

1. Purpose

The following outline the health, safety and environmental requirements, the nature of our Lifesaving Rules and the procedures that Contractors must follow when undertaking work for Winstone Aggregates. These rules and procedures are established and shared with you to ensure together we keep all workers safe and get them all home safely to their loved ones.

If there is any doubt or misunderstanding about the contents of this the Contractor should consult Winstone Aggregates Management for clarification.

2. Life Saving Rules



WE ALWAYS OBEY EXCLUSION ZONES

We identify, establish, enforce and obey our exclusion zones and their associated controls.



WE ALWAYS WORK FREE FROM THE INFLUENCE OF DRUGS & ALCOHOL

We are free from the influence of drugs & alcohol when at work to ensure the safety of ourselves as well as our workmates.



WE ALWAYS WEAR OUR SEATBELTS AND DRIVE SAFELY

We always wear our seatbelts and follow the rules to keep ourselves and others safe. Whether this is driving on the public road or on site.



WE ALWAYS LOCKOUT, ISOLATE AND VERIFY WHEN WORKING ON PLANT AND EQUIPMENT

We always ensure that all equipment is locked out, isolated, de-energised and tested, to prove it is locked out, before any guards are removed and before any maintenance/service work is started.



WE ONLY OPERATE PLANT AND EQUIPMENT WE ARE TRAINED AND SIGNED OFF AS COMPETENT ON.

We only do the tasks, operate equipment and vehicles in which we have been trained in and deemed competent to perform by our Manager/Supervisor/Trainer.



WE ALWAYS DO PRESTART CHECKS AND ONLY USE EQUIPMENT THAT IS SAFE FOR USE.

Each day we check that our mobile plant and fixed plant is safe to use, we visually check tools before using them, we report defects promptly and action repairs.

3. Winstone Aggregates Responsibility

- Shall ensure that adequately resourced and competent Contractors are employed
- Shall ensure all equipment is safe and fit for service under the specified operating conditions
- Shall monitor Health & Safety performance
- Establish and maintain effective communication and co-ordination between all contractors
- Shall ensure all Contractors undergo a robust induction process
- Shall transfer all relevant Health and Safety information to Contractors
- Shall monitor environmental performance

4. Contractors Responsibility

- The Contractor must comply with the provisions of the Health and Safety at Work Act 2015 and all related legislation including all regulations and codes of practice approved under the HSWA 2015.
- The Contractor must comply with the Resource Management Act 1991 at all times when carrying out their obligations under this agreement.
- Contractors must ensure all Health and Safety legislation is complied with by its workers, agents, and sub-contractors.
- The responsibility for ensuring that Contractors workers understand and comply with the relevant health and safety procedures rests with the Contractors Management.
- Contractors will be fully conversant with the requirements of these instructions and the rules and regulations applied to working for Winstone Aggregates.
- The Contractors Senior Management is responsible for ensuring that all measures are taken to comply with the safe working requirements as detailed in these instructions.
- Ensure that only competent persons who are fit and capable of doing the work to which they are assigned and provide evidence of that competency to Winstone Aggregates upon request.
- All Contractor workers are responsible for their own health and safety as well as others around them.
- Promptly report, and ensure active follow up, in coordination with Winstone Aggregates for any injury, site incident, or failure of the safety management system.
- The Contractor must comply with Winstone Aggregates' Environmental Policy.
- Provide accident and incident reports, statistics, man-hour reports and occupational illness data when required.
- At all times treat other persons on site respectfully and fairly.
- Never make statements which could harm the reputation of Winstone Aggregates.

5. Contractors Obligations

The Contractor shall ensure that all equipment, plant, machinery and apparatus (for which they are responsible for) used is safe and without risk to health, safety or the environment and is maintained to an acceptable standard. All necessary test and examination certificates must be available for inspection at all times.

Winstone Aggregates and the Contractor has a responsibility to stop any operation or activity where it is considered that there is a risk to the safety and health of any worker, or the possibility of environmental or ecological damage.

The Contractor and Contractors workers will comply with any reasonable written or verbal instruction given by any Winstone Aggregates representative in respect of health, safety and environmental controls.

6. Reporting of Incidents & Accidents

All safety concerns (accidents, near misses, hazards) shall be reported to Winstone Aggregates Management immediately. Winstone Aggregates and the Contractor will jointly coordinate the investigation and reporting of all incidents and accidents in accordance with Winstone Aggregates Procedure.

Delays in delivering of services to either Winstone Aggregates or Winstone Aggregates customers will also be reported to the site manager/team leader/supervisor or dispatch as applicable.

7. Winstone Aggregates/Customer Equipment

No mobile plant and equipment must be used unless specifically authorised by the site manager or a Winstone Aggregates Senior Management representative.

All workers granted authorization must also be qualified to operate the applicable equipment.

All new customer equipment entering a Winstone Aggregates site or Winstone Aggregates customer site, must be declared to Winstone Aggregates management, and will be subject to a hazard checklist or other relevant checks prior to use.

8. Alternate/Light Duties Program

In the event of a Contractors worker becoming injured whilst working on behalf of Winstone Aggregates, under this agreement the Contractor must provide the injured party with alternate/light duties in accordance with the Winstone Aggregates Alternate/Light Duties Program to avoid the injury resulting in unnecessary lost time, where this is relevant.

9. General Restrictions

Winstone Aggregates operates a policy of random, post incident and just cause drug and alcohol testing. No worker shall be permitted to enter the site if suspected of being under the influence of intoxicating liquor or drugs.

