



Southern Demolition and Salvage Ltd

Environmental Policy Health & Safety Policy



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Southern Demolition & Salvage Ltd **Environmental Commitment**

Policy:

It is the policy of Southern Demolition and Salvage Ltd (SD&SL) to conduct its operations in a manner that is environmentally responsible, that supports its corporate vision, and that demonstrates corporate responsibility and respect of the community. SD&SL's primary environmental goal is to minimise the amount of material sent to landfill through recovery and recycling material generated from deconstruction activities. SD&SL comply with all environmental laws, and are committed to utilising its specialist capabilities for the benefit of the community environment.

In implementing this policy, SD&SL will:

1. Actively seek, develop and apply innovative sustainable waste strategies.
2. Comply with applicable environmental laws and regulations, as well as comply with the voluntary behaviours that the company has adopted.
3. Work towards meeting a target minimum of 95% of waste material recovery from deconstruction projects for reuse.
4. Meet all relevant health and safety legislation, and company specific personal safety standards, for the protection of its staff and the community with which it is involved.
5. Manage the disposal of non-recyclable waste through safe and responsible means.
6. Foster continual improvement of its environmental performance across all aspects of its business, including areas not subject to regulations.



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Health & Safety

Policy

Southern Demolition & Salvage Ltd acknowledges its workplace safety and health responsibility to all staff, sub-contractors customers, and general public and to the environment.

SD&SL are committed to develop, introduce and maintain systems, processes and policies that maximise safety and health in the work place.

SD&SL maintains and continuously updates health and safety information and resources and provides comprehensive training to all its workers.

SD&SL supply to and train workers in effective use of best quality safety equipment and protective clothing.

SD&SL monitors and maintains exceptional vehicle and machinery safety standards and continuously measures its compliance to workplace Safety and Health regulations.

Systems

SDSL Safety and Health Programme is formatted as manuals in a modular type system. These modules have been designed for participation from employees at all levels of our company, and naturally flow through all aspects of health and safety requirements relating to our work place.

Whilst simplistic in form they are designed to pass on critical information and to train staff about hazards and potential hazards in our unique working environment and also to ensure that all workers have safety standards and procedures in place at all times.

SDSL Health and Safety Manuals are stored at its Mowbray Street office and are available for reference at any time.

Recognition of new or ongoing hazards at a work site:

- Prior to contract work starting - hazards (or potential hazards) are discussed and procedures adopted and documented.
- Staff are advised of all safety requirements these will include any that are peculiar to a particular site and the use of safety clothing and equipment.
- Updates on safety requirements are done daily at “tool box” meetings – held prior to work starting or as issues arise.
- Staff, public and visitors are alerted to site specific hazards and to general safety requirements through visual signage erected on site and updated as required.



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SDSL has an appointed Health & Safety advisor who monitors regulatory requirements, implementation of appropriate policies and procedures and ensures all staff are trained in workplace health and safety.

Health and safety equipment is provided to all staff members and staff are trained in its use.

Health and Safety meetings are held monthly.

Meetings are formal and must be attended by all site staff, and a minimum of one management representative. Meetings are held to discuss and update information contained in the Safety Manuals, inform and discuss potential hazards and allow staff members an appropriate forum to discuss any concerns or ideas that relate to their safety and health.

Changes to safety manual documentation is implemented as required. Staff are alerted to any change through either a group meeting or staff memorandum depending on the nature of the change/amendment. Manuals are updated and additions, changes or amendments are recorded in the acknowledgment section of that manual.

Staff Safety and Health in the workplace is of paramount importance to Southern Demolition & Salvage and we are confident that our policy complies or exceeds regulatory requirements.

