

2.2 Environmental Policy

The organisation recognize environmental management as one of its highest corporate priorities and as a key determinant to sustainable development. *The organisation* will establish policies, programmes and practices for conducting operations in an environmentally sound manner.

The organisation will in its commitment towards environmental management:

- x Integrate its environmental policies and procedures fully into all business activities as a critical element.
Continually improve its environmental performance, taking into account technology advances, current scientific understanding, customer and community needs and legal obligations
Educate, train and promote to employees to work in an environmental responsible manner
To complete environmental assessments for aspects and impacts of all new activities that the company may undertake
Promote, develop and design services, facilities, equipment and work practices that have the less environmental impact. Taking into account the efficient use of energy and materials, the sustainable use of renewable resources, the safe and responsible disposal of waste thereby minimising serious or irreversible environmental degradation.
To develop, implement and maintain emergency preparedness plans where significant hazards exist including consideration with relevant authorities and the local community
To contribute to the transfer of environmental advances the company might make throughout the industry and government agencies
To foster openness and dialogue with both employees and the public. Encouraging them to respond with their concerns or improvement ideas within the scope of the company's operations
Maintain a set of environmental objectives and targets that are monitored through the company's management review process
Comply with all environmental legislation, standards and contract requirements that are applicable to the company's operation.

2.3 Hazard identification, assessment and management

It is the responsibility of all personnel to check for hazards in their area daily and report any new or changed hazard to the site supervisor(s) or foreman.

It is the responsibility of the site supervisor(s) or foreman to notify all staff of any new hazard identified.

It is the responsibility of the site supervisor(s) or foreman to perform a hazard analysis on all new equipment or modifications to existing equipment to determine any controls that need to be put in place.

The organisation examines each work site to identify existing and potential hazards.

- x Hazard identified.
After hazards have been identified, they are entered into the hazard management module. The Hazard maintenance module ensures that each hazard is reviewed and rated before being associated to a hazard register.
Ensure hazard registers are updated and circulated.
Notify staff.

- Prior to each site monthly meeting the site hazard register will be reviewed and updated. (if a new hazard is identified follow the assessment of hazards process).

If required technical advice, information, setting of special controls or training will be sought (if appropriate).

2.4 PPE (Personal Protective Equipment)

- All areas where PPE should be worn will be displayed with signage.
- PPE is issued to new employees at the commencement of employment. If PPE is lost, damaged or out of date the company will replace it.
- The Construction Manager shall ensure that protective equipment required for the safe execution of a task shall be made available to employees.
- Proper storage and cleaning facilities shall be provided, and employees shall be directed and instructed in the general use, care, fitting and maintenance of the PPE.
- Regular checks shall be made of the condition and use of PPE.

The following equipment shall be used by employees, as applicable to the site:

- Hard hats (and accessories including chin straps, earmuffs, etc)
- Overalls
- Safety glasses and safety goggles
- Steel toe-capped footwear
- Earmuffs
- Ear plugs (disposable)
- Wet weather gear
- Gloves (cotton, leather, plastic)
- Face masks (disposable)
- Barrier cream
- Appropriate PPE will be given to "visitors"

2.5 Notification of Particular Hazardous Work

Some work carried out by the company and its contractors may require a Notification of Particular Hazardous Work to be provided to the regulators.

The Construction Manager will arrange approvals for *the organisation* from the regulators at least 48 hours prior to carrying out the work.

Suppliers and contractors must arrange for any approvals for Notification of Particular Hazardous Work to be carried out by them unless prior arrangements have been made with *the organisation*.

2.6 Health & Safety Site Emergency Plans

The purpose of the site emergency plan is to:

- Save life, eliminate or minimise injury.
- Minimise damage to equipment.
- Minimise damage to the environment [isolate].
- Reduce risk time.
- Action an effective communication system.

- Each site will display a completed site emergency plan. The site emergency plan will form part of the company’s induction procedure.

