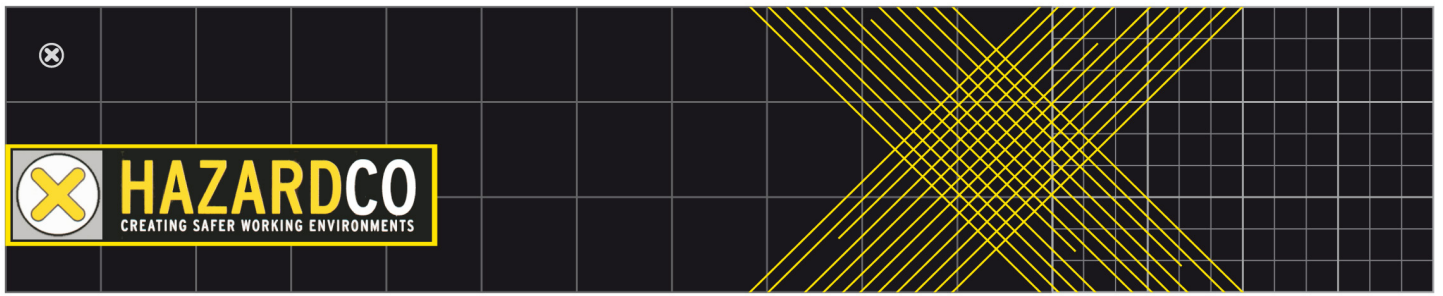


Health & Safety Policy & Plan.

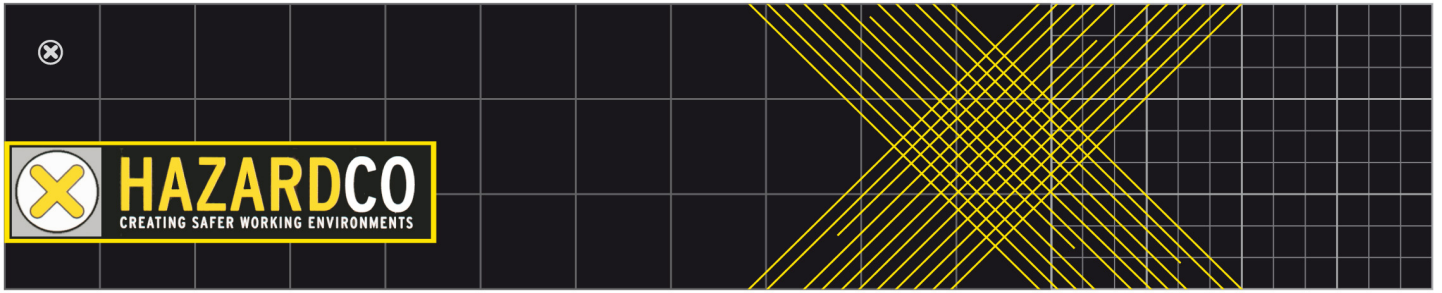
Rightway Roofing.

Valid: 02/2012 - 02/2013



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(1) Policy Statement.

Rightway Roofing is committed to creating and maintaining a safe and healthy environment on all our work sites. We are committed to meeting the requirements of the Health & Safety In Employment Act 1992, Health & Safety Regulations 1995 and Relevant Codes of Practice.

We are also committed to meeting industry best practice standards and will strive for continuous improvement in health and safety by implementing the HazardCo System which is designed to address the provisions outlined in *AS/NZS 4801 OHSM Systems*.

We will also address (where applicable) the requirements outlined in Section 8, of the Housing, Alterations and Small Building Contract, *NZS 3902: 2004*.