SDSL Modules:

- **1. Policy**
Outlines SDSL commitment to workers health and safety
- **2. Systems**
Details the systems that ensure regulatory requirements and site safe procedures are in place
- **3. Health & Safety in Employment**
Details:
Providing and maintaining a safe working environment
 - Maintaining staff physical, psychological and stress levels.
 - First aid facilities, meal rooms, rest rooms, protective personal equipment and emergency equipment care and maintenance.
 - Work place processes
 - Equipment safety
 - Workers responsibilities to self and peers
 - Reporting work place incidents and injuries



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- **4. Tool Box Meetings:**
Details:
 - Description of a typical meeting
 - Rationale for the meetings

- **5. Daily Review Meeting:**
Details:
 - Description of a typical meeting
 - Rationale for the meetings
 - Information sharing regarding any subcontractors new hazards etc
 - Update hazard notice boards

- **6. Site Rules:**
Details for a specific work site:
 - Smoking policy
 - Alcohol and or drugs policy
 - Cell phone policy
 - Specific site rules
 - Acceptable behaviour
 - Hygiene
 - General
 - Specific onsite safety equipment
 - Radios and music

- **7. Protective Clothing & Equipment:**
Specific areas:
 - Eyes
 - Hearing
 - Hard hats
 - Footwear
 - High visibility
 - Safety harness
 - Breathing Apparatus

- **8. Hazard Management:**
 - Sections 7 – 10 Health & Safety Act employer responsibilities in providing a safe working environment.

- **9. Hazards on Site:**
Safety procedures required for specific recognized hazards

<ul style="list-style-type: none"> ○ Asbestos ○ Chemicals ○ Welding and gas cutting ○ Compressed air equipment ○ Fires 	<ul style="list-style-type: none"> ○ Excavations ○ Compressed air ○ Power tools ○ Guard rails ○ Electrical
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- Explosive – powered tools
- Adjustable props
- Scaffolding
- Cranes
- Heavy machinery
- Injuries and falls
- Site specific hazards
- Heavy machinery
- Injuries and falls
- Site specific hazards

Demolition on Site

Excavations:

Excavations of all types require barricading and hand railing of substantial materials so as to prevent persons from falling into them. Excavations or trenches exceeding 1.5 metres should have shoring to walls and faces or as stipulated by regulations. Ladder access must be provided to and from all excavations and trenches.

Compressed Air:

Many site operations, tools and equipment use compressed air for power or cleaning down. Compressed air can also injure or kill. It can blast slivers of wood, steel and concrete into eyes, through skin and deep into flesh. It can peel skin off in a second. It can burst lungs. It can even enter the blood stream and stop a heart for good. IT DESERVES TO BE TREATED WITH RESPECT.

Check airlines and tools before use, fasten all hose connections securely. DO NOT use compressed air to blow dust from clothing or skin, death may result.

Power Tools:

Power saws, grinders and other power tools must have proper guards in place at all times. Cords and hoses must be placed so as not to create a tripping hazard, or be subjected to damage from equipment or materials.

They must also be:

- Repaired by licensed electricians
- Tested as per the relevant regulations



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Guard Rails:

All openings in the ground and all penetrations in floors must be fitted with guard rails or handrails. If you see any missing or damaged report it promptly. Any barrier removed to carry out work **MUST** be replaced before leaving the area.

Persons Falling:

Most serious injuries in this particular industry are caused to persons falling; therefore extreme care must be taken when working aloft. Be conscious of your surroundings to prevent overbalancing, slipping or tripping. Be aware of slippery boards on scaffolds and walkways, missing guard rails, openings in the floors and penetrations that are correctly protected. Any openings or missing railings must be reported so that they can be protected.

Electrical:

As far as electrical installations are concerned on sites, 'Do it yourselfers' are not welcome. All repairs to electrical equipment and electrical installations must be carried out by a qualified electrician. This includes fuse repair and replacement.

Follow these basic rules:

- Keep electrical leads off the ground and on stands
- Do not hang leads from scaffolding
- The use of double adaptors and 'piggy back' fittings are not permitted on any site
- Earth leakage protection is required
- Any damaged leads, wiring, equipment or installation must be removed from service report faults to your foreman immediately
- During inclement weather, covers must be provided for equipment exposed to the elements. If covers cannot be provided then equipment must not be used
- Electrical leads and equipment must be checked in accordance with appropriate regulations and codes of practice. Report this check to you foreman.

Explosive-powered tools:

These tools use an explosive charge to fire fixings into concrete, steel and timber, and like a fireman, they are potentially lethal.