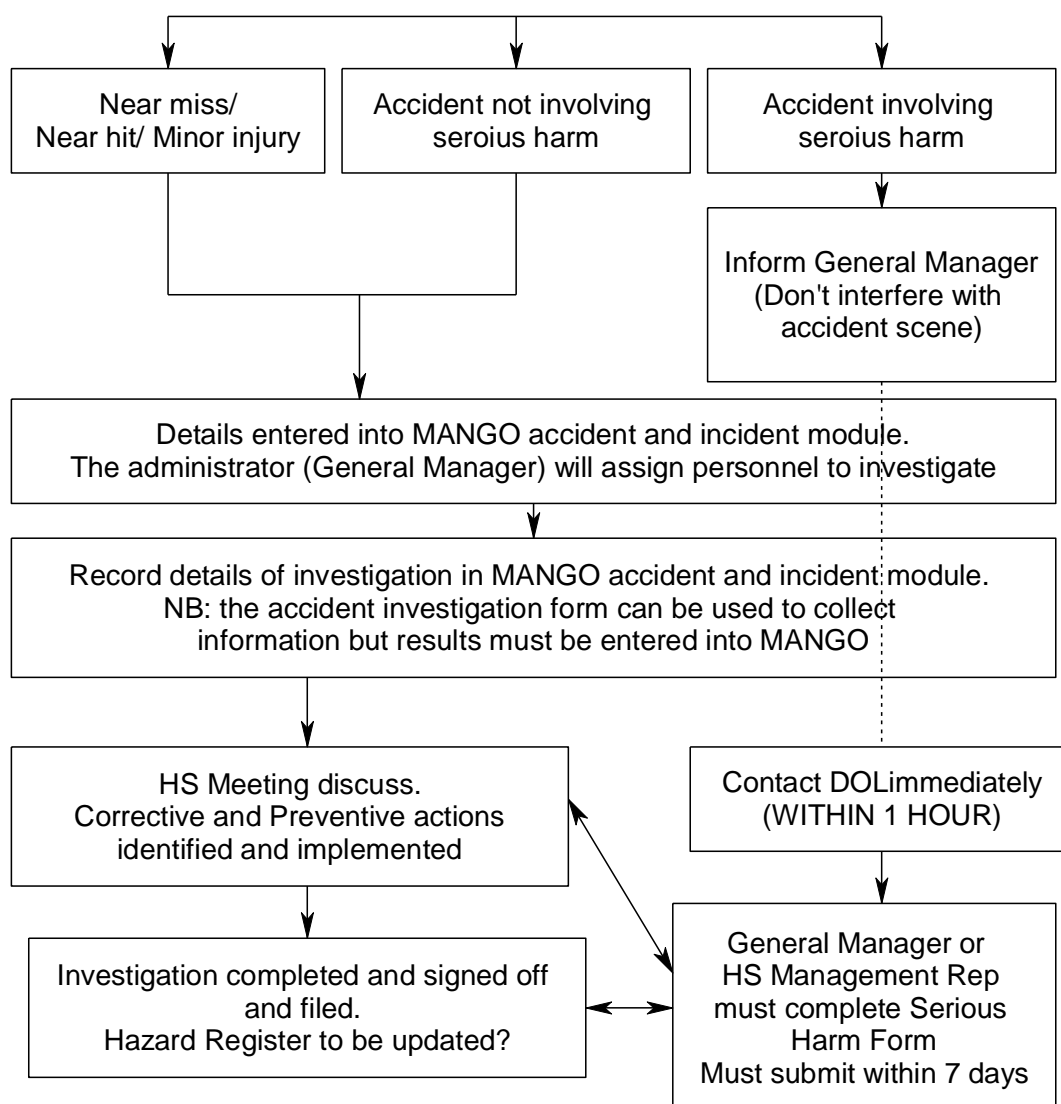
Site warden are recorded on the site emergency plan. In their absence of a Warden, the longest serving employee on site will act as Warden.

Evacuation wardens will be identified by at least one of the following methods their name and responsibility will be part of the site emergency plan, or in the event of an evacuation they will be wear a Red hard hat.

A list of all current First Aiders (holders of valid certificate) are recorded on Site emergency Plan. (attached)

The first aid cabinet shall be positioned in all vehicles, office and will be appropriately stocked for the type of work.