Rightway Roofing will work to the Principals' Site-Specific Safety Plan or prepare and work to our own Site-Specific Safety Plan. We will take all practicable steps to:

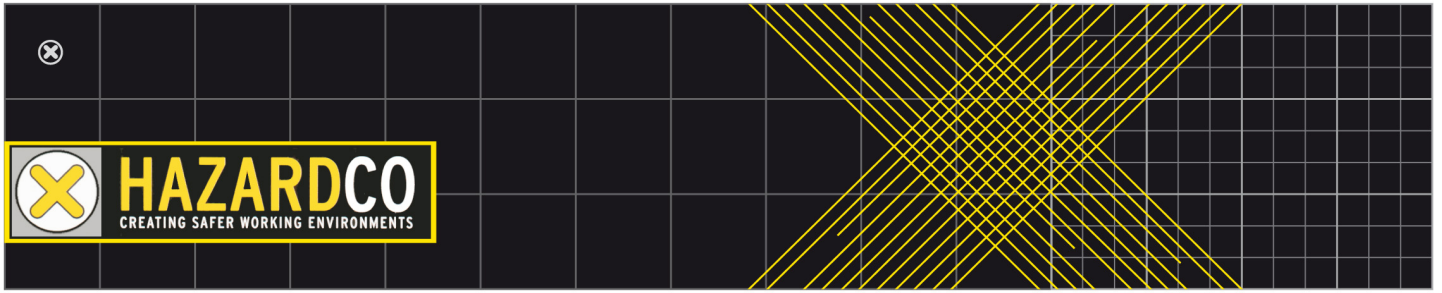
- Provide a safe place of work, safe equipment, and proper materials.
- Establish & insist that safe work methods are practiced at all times.
- Provide regular supervision, induction, and training of employees.
- Ensure all staff understand and accept their responsibility to promote and maintain a safe and healthy place of work.
- Ensure all contractors who work on Rightway Roofing sites have a suitable and approved Health & Safety Programme.

Employees and contractors are expected to contribute to creating safe work sites by practicing safe work methods, ensuring PPE is used, and reporting any unsafe work conditions or equipment to Rightway Roofing Site Supervisors immediately.

Director or Senior Manager

Sign:

Date:



(2) Hazard Identification.

Hazard Identification is a major component of Rightway Roofing Health & Safety Programme.

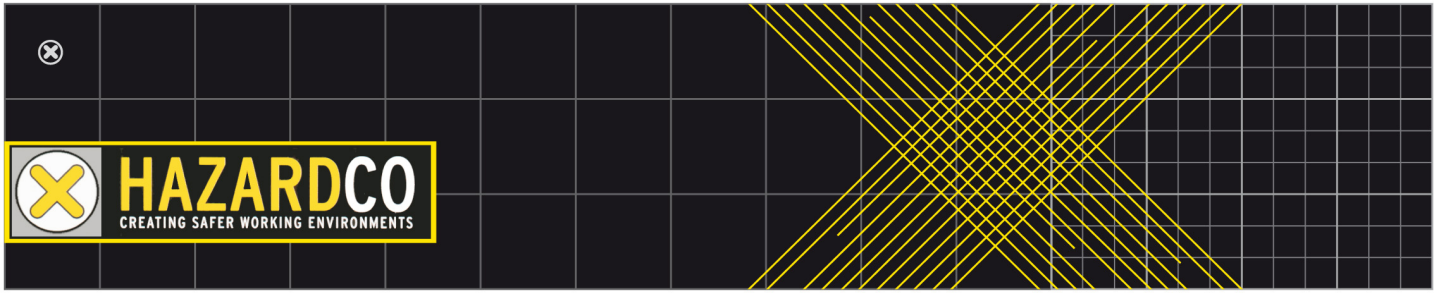
One or more of the following methods will be used by Rightway Roofing, employees to identify and manage Hazards when they are at work:

Site Analysis: Regularly referring to information on specific hazards contained in HazardCo Site and Team Packs (Visual and documented hazard registers). Survey the worksite for any of these hazards and update the Site Hazard Board by 'ticking' the board against the listed site hazards.

Task Analysis: Identifying the tasks that will be required for each job and based on our knowledge and having referred to hazard information contained in the HazardCo Site and Team Packs, identify the hazards that are related to the work we are doing. Where required a Task Analysis (using the HazardCo website) can also be used to document this process.

Observe the actions of those working on site and identify any hazards involved. Update the Site Hazard Board by 'ticking' the Board or by writing on the Board any new hazard(s) identified and the appropriate method to prevent it causing any harm.