- Only trained persons are to use explosive-powered tools
- Always wear safety glasses and hearing protection
- Signs must be placed in the area of operation of this equipment
- No tools shall be left in a loaded condition
- All explosive-powered tools must be inspected and maintained on a regular basis
- Lock away when not in use



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Adjustable props:

These are used to support formwork or carry loads, and require a hardened steel pin at the crew adjuster. Do not use anything except the roper pin. Ordinary steel will give way at only 1/5 of the load that the proper pin is designed to take.

Unauthorised alterations to adjustable props will not be tolerated; tampering with them is viewed very seriously – DON'T DO IT!

Scaffolding:

To comply with the applicable scaffolding regulations all persons erecting or altering scaffold over 4 metres must be holders of a current certificate of competency in scaffolding

All scaffold must be erected in compliance with statutory regulations and such scaffold and accessories must conform to regulations.

Damaged planks must not be used and must be removed from site. Kickboards must be secured in place and guard rails installed.

Mobile scaffolds are frequently used and should be erected as per regulations. They must be fitted with wheel locks which are to be in place whenever persons are working on them. Mobile scaffolds must not be moved whilst persons are on them.

Access by way of an internal ladder is to be provided to ALL scaffolds and work platforms and must be used as such. Climbing of scaffold standards is not permitted.

Tools and equipment are not to be left on scaffolds.

Cranes:

Only authorized certified crane operators will be permitted to operate cranes.

Crane operators and doggers must work in close terms with each other, each should know what the other is doing, and they need to co-operate, thus avoiding any dangerous situations. Crane doggers are to direct crane operators only. Riding the load is prohibited.

Slings, ropes and chains are to be checked on a daily basis, hands kept clear of pinch points and away from slings on loads.

Loads must be correctly slung and persons should never stand under loads.

Crane and mobile machinery operators must check clearance of electrical power lines when setting up or operating.

Any defects with cranes, machinery and associated gear must be reported to the foreman in charge



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First Aid

First aid provides the initial and immediate attention to a person suffering an injury or illness.

In extreme cases, a quick first aid response could mean the difference between life and death.

In many cases, first aid can reduce the severity of the injury or illness.

A quick and professional first aid response also calms the injured person, reducing unnecessary stress and anxiety.

A-B-C

Airways

Breathing

Circulation



Can the patient breathe? If NOT....

Check the airway is open and clear

Clear the mouth if necessary

Tilt patients head back

Is the patient breathing? If NOT.....

Keep the patient's head back

Seal your mouth around the patient's mouth

Pinch the patient's nostrils closed

Give two slow breaths, ensuring the patients chest rises and falls. If it does not rise, check that the head is far enough back or the mouth is clear of obstructions.

Check the patient's neck pulse. If present continue breathing one breathes every five seconds until the patient starts breathing or until professional help arrives.

Is the heart beating? If NOT.....

Kneel beside the patient

Place your right hand on the base of the patient's breastbone

Place your left hand on top of your right hand

Press firmly then relax

The rate for CPR is 80-100 times per minute. Fifteen compressions should be performed followed by two breaths

Is the patient bleeding? If SO.....



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Elevate the wound

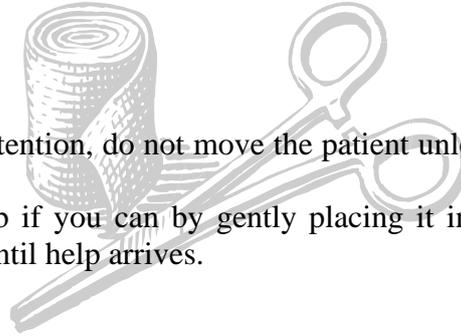
Do not attempt to remove foreign objects from a severely bleeding wound – apply reassurance around the foreign body and apply a dressing or bandage.

If blood comes through the bandage or dressing, do not remove. Put dressings on top

If toes or fingers become blue, numb or tingling, loosen bandage. Do not remove

Watch for shock

Do not apply a tourniquet



Broken Bones:

Because fractures always require professional attention, do not move the patient unless necessary.

