligned with other FB Standards and be "above the line" where practicable. (Refer FB Managing Risk Standard)

The investigation report can be peer reviewed on some investigations to ensure the investigations continue to be robust and are completed to a consistent standard. Persons carrying out this peer review must be competent, know and have some experience regarding the processes around the hazard.

A final investigation report can only be submitted to the Senior Management Team once the report has been reviewed and signed off by the National H&S Manager.

7.4 Corrective Actions

Senior Management must review all actual Level 3 and actual and potential Level 4 ICAM investigations and determine whether the corrective actions are appropriate and develop an action plan for implementing these corrective actions. These corrective actions can only be signed off by the GM.

The supervisor/manager must then communicate findings from the investigation as well as corrective actions being implemented to the injured person as well as the rest of the team.

7.5 Investigation Follow-up

Following an incident investigation and implementation of corrective actions a review and monitoring of the corrective actions will take place to ensure they are and remain effective.

All corrective actions must be entered into the electronic FB incident database with a review period to be re-assessed to confirm they are effective and ALARP. (As low as reasonably practicable)

7.6 Completed Investigations

All completed investigations must be archived in a format suitable for archiving.

A copy of an Investigation report must not be given to a person outside Fletcher Building without the prior approval of FB Legal and the National H&S Manager. This could be a legally privileged document, but as soon as it is outside of the company we cannot claim privilege over the document in future.

7.7 Contractor or Sub-contractor Incident Investigations

After a Level 3 or Level 4 incident, GBC Winstone will carry out their own ICAM investigation, independent to any investigations carried out by the contractor, with the focus on our responsibilities in particular relating to contractor management, to determine and remedy factors that may have contributed to the incident.

8. Procedure for Dealing with the Injured Employee

Manager/Supervisor must:

- Fill out an initial needs assessment form as soon as possible, but within 24 hours after the incident with the injured person.
- At least once a week have a meeting with the injured person to talk about his alternative duties and his progress to health if he is at work on alternative duties.
- At least once a week contact any injured person that is not at work and discuss his recovery, needs and progress.

The GM must:

- Contact any employee that had an injury which will incur a long term effect (longer than one month) or result in permanent or partial disablement. This will take place as soon as appropriate after the injury happens, taking into account medical advice.

9. Collation of Incident Data

Incident data are collated by Fletcher Building and reported monthly in the Divisional H&S Reporting. On an annual basis in July/Aug it will form part of the National H&S Meeting and Site H&S Meeting discussions and will be reported by injury location.

10. Records/References

[Discomfort, Pain and Injury](#) (Matrix)

[Injury Management](#) (H&S/Health and Rehabilitation/Policy & Procedure)

[Incident Management Policy](#) (H&S/Incident Management/Policy & Procedure)

[Initial Needs Assessment](#) (H&S/Health and Rehabilitation/Generic Forms)

[Manager's Weekly Monitoring Form](#) (H&S/Health and Rehabilitation/Generic Forms)

FB-EHS-STD-Managing EHS Incidents-2.00 ([Standards and Resources](#))

INCIDENT MANAGEMENT PROCEDURE

Health and Safety/Incident Management/Policy & Procedure

Notification

Incidents shall be notified to appropriate roles within Fletcher Building depending on their actual or potential severity; additionally they shall be notified to external organisations as required by local regulations.