Physical Inspections: Rightway Roofing will carry out regular inspections of each worksite to ensure the Site Hazard Board is up to date.



(3) Hazard Management.

Once hazards have been identified they will be assessed and controlled using the required hierarchy of:

Eliminate: - can the hazard be removed completely?

Isolate: - If not can it be separated from those working around it?

Minimise: - If not how can you prevent it harming anyone?

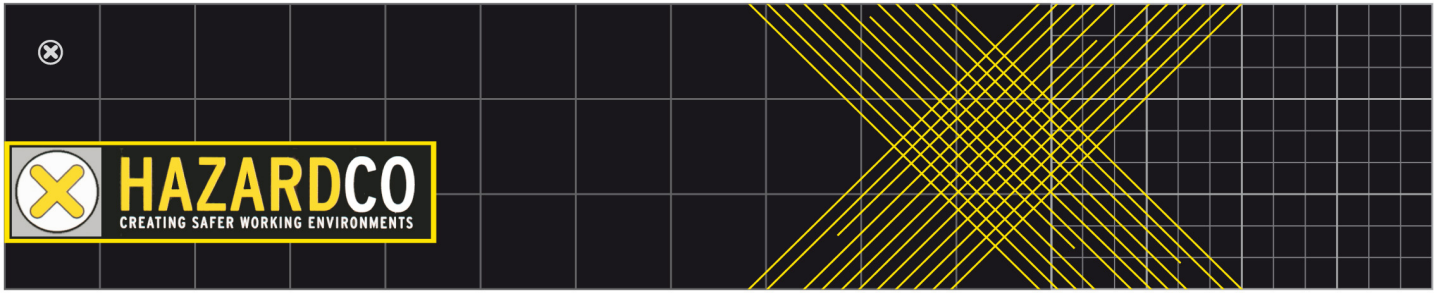
If the hazard has the potential to cause injury or serious harm, or has delayed or cumulative effects, then it will be classified as a Significant Hazard and will be controlled (i.e. eliminated isolated or minimised)

The appropriate action to manage each of the Significant Hazards will be determined and implemented on site. Significant Hazards and their controls are listed in the Site Specific Safety Plan (Safety Plan) and displayed in the Induction & Training cards (Visual Hazard Registers) contained in the Site & Team Packs.

The identified hazards and the management steps / actions to control them will also be written on the Site Hazard Board or Team Hazard Board that is displayed at each entrance to the worksite.

The Site Supervisor who is managing each site or the person *'in control of the worksite'* will be responsible for keeping the hazard board updated daily and ensure that the hazard management steps listed in the Safety Plan are carried out.

The Site Supervisor or person *'in control of the worksite'* is responsible to inform other employees /contractors and visitors to the site of existing hazards and the requirement to identify and report any potential hazards to the Site Supervisor. These hazards will also be recorded on the Team / Site Hazard Board.



(4) Induction & Training.

Rightway Roofing will ensure all employees are either sufficiently experienced to do their work safely or are supervised by an experienced person. Employees / Contractors will be trained to an appropriate standard (by a suitable provider) in the safe use of equipment, including the use and maintenance of PPE (Personal Protective Equipment). Examples include working at height, confined spaces etc.

The Principal (where applicable) will provide a set of Induction & Training cards on each individual work site to enable new employees and contractors to be inducted to the site and existing employees and contractors to participate in regular safety training conducted by the Principal.