Stop external bleeding and immobilise the limb if you can by gently placing it in a comfortable position and bandaging it in place until help arrives.

Burns and Scalds:

Remove the source of burning or extinguish the fire. In the case of burning clothing, smother flames by dropping and rolling.

Do not attempt to remove burnt clothing stuck to the skin. Use slow, cold, running water to cool the burn area. A burn on the hand or foot, arm or leg may be held under a running cold tap. Cooling should be continued for 10 minutes. Never apply a cream or an ointment to a burn. Do not touch the burn or prick any blisters. A dry, sterile dressing such as a Telfa pad should be applied if the skin is not broken. Call an ambulance. Watch for shock and treat if necessary

Back injuries:

Do not move a patient with a possible back injury – call an ambulance

Concussion:

As with any head injury, keep the patient warm and at rest and call an ambulance. If the patient is drowsy, place them in the recovery position and call an ambulance.

Eye injuries:

Chemical: Flood eyes under running water for at least 30 minutes. Cover with pad and call an ambulance.

Metal fragments: Place eye pad over eye and secure. Do not attempt to remove embedded fragment. Call an ambulance

Apply direct pressure to the wound – bind tightly with dressing, bandage or even torn clothing. Do not remove until professional help is available

If bleeding persists, apply arterial pressure

Do not attempt to remove foreign objects from a severely bleeding wound – apply reassurance around the foreign body and apply a dressing or bandage.

If blood comes through the bandage or dressing, do not remove. Put dressings on top



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Neck injuries:

Never move anyone with suspected neck or back injuries without expert medical advice – you could cause death or permanent paralysis

Poisoning:

Symptoms: Headache, giddiness, chest pains, blurred vision, feeling 'sick', sweating, drooling, vomiting, pinpoint pupils of the eyes.

If conscious: Check whether poison is corrosive – e.g. acid or caustic. There will be burns in the patient's mouth or a petroleum odour. Do not cause vomiting. Give milk or water slowly and call an ambulance immediately.

If unconscious: Place patient in the recovery position and check A-B-C .Do not give anything by mouth. Call an ambulance immediately.

Shock:

Symptoms: Faintness, cold, clammy skin, rapid breathing, nausea.

Treatment: Lie the patient down with their feet elevated if possible. Keep them warm.