The Incident Management Matrix

FB EHS Incident Levels and Required Response (Actual & Potential)								
Incident Level	Impact				Response for Actual Incident		Response for Potential Incident	
	Category	Health and Safety	Environment	Financial Costs / Reputational	Notification (minimum)	Response/Action required (minimum)	Notification (minimum)	Response/Action required (minimum)
1	Insignificant	<ul style="list-style-type: none"> No treatment injury Pain & discomfort 	<ul style="list-style-type: none"> Onsite/Offsite release contained in controls 	<ul style="list-style-type: none"> Less than \$1,000 	<ul style="list-style-type: none"> Your Manager/ supervisor Site Manager Site/ Regional EHS team <p><u>Timeframe</u> when it occurs and before the end of day</p>	<ul style="list-style-type: none"> Record by end of shift Address absent/failed hazard controls. 		
	Minor	<ul style="list-style-type: none"> First aid treatment 	<ul style="list-style-type: none"> Onsite/Offsite release cleaned up with internal resources 	<ul style="list-style-type: none"> More than \$1,000 and less than \$10,000 				
2	Moderate	<ul style="list-style-type: none"> Medical treatment injury (MTI) Lost Time Injury (LTI) 	<ul style="list-style-type: none"> Onsite/Offsite release cleaned up with specialist assistance. Damage to items of ecological or cultural significance 	<ul style="list-style-type: none"> More than \$10,000 and less than \$100,000 Minor enforcement against company 	<p>Same as Actual Level 1, and:</p> <p><u>Within 12hr</u></p> <ul style="list-style-type: none"> BU GM, BU Operations BU EHS Manager Regional FB legal team <p><u>Within 24hr</u></p> <p>Divisional EHS Manager/CE</p>	<ul style="list-style-type: none"> Record by end of shift Address absent/failed hazard controls BU Hazard Alert Investigation – 5 Why 	<ul style="list-style-type: none"> Your Manager/ supervisor Site Manager Site/ Regional EHS team <p><u>Timeframe</u> Weekly Report</p>	<ul style="list-style-type: none"> Hazard Alert Investigation - 5 Why (if BU/site top risk)
3	Major	<ul style="list-style-type: none"> Serious Injury 	<ul style="list-style-type: none"> Onsite/offsite release with Major short term negative effects Major Damage to items of ecological or cultural significance 	<ul style="list-style-type: none"> More than \$100,000 and less than \$500,000 Prosecution against company Negative local publicity 	<p><u>Immediately</u></p> <p>Same as Actual Level 2, and:</p> <p><u>Immediately</u></p> <ul style="list-style-type: none"> Group EHS Manager Regional FB legal team CEO 	<ul style="list-style-type: none"> Record by end of shift Stop operation where hazard is located until absent/failed hazard controls addressed (interim controls) Investigation - ICAM FB Hazard Alert 	<p>Same as Potential Level 2, and:</p> <ul style="list-style-type: none"> BU GM, BU Operations BU EHS Manager Divisional EHS Manager Divisional CE Group EHS Manager <p><u>Timeframe</u> Daily Report</p>	<ul style="list-style-type: none"> Record by end of shift Stop operation where hazard is located until absent/failed hazard controls addressed (interim controls) FB Hazard Alert Investigation – 5 Why (BU decision if ICAM required)
4	Catastrophic	<ul style="list-style-type: none"> Fatality (s) 	<ul style="list-style-type: none"> Toxic release onsite/ offsite with detrimental long term effects 	<ul style="list-style-type: none"> More than \$500,000 Prosecution or significant restriction on operational activities against company Negative national publicity 	<p><u>Immediately</u></p> <p>Same as Actual Level 3, and:</p> <p><u>Immediately</u></p> <ul style="list-style-type: none"> General Counsel 	<ul style="list-style-type: none"> Record by end of shift Stop operation of all sites where hazard is located until absent/failed hazard controls addressed (interim controls) Investigation - ICAM FB Hazard Alert 	<p>Same as Potential Level 3</p> <p><u>Timeframe</u> Daily report</p>	<ul style="list-style-type: none"> Record by end of shift Stop operation where hazard is located until absent/failed hazard controls addressed (interim controls) FB Hazard Alert Investigation - ICAM
If in doubt escalate		ICAM exceptions to above signed off by BU GM		FB Hazard Alert – by hazard category or individual incident agreed by EHS Divisional Manager		Incidents logged in FB electronic reporting system, or reported at end of shift then recorded in FB reporting system, within 48 hrs. of incident occurring		

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APPENDIX C - WINSTONE'S SAFETY POLICY



Safety Policy

Together we strive to be better every day by committing to managing the safety risks at our operations so that employees and other workers are not exposed to the risk of significant injuries and fatalities.

Together we will:

- Ensure leaders are competent and accountable in safety and demonstrate a highly visible level of commitment.
- Set objectives and targets on a risk-based approach that prioritises controls for critical risks.
- Commit to meet Fletcher Building, relevant regulatory and industry standards.
- Consult with employees and other workers to encourage participation for continuous improvement and empowerment.
- Set high standards of operational discipline and ensure accountability.
- Support training programmes to build safety knowledge and improve safe work practices.
- Encourage an open, honest and transparent reporting culture where all workers participate in reporting incidents and safety concerns.
- Accurately report and record all incidents and safety concerns, ensure investigations identify incident causes, and ensure there is accountability for corrective actions.
- Recognise and celebrate effective safety risk management.

A blue ink signature of Ross Taylor, consisting of a large, stylized 'R' followed by a loop.

Ross Taylor
Chief Executive Officer
Fletcher Building Limited

A blue ink signature of David Welsh, consisting of a stylized 'D' followed by a horizontal line.

David Welsh
General Manager
Winstone Aggregates

Date: 7th September 2018

APPENDIX D - WINSTONE'S HEALTH AND SAFETY CODE OF CONDUCT



1. Purpose

The purpose of this document is to provide the overarching principles for behaviour, in regards to health and safety, at Winstone Aggregates.

2. Scope

This document is applicable to all Winstone Aggregates operations and personnel (including contractors) associated with Winstone Aggregates operations.

3. Policy

Leading from the Health and Safety Policy, we at Winstone Aggregates believe that all employees and contractors have the duty to work safely. We will endeavour to achieve the highest standards of safety by:

- Following all the site safety rules, policies, procedures and requirements.
- Always using personal locks and tags when there is a need to isolate equipment.
- Never removing guarding unless the machinery is correctly isolated or there is an agreed (written) procedure stating how to undertake the task safely.
- Using the stairs safely; i.e. walking, holding on to the handrails where they exist and carrying items up and down in a safe manner.
- Reporting and isolating any hazards that could harm others or ourselves.
- Always reporting any injuries, no matter how minor, so that contributing causes can be identified and eliminated to prevent others from being injured.
- Reporting any incidents where there is the potential for injury.
- Not using machinery or equipment unless we have been trained to use it safely, or we are being supervised at the time.
- Immediately reporting any defects on any machinery or equipment.
- Stopping any hazardous work that we are doing ourselves, or see others doing.
- Wearing all the correct PPE identified for that area or task and reminding our workmates to do the same.
- Ensuring any visitors or contractors we bring on to site, or are responsible for, are kept safe and carry out their tasks in a safe manner.
- Ensuring we have good housekeeping in place by cleaning up any mess we make or reporting/cleaning up any mess we find.
- Checking with a safety rep or expert, if we are unsure of any of the above, before proceeding.
- Respect yourself and your fellow workers.