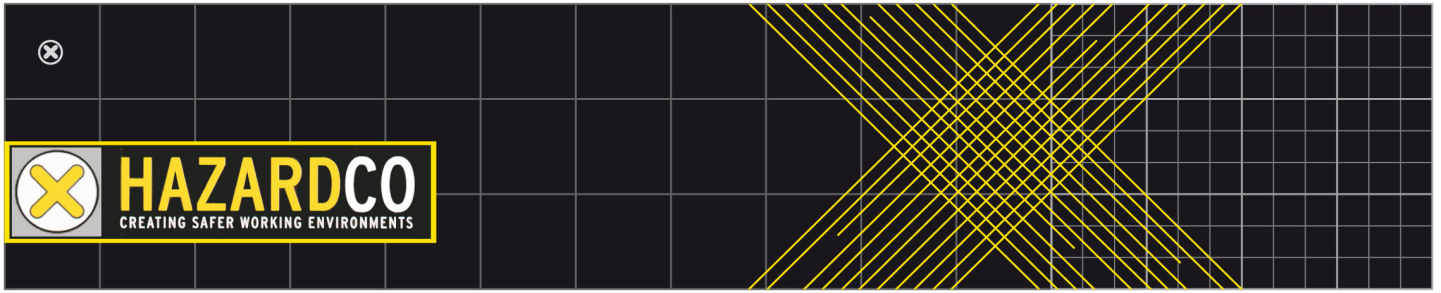
Client Induction cards (if applicable) will be provided to the client to inform them of the hazards they will encounter when visiting the site. The Client will be expected to induct visitors they bring to the site when a contractor is not present. Contractors are required to enforce the rules outlined in the induction cards to ensure visitor safety.

The Induction & Training cards will be used at regular intervals to train all employees and contractors working on the site. Employees are required to participate in the training sessions.

Where a Principal does not provide Site Specific Induction & Training cards or a Contractor is solely *in control of a worksite*, the contractor will use their HazardCo Training & Induction cards contained in their Team Pack to induct staff and conduct regular training sessions.

(5) Monitoring and Review.

Rightway Roofing (where applicable) will ensure all employees are meeting the required standards of health and safety by conducting regular site audits using the HazardCo Audit Checklist. Findings will be discussed at regular 'toolbox' meetings held on site. Audits and meetings will be recorded on the HazardCo forms and submitted to the Principal.



(6) Site & Team Specific Safety Plans.

(Where applicable) Rightway Roofing will provide a *Site Specific Safety Plan* or a *Team Specific Safety Plan* on all its worksites.

The Site and Team Specific Plans outline the following:

- Contact Details for the Site Supervisor responsible for the work site.
- The responsibilities of the Site Supervisor, Employees and Contractors, working on the contract.
- The hazard identification and management process to be used on the work site.
- How the Health & Safety Programme outlined in this Policy & Plan will be implemented on each individual contract undertaken by Rightway Roofing.

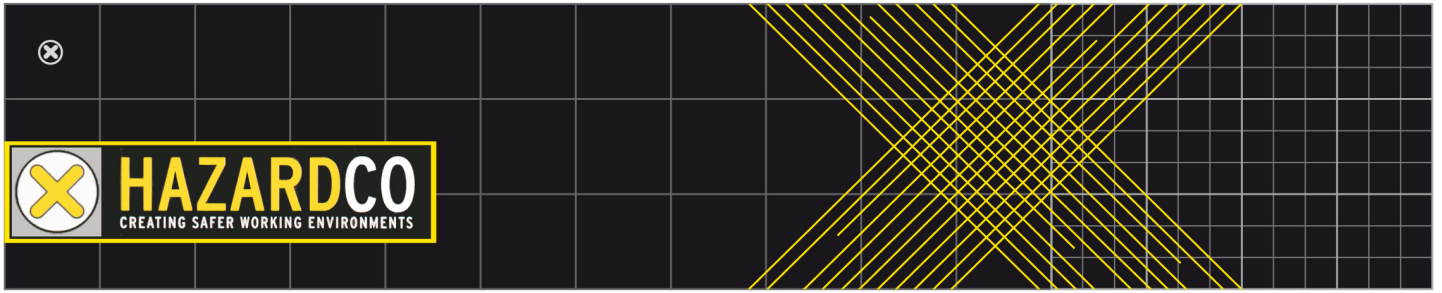
(7) Accident / Incidents:

In the event of an accident where a person appears to be injured staff are required to preserve life by calling the emergency services on 111 and provide first aid.

The next step is they must preserve the scene, by leaving everything as it is until they have sought advice from HazardCo or have permission from Department of Labour to clean up or move anything.