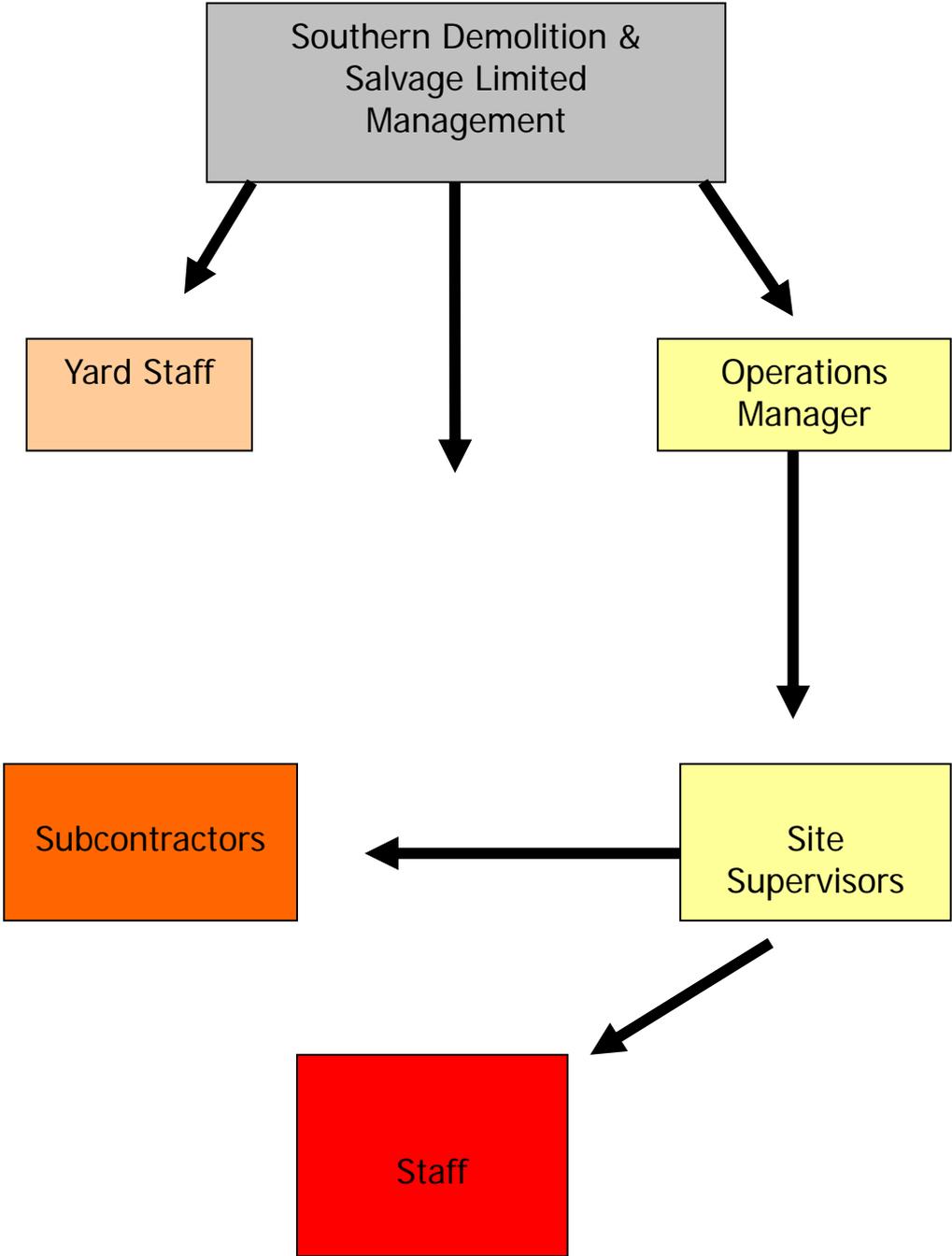
Treat injuries and call for an ambulance. If serious injuries are present, do not give anything to drink.



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Responsibility Flow Chart

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Health & Safety in Employment

Particular Duties of Employers:

Providing and maintaining a safe working environment

The workplace itself – the building, structure, vehicle, etc;
All plant in the workplace;
The physical environment – including lighting, ventilation, heat, noise, etc;
Access to and egress from the workplace;
The work process, including expectations of what is done and how;
Work arrangements, including the effects of shift-work and overtime arrangements;
The psychological environment - overcrowding; deadlines; and other stress factors.
Providing and maintaining facilities for the safety and health of employees at work
first aid facilities; meal rooms; personal protective equipment; emergency equipment.

Ensuring that plant used by employees in the place of work is designed, made, set up, and maintained to be safe for employees

Particular Duties of Employees

To take all practicable steps to ensure:

Your own safety at work; and

That actions or inaction by yourself at work causes harm to **any other person**.

Including:

- Following the employer's instructions regarding hazards in the place of work
- Reporting hazards
- Using and caring for protective clothing and equipment and emergency equipment
- Co-operating with the monitoring of workplace hazards and employees' health
- Reporting work-related injuries or ill health.



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Hazard Management

Section 7 to 10 of the act sets out in detail the steps an employer must take to provide a safe working environment

Employers must identify hazards in the workplace and regularly review these to see if these hazards are significant and require further action.

When an accident occurs, an employer must record it in a register on an accident register form. The employer must also carry out an investigation to find out whether was caused by a significant hazard.

Significant Hazards are which may cause:

Serious Harm – This includes death and may illnesses and injuries that are sustained in the place of work

Harm – The severity may depend on how often or how long the person is exposed to the hazard. Harm cannot be detected until a significant time after exposure. This includes: Asbestos and other hazardous substances.

Where the Hazard is significant, the ACT sets out the steps and employers must take:

Where practicable, the hazard must be eliminated.

If elimination is not practicable, the hazard must be isolated;

If it is impracticable to eliminate or isolate the hazard completely, the employer must minimise the hazard to employees.

In addition the employer must, where appropriate:

Ensure that protective clothing and equipment is provided, is accessible and is used

Monitor employee's exposure to the hazard and,

Seek the consent of employees to monitor their health and, with informed consent, monitor employee's health

Southern Demolition and Salvage Ltd have a form that an employee can fill in if they believe there is a hazard in the workplace and it will be investigated on receipt of the form.

It is very important that this form is completed in a timely manner, so that the hazard is control as soon as it is noticed. This will enable the elimination to happen immediately, so as not to expose any other employees.



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Hazards on Site

Asbestos:

If Asbestos is encountered on site, the Site Supervisor and/or Management should be contacted immediately. The immediate area should be secured.

A suitably qualified person or sub-contractor must be engaged to remove any Asbestos.

If any staff member is unsure if a material found is Asbestos –

Consult the Site Supervisor or Management immediately.

Chemicals:

All chemicals brought onto or stored on site must be accompanied by a Material Safety Data Sheet (MSDS). If an MSDS is not available – contact the Site Supervisor or Management immediately.

An MSDS will give all information necessary for safe Handling, Storage and First Aid applicable to the Chemical. All staff using chemicals must be aware of the MSDS contents of the chemical.

Ensure all flammable chemicals are kept away from welding, cutting and electrical equipment.

Ensure all chemicals are stored according to the Storage instructions on the MSDS and ensure that the storage is in a secure area.

Chemicals can be absorbed into the body through many means. These include Swallowing, inhaling and absorbing through the skin or eyes.

Always treat chemicals with extreme care and if in doubt – seek advice.

Welding and Gas cutting:

All operators of Welding and Gas equipment must wear approved safety equipment applicable for these tasks.

A fire extinguisher must be nearby at all times during operation of this equipment

All nearby workers must wear safety goggles.

All cylinders must be kept upright and secure at all times.

If leaking gas is detected – immediately clear the area and report the leak as soon as possible to the Site supervisor.

All Welding and Gas Cutting equipment should be used only by experienced operators.

Compressed Air and equipment:

All staff should be suitably instructed in the proper use of Compressed Air equipment.

If you are unsure on how to operate any Compressed Air Equipment properly – consult your Site Supervisor or Management immediately.

All Compressed Air Equipment should be carefully checked each day before use. This check should include any compressors, lines and tools used. All connections should be checked to ensure they are secure. The correct fittings should always be used. Do NOT use compressed air to blow dust from clothing or skin – this can cause extreme injury or death.



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Fires On site:

Before beginning work on any site, the Site Supervisor shall designate a fire safety plan including positioning of extinguishers, evacuation routes and assembly points.

Staff should always be vigilant with machinery and materials so as not to promote the possibility of a fire on Site.

Staff should always familiarise themselves with the position of Fire extinguishers and evacuation plans before beginning work on any Site.

Never interfere or move any fire protection equipment unless instructed to by the Site Supervisor.

Always inform the Site Supervisor of any damaged or possibly faulty fire protection equipment.



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Planning, Review & Evaluation

Management of Southern Demolition and Salvage Limited is committed to continuous improvement and will systematically review and evaluate health and safety management annually.

In the case of an event (eg. serious harm injury or near miss) and/or following any changes in work practices, the review will occur as part of the accident investigation/hazard management.

Review

The review process will include:

- Reviewing current health and safety systems
- Monitoring hazards
- Analysing accident/incident data

How the review process will be carried out:

- Consultation with staff – H&S meetings, Toolbox meetings
- Audits – inspections, hazard control, ACC self assessment guide

Injury analysis to include:

- Number and cost of
- Type of occurring
- Work areas that are high risk
- Patterns of injury (eg. time of day etc)

Plan

The planning process will involve consultation with management and employees. Management will be responsible for implementing the plan, allocating time and resources for the implementation.

The planning process will include:

- Identifying goals – eg. controlling hazards, eliminate, isolate or minimise factors causing injury
- Determining the resources needed
- Identifying objectives – specific, measurable, realistic, time frame
- Prioritising
- Creating an action plan the details the steps to meeting the objectives
- Identifying measures



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Protective Clothing & Equipment

Eye Protection:

Eye protection should be worn when working with tools that may create dangerous conditions and flying fragments of metal, glass and stone.

Hearing:

Industrial loss of hearing usually occurs during the first 10 years of working life. As a rule you should wear hearing protection, if it is necessary to raise your voice to be heard by someone less than 500mm away.

Permanent loss of hearing can still result even after years of excessive exposure to noise and no protection.

Hard Hats:

Hard hats must be worn at all times on our sites which are designated hard hat areas and at other times as directed by the safety representative.

Safety Helmets should be worn in areas that a person may strike their head against a fixed or protruding object, or where there is a risk of accidental contact with electrical hazards.

This is a requirement by law and shall apply to everyone with no exceptions.

If a worker or subcontractor fails to comply with the law, that person will be suspended from our site until they comply.

Footwear:

All Persons entering a Southern Demolition site are required to wear approved safety footwear appropriate to the conditions of site. This means footwear with durable Uppers, steel toecaps and non slip soles.

High Visibility Vests:

All persons entering the site need to have a visible safety vest, so that you are visible to all other persons on site. Persons working near traffic, mobile plant or equipment Under operator control, should be visible at all times.



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Safe & Early return to work

When you are injured at work, The Health & Safety Act states that you and your employer must work together to ensure your “early and safe return to work”

The goal of Southern Demolition & Salvage Limited is an early and safe return to appropriate employment.

What is appropriate work?

Work is appropriate if:

- It is suitable (you have, or can acquire, the skills necessary to perform the job and it is no a health and safety risk to you or your co-workers)
- It is available (the job exists at the worksite where you were injured, or at an appropriate worksite arranged by the employer)
- It is within the functional abilities, and
- It restores your earnings, if possible, to what you earned before the accident

What are Functional Abilities and how are they determined?

The term “functional abilities” refers to what you are physically capable of doing. Your doctor, or other health care professional, decides this and records it on an ACC form

It is extremely important that your ACC form, and any other medical reports, accurately states what you are capable of doing. If you refuse work that s within the functional abilities set out in these reports, you will be treated as un-cooperative and benefits may be reduced or taken away. If your functional abilities form or any other medical reports do not accurately state your condition, you should discuss this with your doctor (or other health care professional)

What is your role with ACC?

You must co-operate with your employer and ACC at all times in your early and safe return to work. Co-operation in your early and safe return to work includes:

- Contacting your employer as soon as possible after your injury and staying in touch throughout your period of disability or recovery,
- Helping your employer, if asked , to find appropriate employment
-

How does Early and Safe return to work affect you benefit?

As long as you are co-operating in your early and safe return to work, you are entitled to loss of earnings benefits. If you are working as part of your Early and safe return to work but earning less than you did before the accident, you will receive 80% of the difference between what you earned before the accident and what you are now earning as loss of earnings benefits.



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What if your employer offers you inappropriate or unsafe work?

Refusing inappropriate work will be seen as failing to cooperate. For this reason, you should think carefully before you refuse work offered by your employer. Unless the work is clearly unsafe for you or others, it is usually best to try the work offered by the employer to see if you can do it. If you are unsure about whether the work offered to you is appropriate or if you think it may be unsafe, discuss it with your doctor and seek help from a qualified representative.

What if you are ready to return to work, but your employer will not let you?

You must advise ACC there is a dispute and your employer is not co-operating with your early and safe return to work. Your employer may have an additional obligation to re-employ you. If ACC cannot return you to work with your employer, you should be provided with an individual assessment plan

- Giving ACC any information requested about your Early and safe return to work
- Attending health examinations as directed by ACC and informing ACC about any material change in circumstances (changes that may affect your return to work include sickness, a change of address, or leaving the country)

What is your employer's role with ACC?

Your employer must co-operate with you and ACC at all times in your early and safe return to work. Co-operation from your employer includes:

- Contacting you as soon as possible after your injury and maintaining regular contact with you throughout your period of disability or recovery,
- Attempting to identify and arrange appropriate employment,
- Giving ACC any information requested about your Early and safe return to work

What is the role of ACC in your Early and Safe return to work?