2.7 Incident and Accident Reporting, Recording and Investigation



3.0 ENVIRONMENTAL REQUIREMENTS

3.1 Aspects and impacts

The Initial Review is essentially a combination of studies, including variations of an environmental site assessment, regulatory compliance audit and environmental impact study. It should be noted that many of the procedures and activities conducted by *the organisation* are controlled by external factors.

This procedure is coordinated by the Contracts Manager.

- Ascertain the area(s) of the organization to be evaluated.
- Review environmental aspects via interviews, site reconnaissance, and document review for the area or function defined. Considers waste streams generated (air, water, solid waste), energy exchange (energy used and energy released), resource consumption, community and interested stakeholder input, and human and ecosystem toxicity.
- List the identified aspects.
- Determines what are the actual and/or potential impacts.

The organisation employees use the company's Daily site diary to record any newly identified environmental aspects or risks.

3.2 Environmental Emergency Response Planning (EERP)

The Contract Manager will review information regarding potential environmental aspects or impacts and maintain the company's standard EERP.

It is then the responsibility of the Contract Manager and the Site Supervisor to maintain the plan.

EERP must address the following:

- Emergency response personnel and their roles and responsibilities
- The location of response equipment, personal protective equipment, and fire-fighting equipment, as appropriate
- Maps and details depicting the locations of activities, products, or services associated with the identified aspects of concern
- Evacuation routes and response procedures
- Potential emergency situation
- Notification procedures
- Procedures to mitigate the situation
- Potential impacts associated with the aspects and impacts register

The EERP's are to be maintained on-site at appropriate locations and accessible and available to appropriate on-site personnel.

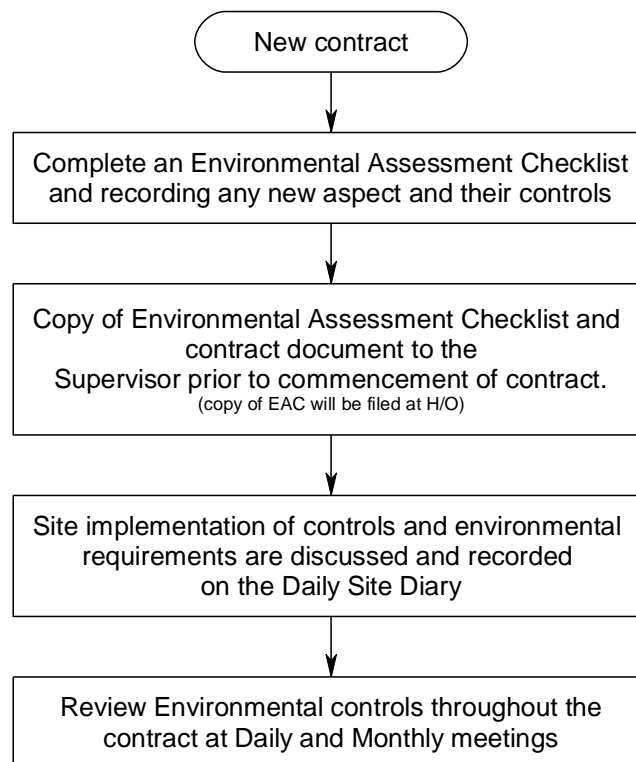
Periodical reviews will be conducted by Pacific Consulting, particularly following an emergency incident, will be completed. Results of these reviews will be documented to determine the effectiveness of the plan and also allow for any adjustments to be made.

3.3 Reporting and Recording Environmental Incidents

All incidents will be reported directly to senior management by the Site Supervisor(s) and Foreman.

All incidents will be recorded on a Daily Site Diary.