All accidents and near miss incidents will be reported to Rightway Roofing or their representative (site supervisor, person in control of the workplace) as soon as possible. The Principal will then be informed.

HazardCo™ can be called and will assist Rightway Roofing to determine the degree of harm, to notify the Department of Labour (DoL) of any serious harm injuries and to investigate the accident /incident.



(8) Recording / Reporting.

Rightway Roofing will ensure that there is a suitable recording and reporting process in place on each of its work sites. This will include a process for each of the following areas:

Injury/Incident Recording and Reporting: - The forms for recording and reporting any incident or injury, including serious harm injuries, will be available on the worksite in each individual Site and Team Pack.

All injuries and near misses will be reported to Rightway Roofing and or the Principal.

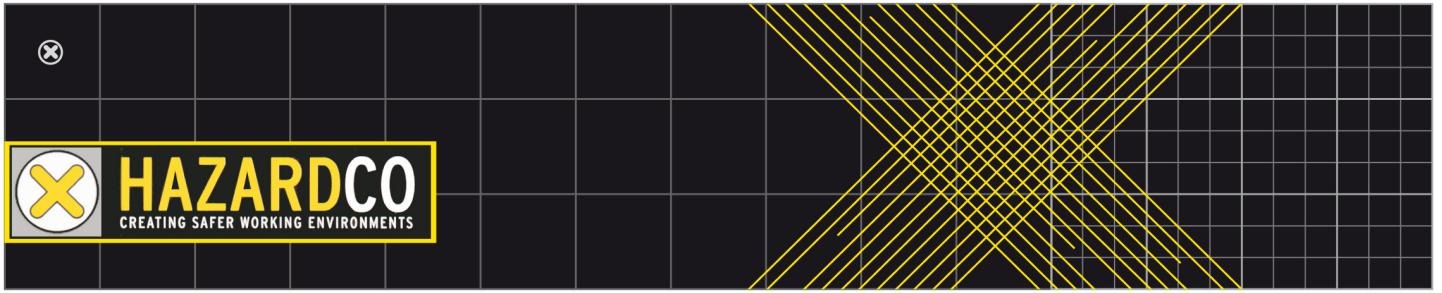
Minor injuries and near misses that are reported will be recorded using the prescribed form by the Site Supervisor or the person in control of the workplace and discussed at the next safety meeting.

HazardCo will assist Rightway Roofing with this process and ensure the forms are completed correctly and an investigation is conducted to identify the cause.

All serious harm injuries will be reported to the Department of Labour verbally and in writing as soon as possible and within the required time frame.

Emergency Procedures: - In the event of an emergency each HazardCo *Team and Site Pack* contains a basic *Emergency Plan*. The Supervisor is responsible for ensuring all contractors and employees have read the emergency plan and are familiar with its content. All employees and contractors will be advised of the location of the assembly area as part of the site induction.

Notifiable Works: - Where *notifiable work*, as defined in the Health & Safety Regulations Sections 2 and 26, is to be carried out by the company, DoL will be notified in writing at least 24 hours prior to commencement of such work.



The *Principal* will be provided confirmation of any notifiable works and a copy of the notification for their records.

If engaged on *notifiable work* then our Site Supervisor will be the holder of an appropriate safety qualification.

A copy of the completed *notifiable works* form will be held in the HazardCo Sitepack and blank forms are available in each HazardCo Teampack or can be downloaded from the HazardCo website (www.hazardco.com).

The HazardCo process ensures that the *notifiable works* form is completed and faxed to DoL prior to the commencement of any notifiable work. For further information on this process you can contact HazardCo on **0800 555 339**

(9) Safe Plant & Equipment.