You and your employer are most responsible for arranging your early and safe return to work. The involvement of ACC will be as little as possible. Acc may, however do the following:

- Provide useful information
- Check on activities and progress with your employer,
- Decide whether you and your employer are meeting your obligations
- Provide mediation services and decide on any problems that may arise between you and your employer.



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Site rules

Smoking:

No smoking areas shall be respected at all times.

No staff shall smoke when working with chemicals of any kind.

As of 1 December 2004, nobody shall smoke inside and buildings

Workplace Behaviour:

General:

All staff must be vigilant and use commonsense at all times

All staff are required to report all accidents or near accidents.

All staff are required to report any possible hazards that they notice or are advised of.

All staff should familiarise themselves with the location of Fire extinguishers and exit routes in all locations.

Where safety equipment is provided, staff must use it. If unsure if equipment is necessary – assume it is necessary or consult the Site Supervisor or Management.

Staff should always work to maintain a hazard free workplace by removing any litter or other possible hazards.

Specific Rules:

Alcohol and/or drugs will not be permitted.

Staff shall not bring, be in possession or under the influence of any alcohol or drugs in the workplace.

“Horseplay” or “Fooling around” is not acceptable behaviour.

All staff are expected to act in a manner which promotes Southern Demolition as a professional, responsible company.

Hygiene:

All areas where food is consumed shall be kept clean and tidy.

Any cups, spoons or other items used for breaks shall be cleaned thoroughly after use.

Hands shall always be washed after using the toilet and before all meal breaks.

All cuts or grazes must be kept covered to prevent infection.

All staff shall be required to maintain as clean and tidy appearance as practicable whilst at work.



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Toolbox Meetings

In consultation with employees, a Health and Safety meeting is held weekly. The function of this meeting is to assist with the ongoing management of the Health and Safety specific to the current contract the team is working on. During this meeting they implement, monitor and review both injury prevention and injury management's initiatives.

Toolbox Meetings should include:

- A review of any incidents
- A review of the daily review meeting
- Review of regular inspections
- Assessment of new hazards
- Review of incidents or accidents to identify trends
- Review of the hazard register to ensure the current controls are still adequate
- Any new subcontractors coming on to site

The minutes are recorded and then a copy is given to management and another copy is placed on the notice board on site.

Daily Review Meeting:

Daily consultation with the Operations Manager, Site supervisors
During this consultation, discussion around the following happens

- The progress of the contract
- Time frame
- Health and Safety
- Subcontractors
- Hazards

This is recorded in the Operations Manager's diary and any information appropriate to both the site and staff involved is recorded onto the white board and the appropriate action is taken or discussed the next morning prior to work commencing.



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Public Safety

Southern Demolition & Salvage Limited will take all necessary precautions to ensure that objects do not fall onto or hit members of the public in an area adjoining any of our sites. Adjoining areas could include a public footpath, road, a dwelling or other building beside a workplace

Objects including equipment, material, tools, debris that could fall or be emitted sideways or upwards are considered as falling objects. Examples of falling objects include tools falling off a platform, rock and soil falling into a trench, falling bricks deflected off the side of a building, and concrete pre-cast panels falling over.

Southern Demolition & Salvage Limited assess the risk of falling objects throughout the contract and uses controls to prevent or minimise the risk.

The controls chosen for our demolition work will include:

- Signs erected about the nature of the workplace, authorised entry to the workplace and the conditions of the workplace. e.g no unauthorised entry.
- Fences or hoardings will be difficult to climb and will be at least 2metres high
- Hazards that could attract children will be fenced off
- Flag bearers will be stationed at truck entrance and exit points where trucks are operating
- During the hours of darkness, warning lights will be used to warn of barricades and debris. Holes which present a hazard will be covered
- Road kerbs and storm water drains will be kept clear of material to prevent flooding
- In busy inner city areas, the more hazardous stages of demolition will be carried out during non-working hours i.e evenings or weekends



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