Winstone Aggregates will refuse admittance to all Contractors workers and remove them from the site if they provide a positive specimen for drugs or alcohol.

The possession or consumption of any drugs, other than for medicinal purposes, or any alcoholic liquor on site is strictly prohibited.

Any incident on our sites will be followed up with a Drug and Alcohol post incident test.

For more information consult the Winstone Aggregates Drug & Alcohol Policy, available upon request.

All Contractor workers deemed to be working unsafely will be removed from site, the Contractor will be notified of the removal. The worker may not return to site without permission from Winstone Aggregates.

10. Personal Protective Equipment (PPE) Requirements

Mandatory PPE to be worn by all Contractor workers in all operational areas shall be:

- High visibility outer clothing
- Ankle supporting safety boots
- Wrist to ankle appropriate safety clothing
- Hard hat
- Hearing protection (in areas specified by signage)
- Eye protection
- Gloves (task dependent)
- Dust Protection (task dependent)

PPE requirements may differ depending on the nature of the task, the task specific Permit to Work (PTW) will specify any additional PPE requirements. PPE requirements may differ depending on the nature of the task and as per Customer requirements. Operational areas are generally defined as inside the site grounds and any customer delivery point, excluding administration and amenity areas. For a further definition, please contact Winstone Aggregates Management for clarification.

11. Health & Safety Meetings

A monthly Health and Safety meeting will be held and all long term/permanent contractors are expected to attend, and all other contractors are welcome. The frequency of this meeting may be increased if deemed necessary. The agenda for the meeting will use the following guidelines:

- Minutes of the last meeting
- Matters arising
- Accidents, incidents & near misses
- Audit findings
- Anticipated concerns
- Interface between Contractors

12. Traffic Management & Vehicle Movement

Winstone Aggregates promotes responsible vehicle movements throughout site, allowing pedestrians to move through specified areas of site safely and without risk. Vehicle movements are controlled via site specific Traffic Management Plans. It is the responsibility of all workers on site to be familiar with the detail within this plan and strictly adhere to it at all times. Winstone Aggregates Quarries operate heavy machinery which can be a major risk to both pedestrians and light vehicles, and all drivers must remain inside vehicle cabs when in stockyard areas.

Traffic Management Plans will be made available upon induction, if applicable.

13. Permit to Work (PTW)

All work undertaken at Winstone Aggregates sites shall have specific Permit to Work issued by Winstone Aggregates. The requirements of the PTW must be strictly adhered to at all times. Any changes in scope of work must be reported to the appropriate job coordinator immediately.

No work can commence without a valid Permit to Work.

For more information on the Winstone Aggregates Permit to Work please consult the Winstone Aggregates Team Leader/Supervisor or Manager to view procedures and forms, which is available upon request.

14. Induction

Winstone Aggregates requires all worker to undergo a robust site-specific induction. Some areas of site considered highly hazardous, have their own induction. Induction training will be based around site specific information, known hazards/risks and the tasks that will be performed.

Standard Operating Procedures (SOPs) are readily available for routine tasks and are to be agreed in conjunction with the applicable PTW. Winstone Aggregates acknowledges most operations are high risk and will ensure all operators have thorough knowledge and understanding prior to performing tasks related to our processes.

Induction training will be delivered by Winstone Aggregates and records will be stored locally.

All contractors must sign in and out of the site each time entering or leaving.

15. Safety Conversations

Safety Conversations might be conducted by Winstone Aggregates workers on a regular frequency. This frequency may be increased if there is evidence of systematic failure. The basic purpose of these conversations is to assess the understanding of risks by all workers on site.

16. High Risk Specialist Work

Contractors may be engaged to perform specialist work for which they will be required to issue Winstone Aggregates with appropriate risk assessment/JSEA for the task. This documentation will be reviewed in conjunction with the Contractor. A Permit to Work will be issued for all work on site.

17. Contractor Review & Requalification

Under this agreement all Contractors will be expected to participate in the Performance Review and Accreditation process annually. Winstone Aggregates reserve the right to review all Contractor and Sub-Contractors beforehand if there is a substantial incident or frequent near misses/incidents as per Winstone Aggregates Contractor Management Procedure.



HEALTH & SAFETY AGREEMENT WITH CONTRACTORS

Health & Safety/Contractor Management

18. Working Alone

Winstone Aggregates acknowledges that at times workers may be required to work alone after hours on site to maintain or repair plant and equipment. A process for notifying the site manager is available through the Permit to Work process and will be supplied by the team leader/supervisor or manager.

19. Training, Competence and License Requirements

All workers contracted to work for Winstone Aggregates, must comply with all regulatory and industry standard training, and all licenses must be provided upon request. The contractor must make available for review, training records as requested by Winstone Aggregates.

All Contracting drivers must have a valid license for the appropriate vehicles and equipment used. Copies of licenses must be stored locally by the Contractor and be available for review upon request.

20. Overloading

Under no circumstances are Contractors to leave a Winstone Aggregates site with an overloaded truck and trailer unit. Winstone Aggregates weighbridge staff will notify the Contractor upon leaving site via the weighbridge if their vehicle is overloaded; it is the Contractors responsibility to ensure they remove some of their load to comply with the standards stipulated under NZTA legislation. (New Zealand Transport Agency).

21. Agreement

Company Name: _____

Address: _____

Type of Work: _____

I/We acknowledge that I/we have read the foregoing Health, Safety & Environmental information. I/we undertake and agree that my/our workers shall at all times observe and comply with relevant legislation and applicable Health, Safety & Environmental procedures and instructions.

Name: _____ Date: _____

Signature: _____ Position: _____