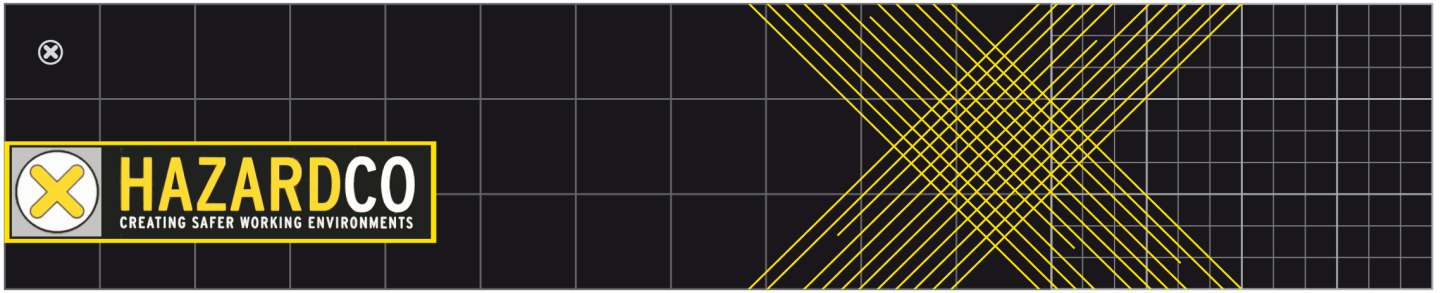
Rightway Roofing will ensure that all plant and equipment supplied to employees and/or contractors is of the required standard and is in good working order with all safety mechanisms working and intact. If any equipment is not in safe working order it will be repaired by a competent person before use.

Employees and/or contractors will be made aware of their obligation to regularly inspect plant and equipment and immediately report any damage or fault to Rightway Roofing.

Rightway Roofing will provide their employees with suitable personal protection equipment (PPE) for the tasks they are undertaking and ensure they have been trained in the correct use and maintenance of such equipment.

Contractors must ensure they supply suitable PPE appropriate for the the job and ensure it is used and maintained correctly.

The minimum standard of PPE for our worksites will be set by Rightway Roofing prior to the commencement of work and monitored by the Site Supervisor.



(10) Site Safety Representative

Rightway Roofing will appoint a representative to actively promote Health & Safety in our workplace to ensure appropriate safe work practices are in place on site.

This person will be made known to all contractors and employees on site and may be a dedicated H&S person, a supervisor, senior worker or a director who is designated to act on behalf of the Company with regard to Health & Safety.

(11) Communication

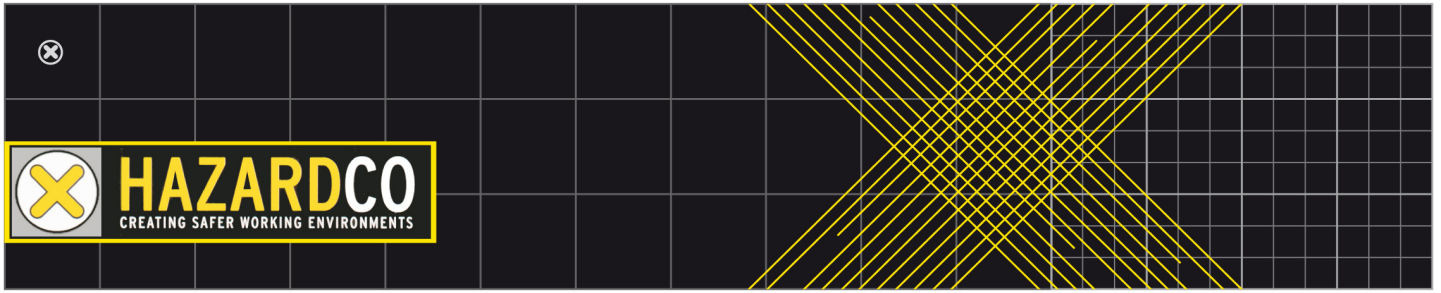
Appropriate communications will be established with all persons working on our site to ensure all information regarding safety is passed on. This will include the notification of hazards brought onto site or created during the course of our work.

This will be done during site inductions, regular toolbox talk meetings and verbally as required throughout the job. The aim is to ensure that all workers and visitors to the site are aware of the hazards as they arise and equally be advised when they no longer exist.

If English is a second language of any employees or contractor then we will ensure hazards and their controls are effectively communicated to them using the HazardCo visual tools such as the Induction and Training cards.

(12) Contractor Management:

Rightway Roofing as the "Principal" will take 'all practical steps' to manage the safety of their Contractors and Employees whilst working under a contract. We will ensure that our Contractors meet a minimum standard of health and safety compliance by having an effective health and safety system in place.



The minimum required standard is that Contractors provide evidence of an on site 'active' system that contains the following elements:

- 1) Site Induction of Visitors and Contractors
- 2) Hazard Identification and Management
- 3) Training & Supervision
- 4) Accident and Incident Reporting & Investigation
- 5) Emergency Procedures
- 6) Notifiable Works

HazardCo will assist Rightway Roofing with ensuring (where applicable) all contractors meet this minimum requirement.

(13) Obligations & Definitions.

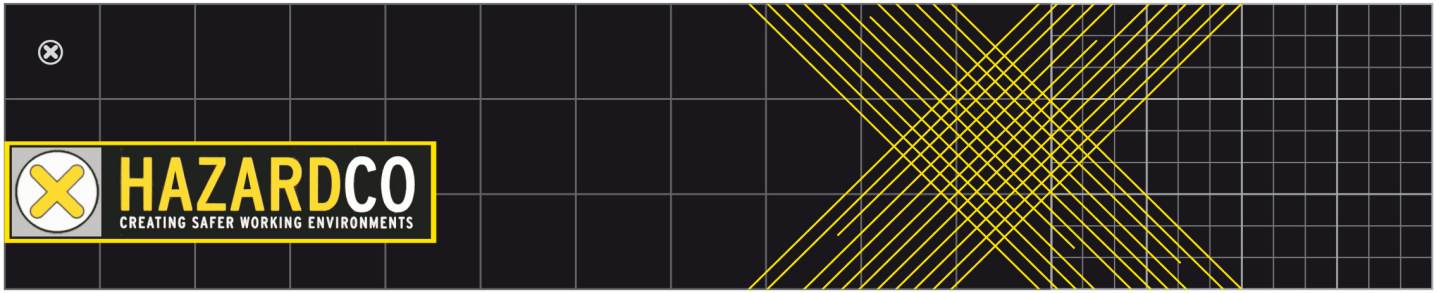
The following is a summary of the main legal obligations contained in the Health & Safety in Employment Act 1992 and subsequent amendments. Definitions of relevant terms contained in the act are also included:-

Every employer and principal must comply with health and safety legislation. You are legally required to protect employees (including contractors) and any other person who enters your place of work.

As an employer or principal you are required to take "all practicable steps" to make the workplace safe.

The most important part of this process involves the creation and use of a system that identifies and manages significant hazards.

Management of significant hazards involves taking "**all practicable steps**" to *eliminate, isolate, or minimise* those hazards. You must first look to eliminate any hazard that exists - if you cannot you must isolate the hazard - If you cannot isolate, you must decide how the risk of injury can be minimised?



Employers and principals are also required to take **"all practicable steps"** to provide staff training and supervision. Staff must be made aware of potential hazards and there must be a system for dealing with any emergencies that occur at work.

"All practicable steps" means what is reasonable and practical given the circumstances. Whether a safety measure is reasonable will largely depend on how much harm could be done, how much is known about the hazard, and how difficult or expensive it is to put protections in place.

Employers and principals must notify the Department of Labour of incidents involving serious harm.

Contractors are legally required to inform their Principal or employer of any hazards that arise from their work. Contractors should ensure they have received all necessary health and safety information from the principal or employer.

Principals cannot contract out of health and safety obligations

(14) Disclaimer:

HazardCo Limited or any persons involved in the preparation and distribution of this material expressly disclaim all and any contractual, tortious or other form of liability to any person or entity (being a purchaser of the material or not) in respect of the material and any consequences of its use by any person in reliance upon the whole or any part of the contents of this publication. The material is a guideline to assist businesses in addressing their key responsibilities on a worksite particularly in the areas of hazard identification and management. It is not a substitute for the legal obligations imposed under the Health & Safety in Employment Act 1992 or its subsequent amendments or for legal advice.