3.4 Environment Assessment



Appendix 2 Hazard Register

Current Hazard Registers (TBA)

Date: _____ Sign Off: _____

Rating	Hazard	Harm	Significant	Control	Proposed controls and actions	Responsible	PPE Required	Links

Appendix 3 Site Specific Safety Plan

EMERGENCY CONTACTS	ACCIDENT/EMERGENCY PROCEDURES																																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 20%;">Phone No</th> <th style="width: 50%;">Contact Name</th> </tr> </thead> <tbody> <tr> <td>AMBULANCE</td> <td>XXX</td> <td>N/A</td> </tr> <tr> <td>FIRE</td> <td>XXX</td> <td>N/A</td> </tr> <tr> <td>POLICE</td> <td>XXX</td> <td>N/A</td> </tr> <tr> <td>Site</td> <td>_____</td> <td></td> </tr> <tr> <td></td> <td>_____</td> <td></td> </tr> <tr> <td>Co. Office</td> <td>XXXXXXXXXX</td> <td>XXXXXX</td> </tr> <tr> <td>OSH Office</td> <td>XXXXXXXXXX</td> <td>N/A</td> </tr> <tr> <td>Chief Executive</td> <td>XXXXXXXXXX</td> <td></td> </tr> <tr> <td>Construction Mgr</td> <td>XXXXXXXXXX</td> <td></td> </tr> <tr> <td>First Aider</td> <td></td> <td></td> </tr> <tr> <td>Site Emergency Warden(s)</td> <td></td> <td></td> </tr> <tr> <td colspan="3">Assembly Point (Unless otherwise stated is the Site Noticeboard)</td> </tr> </tbody> </table>		Phone No	Contact Name	AMBULANCE	XXX	N/A	FIRE	XXX	N/A	POLICE	XXX	N/A	Site	_____			_____		Co. Office	XXXXXXXXXX	XXXXXX	OSH Office	XXXXXXXXXX	N/A	Chief Executive	XXXXXXXXXX		Construction Mgr	XXXXXXXXXX		First Aider			Site Emergency Warden(s)			Assembly Point (Unless otherwise stated is the Site Noticeboard)			<ol style="list-style-type: none"> 1. Assess the situation <ul style="list-style-type: none"> - Are there other hazards? - Nature/severity of accident 2. Secure the site <ul style="list-style-type: none"> - Stay calm – take charge - Safety – yours, victims, others - Hazards – removed, marked * - Give first aid – if competent 3. Call for help <ul style="list-style-type: none"> - From others on site or nearby - Radio telephone/mobile phone 4. Give details <ul style="list-style-type: none"> - Your name and company - Exact location - Injuries – type and severity (do not give names!) - Help needed e.g. paramedic, ambulance, helicopter etc. - All details understood/acknowledged 5. Maintain contact <ul style="list-style-type: none"> - Further information - Update on position - Until relieved <p>It is a requirement of the Act that the accident site is not disturbed. This does not apply in the case of ensuring the safety of the victim or others or providing access to the injured.</p>
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<p>Ensure Safety of Others</p> <ul style="list-style-type: none"> ▪ Shut down all machinery ▪ Cordon off site ▪ Secure unstable items/remove hazards resulting from the accident ▪ Conduct a roll call ▪ Search for missing persons/arrange rescue 	<p>Protection of Property</p> <ul style="list-style-type: none"> ▪ Shut down all machinery ▪ Control fires ▪ Erect barriers or other protection <p>Provide weather protection if required</p>																																							
<p>All clear</p> <ul style="list-style-type: none"> ▪ For minor incidents the Foreman/Field Supervisor will give the all clear to recommence work when the site is safe. ▪ For major incidents (serious harm) the General Manager will give the all clear to resume work only after all injured has been tended to and the site has been restored to a safe condition. This may be after OSH inspector has left the site. 	<p>Protection of Environment</p> <ul style="list-style-type: none"> ▪ Spill mats on hand ▪ Temporary bunds constructed to limit extent of spills ▪ Water carts available – dust. ▪ Refer to the HSE Plan 																																							
<p>IMPORTANT</p>	<ol style="list-style-type: none"> 1. Know correct radio channel and call signs 2. Know your work area and access route – describe it accurately 3. Notify the Managing Director immediately 4. Notify Occupational Safety and Health immediately (Serious Harm) 5. Notify victims family as soon as possible – before they hear from another source 																																							

Fire and smoke, Flood, Weather (storms, winds, lightning strike)

The Head Warden's, Emergency Warden's, or failing them the senior person on site's initial reaction and response, is:

1. Assess the situation. Raise an alarm, and clear the site if necessary:

- In the building - activate the audible alarm switch.
- Outside the building and on work sites - by voice or by the continuous sounding of a vehicle horn. (unless earthquake)
- Use radio telephone if available.

2. Alert emergency services if necessary and maintain clear access for these services.

- Phone Fire, Ambulance or Police on 111
- state the service required, then:
- the nature of the emergency
- the status of the emergency
- advise you are and location
- provide a call back number if possible.

3. Assist any injured victims

- Help assist injured victims to a safe location if safe to.
- wherever possible only trained First Aiders should deliver first aid

4. Evacuate any danger area as soon as possible

- Evacuate to the arrange assembly point
- remain here until all clear has been given.

5. Attempt to reduce any further chance of accident, injury or environmental damage.

- Only attempt to reduce any further change of accident, injury or environmental damage if you can
- only trained employee should attend to reduce further damage
- only if all clear has been given
- do not attempt to assist emergency service unless request to.

Landslide and Formation/ Structure collapse (addition requirements)

- Vacate the area immediately.
- If people are caught in the land slip, call out emergency services
- Attempt rescue if there is no danger to you – use ropes, poles or ladders to help victims to safety.
- On very soft ground use tarpaulins, geotextile, ladders, tree branches etc to spread your weight.
- Do not return to work until all clear is given.

Trench Collapse

- Start hand excavation to release or locate the victim. Use prodders carefully to assist.
- Clear the victim's face, chest and diaphragm area first.
- Keep all dewatering plant in operation.

- Avoid using mechanical equipment in the same trench or in close proximity to it, as there is a high risk of further collapse.
- If a machine must be used for speed,
- check that there is no risk of further collapse or
- take steps to reduce this risk by positioning the machine clear of the collapse risk area or spreading the track/wheel load with suitable timbers or support mats,
- excavate a new trench alongside the cave in, then hand shovel loose material across into the new trench.
- Do not shift the victim when uncovered, keep them warm and comfortable.
- Take precautions to prevent further collapse.

Earthquake (addition requirements)

- Stay calm.
- Move away from windows.
- Take shelter under doorway or solid furniture.
- Do not attempt to run outside.
- Follow all instructions given by civil defense officers or wardens.
- If instructed to vacate building - follow evacuation procedures.
- If outside - Stay clear of high walls or power lines.
- If driving - Pull over and stop.
- Stay in the vehicle for protection.
- Evacuate building/area immediately

IMPORTANT

Do not return to the building until the all clear is given.

Hazardous spillage (as per standard emergency procedure but inform the regulator)

Accidental contact with hazardous substances (as per standard emergency procedure but inform National Poisons Centre telephone XXXXXXXXXX)

Appendix 4 Trial Evacuation Report

After conducting your trial evacuation, please complete the following report and discuss at your HS committee meeting

Building/Site Name:

Building/Site Address:

Name of Person Supervising Trial: Phone No.:

Local Fire Station Advised: Yes No (14 days notice) NZ Fire Service Comms Centre Phoned (5-10 minutes prior to commencement)

Date Trial Conducted: Time of Trial:

1. Time taken to complete evacuation of building? NS CS

	Yes	No	N/A
2 Did all Floor Wardens report promptly to the Building Warden stating their area and the evacuation status?			
3 Did Floor Wardens ensure that the use of the nearest safe exit?			
4 Could alarm be heard in all areas? (ask Wardens)			
5 Were all smoke and fire control doors closed? (These may not always close on trial evacuation, if they are held by approved hold-open devices).			
6 Were all Wardens and Staff members familiar with the Evacuation Procedures? (ie, evacuated building appropriately).			
7 Did all Wardens wear identification?			
8 Was a call made to the Fire Service using 111?			
9 Was the correct Assembly Point used?			
10 Are all evacuation procedure notices in place?			
11 Are all exit ways clear and all doors able to be opened without the use of a key?			
12 Has all fire fighting equipment been serviced in the last 12 months?			
13 Have all Wardens received evacuation training?			

Next Trial Evacuation scheduled? Date and Time

Comments:

Signed: Date: