

# Safety and Wellbeing Handbook



This Safety and Wellbeing Handbook for Workers (which includes Ravensdown staff and our contractors) is designed to provide information to enable you to perform your duties safely and in keeping with Ravensdown's policies and procedures.

It is the responsibility of all workers to ensure you are aware of and observe the conditions set out in this handbook. While working for Ravensdown, all workers must comply with the requirements of the Health and Safety at Work Act 2015 (HSWA), the Resource Management Act 1991, and all associated regulations and standards as well as Ravensdown's policies and procedures.

The Ravensdown Safety and Wellbeing Policy is available on request. Our vision is to ensure our people get home safe and well to their families and loved ones, the policy shares Ravensdown's commitments to achieve this vision.

Introduction	2
Before starting work at Ravensdown	4
Signing in and out	4
After hours work	4
Daily toolbox meetings	4
Asset safety	4
Health and wellbeing	5
Workplace exposure monitoring	5
Occupational health monitoring	5
Thrive	5
COVID 19 (or other health pandemic)	5
My Everyday Wellbeing	5
Employee counselling services	5
Drug and alcohol policy	5
Personal Protective Equipment	6
Employee participation and representation	
processes	6
Safety and Wellbeing meetings	6
Risk Management	7
Risk assessment	7
Ravensdown's critical risks	7
Risk Response table	8
Hazard reporting	9
Hazard noitification	9
Safe systems of work	9
Routine work	9
Standard Operating Procedure	10
Non-routine work	10
Take 5	10
Job Safety Analysis (JSA)	10
Permitted work	10
Notifiable work	10

Isolation procedures	11
Personal locks	11
Confined space	11
Atmospheric testing	12
Hot work	12
Working at height	12
Elevated Work Platform (EWP)	12
Lifting	12
Traffic management	13
Air contaminants and noise	14
Product stockpiles	14
Excavation	14
Hazardous substances	14
Incident management	15
Incidences and close call reporting	15
Notifiable event	15
Emergency response	15
Evacuations	15
Fire	16
Emergency equipment and First Aiders	16
Sulphur fires	16
Environmental controls and waste	
management	17
Spills	19
The transportation and treatment of waste	19
Disposing of asbestos containing material	19
Waste oil removal	19
Wash bay use	19
Risk Assessment guide	20

The following steps must be completed prior to beginning work at Ravensdown:

- All workers are to complete a site-specific induction. Inductions must be booked in advance.
- All relevant training/competency records are provided to Ravensdown prior to starting work.
- Prior to starting any non-routine work, a risk assessment of the job is to be completed by the contractor and the Ravensdown work authoriser. Depending on the type of work, this could require Job Safety Analysis (JSA), a High-Risk work Permit or a Site-Specific Safety Plan (SSSP). See section 5 for more detail.

If you are a contractor, the following steps must also be taken:

- The contracting company completes a company prequalification (includes Health, Safety and Environmental management aspects) and provides Ravensdown a copy of the pre-qualification report along with insurance certificates. This will then be reviewed and will require approval from Ravensdown.
- If a contractor is working at one of our HealthSafe managed sites, all pre-qualification, insurance, and employee training records (including subcontractors) are to be uploaded to the HealthSafe SecurePass system to be approved by Ravensdown. If a contractor does not have the correct training for the task, or it has expired, the task cannot proceed.
- If a contractor is working at a site not managed by HealthSafe, workers will be required to present all relevant training records to the appropriate Ravensdown manager prior to starting work.
- H&S documentation associated with work to be carried out on the site will be completed with the relevant Ravensdown employee/s. This could include a JSA, a SSSP or other required documentation to ensure the risks and controls are adequate for the nature of the task being undertaken.

#### Signing in and out

Ravensdown employees will be provided with onsite access by their manager.

On arrival to any site, all contractors must sign in on arrival and sign out on departure. This will enable Ravensdown to determine who is on site in the event of an emergency.

Following sign in (and induction if completing on site), contractors are to report to the department they are working in. If unsure, contact the project manager or person who called you onto the site for work.

Contractors are only to enter the parts of the site that they are working in to complete the tasks assigned, as well as bathroom and lunchroom facilities.

#### After hours work

If you are going to be on site outside normal operating hours, please gain permission from site management. They will explain the steps to take and the persons to contact in the event of an incident or emergency during the time you are on site and provide you with access to the specific area you need to work in.

#### **Daily toolbox meetings**

Undertake daily toolbox meetings during project and maintenance shut work. It is important to include all contractors and Ravensdown staff who are involved in the work. Site toolbox meetings are also completed at set days/ times; contracting staff should attend these if working on site at the time.

#### **Asset safety**

All assets on Ravensdown sites, including those bought onsite by contractors, must be fit for purpose and in a safe working condition. Assets include all plant, property, vehicles, structures, materials, equipment, machinery and leased assets. For example, all electrical equipment, lifting equipment, height and safety equipment, Elevated Work Platforms (EWP) and cranes used on site must have current certification and be regularly checked for damage.

If a contractor is required to use Ravensdown forklifts, they must provide a copy of their current OSH certificate of compliance and an F Endorsement to our Administration/ Site Manager, prior to using a forklift. The use of the forklift must also be included in the JSA. Contractors must not use larger Ravensdown owned mobile plant on site.



#### **Smoking policy**

Where smoking and vaping is allowed on site, the designated smoking/vaping areas are outlined in each site's smoking policy. Smoking and vaping cannot occur outside of these designated areas due to fire risk.

#### Workplace exposure monitoring

Workplace exposure monitoring is undertaken to establish a baseline on potential exposure of workers to airborne contaminants and to check that the controls we have in place are effective in keeping exposure levels below various standards. The monitoring measures employee's exposure to noise and workplace contaminants such as dust, fluoride and carbon monoxide and can either be static or personal. With static monitoring a monitor is used in an area to measure air quality. With personal monitoring employees will wear sampling equipment so their exposure during their normal work shift can be determined. If the results come back above the exposure standards, we will review the current controls in place to see if they are effective and / or consider further controls.

#### **Occupational health monitoring**

Ravensdown monitor the health of all staff by carrying out annual health tests using pre-employment testing as a baseline. Testing may include hearing, vision, skin checks and spirometry, in addition to Blood Fluoride monitoring.

#### Thrive

Wellbeing relates to a person's mental, physical, and emotional health. It's about being able to contribute to our jobs, families, and wider lives to the best of our ability.

At Ravensdown, we take the wellbeing of our team seriously. Our Thrive programme delivers targeted strategies, resources and tools that can help workers turn up in the best possible physical and mental state, fit and ready for work. Click the link to the <u>Thrive web-page</u> for helpful resources and particular focus on mind health, heart health and fatigue and to find the list of our Wellbeing Champs.

#### COVID-19 (or other health pandemics)

When operating under the COVID-19 protection framework (or other Acts or legislation), all workers must follow the protocols required for each COVID-19 management setting. Depending on the setting, access restrictions, vaccination status and hygiene protocols may be in place in order to reduce the potential spread of COVID-19. These protocols will be shared with you prior to working on Ravensdown sites if they are required to be in place.

Monitoring of activities may be carried out to ensure that work is being conducted in accordance with agreed JSA and COVID-19 management plans and site requirements.

#### **My Everyday Wellbeing**

All Ravensdown staff have access to My Everyday Wellbeing, an online resource full of expert advice on exercise motivation, physical health issues, healthy recipe ideas, healthy shopping, professional guidance to cope better with stress and support mental wellness and solutions to help with sleep.

#### **Employee counselling services**

As part of Ravensdown's Safety and Wellbeing programme an employee counselling service (OCP) is available to help employees and their family with any personal or work issues. These issues may include marital or family difficulties, alcohol or drug use, violence, parenting problems, workplace conflicts, grief and anxiety. <u>Click the</u> link for more information on this service and contact details for OCP.

#### **Drug and alcohol policy**

Ravensdown have an alcohol and drug testing policy to ensure a safe and healthy workplace for all workers and to eliminate the unacceptable risks that alcohol and drug use brings to the workplace. All workers at Ravensdown are expected to report fit for duty and be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications which have not been used appropriately. Alcohol and drug testing will be carried out in the following instances:

- Pre-employment testing will be done before anyone commences employment with Ravensdown.
- Where there is reasonable cause under the impairment policy. Appendix 2 of the policy can be used as a guideline to establish impairment.
- After a serious harm accident.
- Staff and contractors are subject to a random drug testing schedule.

#### **Personal Protective Equipment**

Based on risk assessments, Ravensdown has set minimum PPE requirements for certain sites, working areas and tasks. All workers must ensure they meet or exceed the minimum standards and where additional PPE is required in an SOP, Take 5 or JSA you must ensure you are wearing this.

All workers must maintain any PPE that has been issued. If equipment requires maintenance or replacement please follow up with your manager. Training information and maintenance guides will be available through RavNet and as part of your site induction.

## Employee participation and representation processes

Ravensdown has an employee participation and representation process for all staff in Ravensdown. An H&S Rep is a person elected by the employees of the work-group they represent to speak or act on their behalf about health and safety matters. Elected H&S Reps will be provided with initial H&S Representative training and access to a minimum of two days paid training leave per year to attend additional safety and wellbeing related training.

#### **Safety and Wellbeing meetings**

Safety and Wellbeing Committee meetings are held regularly at a national level for Ravensdown as well as site or area Safety and Wellbeing meetings. A H&S Rep represents each department at site meetings and one rep from each division is nominated as the representative for the national committee. Safety and wellbeing of staff is an important focus for any department meetings. Any issues that cannot be addressed within your team or department, or issues that have an impact on a wider group of people, can be escalated for discussion at the site or division Health and Safety meeting. However, please ensure your manager has had adequate opportunity to address the issue first. Minutes will be completed for these meetings and a copy of these can be accessed on ravNet or through your manager.



#### **Risk assessment**

The following is the Risk Assessment Matrix used by Ravensdown to define the level of risk by considering the likelihood and potential impact of an adverse event. This tool should be used when undertaking a risk assessment for any task or process and as part of the incident management process.

When assessing risk the Hierarchy of Risk Control must be used to eliminate or reduce the risk to as low as reasonably practicable. Personal protective clothing and equipment are considered to be the last line of defence followed by administrative controls. Where able, emphasis should be placed on eliminating the hazard or if not practical substituting, isolating, or engineering controls.

See the appendices for a guideline to risk prompts which may assist when completing risk assessments for your tasks.

#### **Ravensdown's critical risks**

There are multiple critical risks across the Ravensdown business. These are associated with hazards which could kill or seriously injure a person if the controls are not in place.

All identified hazards must be assessed, and risk controls implemented to eliminate or minimise the risk of someone being harmed by them.

Each site has their own risk register. Refer to the Ravensdown staff member who inducted you for access to this register.

### Eliminate the hazard - no hazard, no harm

HIGHEST

LEVEL OF PERFECTION

LOWEST

**HIERARCHY OF CONTROL** 

MOST



**RELIABILITY OF CONTROLS** 

If the hazard can't be eliminated then minimise the risk of harm by applying one or more of the following risk control measures

#### Substitute the hazard (wholly or partly) for

something safer (use a less hazardous thing, substance or work practice) and/or **Isolate or prevent contact** with the risk of harm (box in

the hazard or box in people to keep them away from the hazard) and/or

Use engineering controls (physical controls) to reduce the risk of harm from the hazard

If a risk of harm from the hazard still remains

Reduce exposure to the hazard by using **administration controls** use safe methods or work, processes or procedures designed to reduce the risk of harm from the hazard

If risk of harm from the hazard still remains

Use personal protective equipment to protect people from contact or exposure to the hazard LEAST

	RISK MATRIX		LIKELIHOOD					
				What is the chance of an adverse event occurring / recurring				
	If an adverse event did occur how bad could it be		Never heard of it happening	Not expected but known to occur	Expected to occur < 1 per year	Expected to occur about once per year	Expected to occur >1 per year	
	Environment	Health and safety		1. Very unlikely	2. Unlikely	3. Possible	4. Likely	5. Almost certain
	Long term-permanent environmental damage resulting in high \$ remediation. Sustained national media interest. Criminal prosecution.	Fatality, permanent disability or impairment	5. Critical	5. Medium	10. Medium	15. High	20. High	25. High
IMPACT	Uncontained but repairable offsite environmental damage. Regional media interest. Multiple community complaints. Notification to authority required. Civil prosecution.	Injury/illness requiring admission to hospital (not just ED treatment) and/or LTI	4. Major	4. Low	8. Medium	12. Medium	16. High	20. High
	Contained offsite environmental damage. Local media interest. Repeat community complaints. Regulatory enforcement action.	Injury/illness requiring medical treatment and/or restricted duties	3. Moderate	3. Low	6. Medium	9. Medium	12. Medium	15. High
	Localised environmental impact (internal). Clean up and reinstatement required.	Requires First Aid provided by first aider	2. Minor	2. Low	4. Low	6. Medium	8. Medium	10. Medium
	No community complaints. No corrective actions needed. No breach or regulation or consent.	Self- administered first aid - no treatment	1. Insignificant	1. Low	2. Low	3. Low	4. Low	5. Medium
RIS	( RESPONSE TABLE							
High	15-25	STOP	The activity must not proceed until controls are put in place to reduce the controlled risk to low-medium. If the controlled risk cannot be reduced, escalate it to Site Manager for review. If Site Manager is unable to reduce risk to medium - escalate it to next management level.					
Med	ium 5-12	CAUTION	Review the activity to see if risk controls can be improved to reduce the controlled rist to low. If the risk can not be reduced to low, the activity can only proceed so long as the highest controls practical have been implemented to prevent the event from occurring and the controls are monitored to ensure they are in place and effective. Monitor for changes in risk.			rolled risk long as the occurring nitor for		
Low	1-4	GOOD TO GO	The activity may proceed with existing risk controls. Monitor for changes in risk.			isk.		

#### **Hazard reporting**

If you identify a hazard, you should:

- Make it safe or barrier off immediately if unable to make safe
- Report through ravSafe or let a Ravensdown employee know, so they can formally report the hazard.

#### **Hazard notification**

If workers are undertaking an activity which may create a hazard for other personnel within the site (introducing a new hazard), they must ensure that the Work Authoriser (and Department Manager or Project Manager if applicable) are made aware of the new hazard. It is the workers responsibility to pass the information onto other personnel likely to be affected and to provide information to other workers. If the hazard will remain post-work, this must be discussed with the Work Authoriser prior to handing the area back for operation.

#### Safe Systems of Work

The Safe Systems of Work applies to operational work undertaken by Ravensdown employees and contractors and excludes office and administration type work. This system is being continually developed and replaces the previous Permit to Work (PTW) and high-risk certificate system.

The Safe Systems of Work is designed to ensure operational work conducted by or on behalf of Ravensdown is carried out safely. The framework categorises and defines the requirements for permitted, routine, and non-routine work.

#### **Routine work**

Routine work is approved work that is regularly conducted by Ravensdown workers with an approved Standard Operating Procedure or Preventative Maintenance Work Order that has been risk assessed. Routine work may include permittable work. When carrying out routine work, a Take 5 must be completed prior to starting the work.



#### **Standard Operating Procedure**

An authorised Standard Operating Procedure (SOP) is a written step-by-step procedure for completing a given work activity. It must be based on a Job Safety Analysis (JSA – Risk Assessment) conducted in consultation with personnel doing the work (employees or approved contractor).

#### **Non-routine work**

Non-routine work is work that does not have an authorised SOP. Non-routine work can be one-off tasks or tasks that are carried out irregularly or in a changing environment so require a work scope and JSA to be completed in preparation for this task. All non-routine work requires a JSA (risk assessment) to be completed, and any permittable work documentation where required.

Medium to large scale projects that are non-routine may require further detail on how health and safety is managed and can require the use of a site-specific safety plan (SSSP).

#### Take 5

Take 5 is a pre-start tool used to identify and control hazards associated with the work and check that safety precautions are in place before work commences. The Take 5 can be completed as a joint exercise between all workers on a job if more than one person is involved.

A Take 5 is to be completed prior to starting a routine job. If a worker's role covers more than one SOP to carry out similar tasks, it is recommended that the worker(s) undertake a Take 5 at the beginning of their day and after any breaks or emergency events. Take 5's are also to be used to review a task when a JSA is reissued. This assists with checking if the work environment has changed and that all workers are prepared to restart the work. For any minor changes, new hazards and the subsequent controls can be entered into the Take 5 booklet. If work has changed to the point where you can no longer follow the steps of the JSA, a new risk assessment and JSA must be completed.

#### Job Safety Analysis (JSA)

A job safety analysis (JSA) is a tool used to plan and communicate how to do a work activity safely. JSA's are to be used for non-routine tasks. JSAs are required to confirm:

- Risks are identified and controls are in place to conduct the work safely
- Trained and competent persons will be doing the work (or persons under direct supervision)
- Safety equipment and PPE requirements are in place
- Tested emergency response plans are in place

#### **Permitted work**

A permit is required for identified high-risk work activities listed below. An SOP or JSA may identify that these activities are to be undertaken as part of the work. Each permit is specific to the high-risk work activity and details the conditions and requirements that must be in place before starting and throughout the work activity.

- · Confined space entry
- Hot work
- Working at heights including use of Elevated Work Platforms and roofing
- Excavation
- High Voltage Electrical work
- Blasting at quarries

#### **Notifiable Work**

Ravensdown must notify WorkSafe of any hazardous work, that is deemed notifiable, at least 24 hours before work is commenced. The contractor and the Ravensdown Work Authoriser must discuss the hazardous work and ensure the notification is completed. A 'Particular Hazardous Work Notification Form' will need to be completed and a copy of the notification to WorkSafe will need to be provided to Ravensdown by the worker. This form is available on the WorkSafe website.

All work related to asbestos removal / disposal on our site requires notification to WorkSafe 5 days before work takes place. Refer to the WorkSafe website for more information. A copy of any notification to WorkSafe must be provided to Ravensdown.

#### **Isolation procedures**

When working in an area where plant and machinery could have stored energy, all equipment must be isolated prior to any work starting. Isolations must be adhered to as per the Isolation Standard. A lock must be securely applied to isolate the equipment etc..

- Equipment & machinery must be locked out. All workers involved in the job must have their lock on. Lockboxes can be used if multiple workers are involved.
- Isolation details must be noted in the appropriate areas of the JSA
- Multiple isolations carried out can be listed on the Isolation Register document found on Ravnet.

#### **Personal locks**

All workers including contractors and sub-contractors should have their own personal locks when working on site. These personal locks will be used for isolations and locking onto lock boxes (where these exist) associated with the area where the work is taking place. All locks need to be named with the name of the worker and a cell phone contact.



#### **Confined space**

There are confined spaces on many Ravensdown sites. Where these exist, they are sign posted.

All confined space entrants and the safety watch(s) shall be trained in NZQA Confined Space and Gas Testing Standard.

A Confined Space Permit and a Rescue Plan must be filled out **before works commences by the contractor and a Ravensdown employee jointly.** Rescue Equipment must be in place, suitable for the type of rescue that may need to be performed with consideration of the weight of the person(s) that could be rescued. All equipment must be certified.

Confined Space and Gas Detection Procedures and standards are to be followed.



#### Isolation and verification process

#### **Atmospheric Testing**

Atmospheric testing must be completed prior to entry into the workspace and at least every 15 minutes (unless continuous monitoring is in place), and a record completed throughout the job. Atmospheric testing must be completed by workers trained and competent to the NZQA Gas Testing standard. If the gas detector alarms, the space must be evacuated until the gas detector shows the gas levels have returned to safe ranges and the event reported as an incident in ravSafe.

#### **Hot Work**

Where hot work can be avoided, by cold cutting etc., this is always preferable. When undertaking any work on site that requires the use of:

- Gas cutters,
- Grinders (includes wire brushes)
- Welders,
- Other equipment that may produce sparks or heat,

a JSA is to be completed together with a Hot Work permit before work commences.



The consideration of the presence of sulphur and/ or sulphur 90 must be made when working at all manufacturing sites and stores. You must verify with the work authoriser if there is any risk in the area where you are conducting hot work.

Please ensure you are aware of the location of the fire fighting equipment which is situated at various positions around the site before you commence work. Please ensure you have a fire extinguisher/process hoses present and a spotter/fire watch in place.

A summary of time required for fire watch is as follows:

Work Type	Fire Watch Duties
No sulphur present	30 minutes after the work has been completed
Sulphur present	2 hours after the work has been completed

Additional points for use of grinders:

- No angle grinders or disc cutters with disc size greater than 7 inch are permitted on site.
- ALL grinders must have a current electrical safety tag (test and tag) and are to be used with an RCD device, be fitted with a disc guard and steady handle, be fitted with a dead-man's handle and be non-kickback.
- Additional PPE is to be worn when operating a grinder including face shields with safety glasses and hearing protection.

#### Working at height

For any contractor working at heights a JSA, Working at Heights Permit and Rescue Plan must be filled out before works commences.

All workers working at heights shall be NZQA Working at Heights Standards trained.

Ladders are not designed as working platforms. They should only be used for access or to carry out minor or short-term work. For any work involving ladders, assess the risk to see whether it is the best and safest means of doing the job.

#### **Elevated Work Platforms (EWP)**

For any work requiring an EWP, the operator needs to have been trained to operate the equipment. All workers operating an EWP shall be NZQA standard related to the equipment's unit standard in addition to the standard NZQA 23966 (General EWPs & legislative requirements for their use).

An EWP check sheet, JSA and Working at Heights Permit must be completed before work commences.

#### Lifting

The Ravensdown lifting standard must be followed for all lifts. Minor Lifts including the use of forklifts, gantry, excavators and telehandlers require either an SOP for its use or a JSA. All forklift operators must be F endorsed and deemed competent. All gantry, excavator and telehandler operators must be trained. All lifting equipment must be checked and certified before use.

If any crane work is required, appropriate certificates must be held by the crane driver. Certification of the crane and the lifting equipment must be current. Any crane work should be included on the JSA.

A lifting permit is required for non-complex and complex lifts. A lifting plan is required for big or complex lifts. Complex lifts are the use of Wheeled Cranes, Crawler Cranes or Tower Cranes.

#### **Traffic management**

Traffic Management Plans (TMP) exist for each Ravensdown site. Copies of relevant TMP and map can be located at the site you are working on. General standards found across Ravensdown are:



	The site one-way traffic direction must be followed by all vehicle operators. Mobile Plant are able to travel against the traffic flow where areas are provided to do so safely.
	Seatbelts must be worn when operating all heavy and light vehicles including mobile plant.
	Exclusion zones are in place around mobile plant operating areas. Permission is required to enter exclusion zones using positive communication protocol.
	<ul> <li>Where heavy plant is operating (including road trucks) outside of a designated exclusion zone, no pedestrian or light vehicle/plant can enter within that vehicle's exclusion zone of 20 metres without positive communication being received from the operator.</li> </ul>
	<ul> <li>No pedestrian or light vehicle/plant can enter within 5m of that vehicle without the vehicle being fully stopped and any tool/implement (i.e. loader bucket) on the ground</li> </ul>
15	Vehicles and mobile plant must adhere to site speed limits (15km/hr) and site traffic control signs.
-)	Vehicles (including light vehicles, forklifts, buggies, etc) must have a flashing light (on cab) or hazard lights when entering operational areas.
	All site personnel and contractors must carry a Ravensdown RT when in operational areas and use them in accordance with the Positive 2 Way Radio Communication Protocol.
<b>(†)</b>	Pedestrians must only use designated walkways and road crossing points; and always give way to moving vehicles and mobile plant. Where barriers are in place you must walk behind these to keep out of traffic flow.
	Use of mobile phones is prohibited whilst operating mobile plants or vehicles on site.
	No overtaking unless the vehicle being overtaken is stationary and the way forward is clear.
Reverse Parking ONLY	First movement after parking or unloading should be forward. All designated parking areas are reverse parking. If requiring vehicles and tools, drop off areas or parking locations can be organised as part of the job planning and JSA.

#### Air contaminants and noise

There are products on all Ravensdown sites where a risk of dust or fumes can be present. Where dust and/or fumes exist, these should be considered when completing a JSA for the planned work. Safety Data Sheets (SDS) are available for all products which will assist in deciding what type of PPE and gas monitoring is required.

Noise is also present in many environments. Hearing protection is required in some areas at all times. These areas will be explained to you while working through a JSA.

#### **Product stockpiles**

Pedestrians and those operating mobile plant within stores must stay away from stock faces as there is a risk of stockpile collapse where these exist. Consider movement of stock prior to commencement of work within a store. All endeavours are made to keep stockpiles at smaller heights to create a safer working environment for loader operators or others working in the vicinity.



#### Excavation

An excavation permit is required before any digging is done. Before proceeding with any excavation work, site plans must be consulted and underground service locating completed. Both a Ground Penetrating Radar and Service Scan should be completed due to the complexities and historical use of Ravensdown sites.

Safe Digging Practices must be used on all areas where services are known (hydrovac or potholed) as per *Worksafe NZ Guide: Good Practice Guidelines for Excavation Safety.* 

#### **Hazardous substances**

SDS for all hazardous substances on site are available for staff and contractors. These are located in control rooms or offices and in SDS boxes where installed.



All hazardous substances brought onto site by contractors need to be managed in accordance with the Hazardous Substances Regulations 2017. Copies of SDS should be held with contractors and made available when required. Workers must have spill kits readily available when handling hazardous substances or non-hazardous substances that could have an environmental impact. All hazardous substances must be appropriately stored.

Gas bottles must be managed properly on site; they must be tied securely to a bottle trolley or to a solid structure. Storage of gas brought on site must comply with the hazardous substance's regulations.

#### Incidents and close call reporting

In the event of an incident or close call:

- Make the area safe or barrier off immediately if unable to make safe.
- Report through ravSafe or let a Ravensdown employee know, so they can formally report the incident or close call.

Ensure that sufficient information about each incident is disclosed to enable Ravensdown to investigate and identify corrective actions.

Implement any corrective actions identified through the investigation process.

What to do if you are injured at work

Look after yourself first. Depending on the type and severity of injury you may need to:

- Seek first aid treatment
- Attend your local doctor or medical centre
- Attend a hospital emergency department

A record of the injury received is recorded with the incident report. WellNZ is responsible for administering work related injuries on behalf of Ravensdown for Ravensdown employees. WellNZ is notified of your injury when the injury type is recorded as requiring medical treatment or more.

#### **Notifiable event**

A notifiable event is when any of the following occurs as a result of work:

- a death
- notifiable illness or injury
- a notifiable incident

A full list of notifiable events is available on the WorkSafe website.

If a notifiable event occurs ensure the person(s) involved are removed from the area, if safe to do so, and the space made safe, then freeze the event site to ensure it is preserved and not disturbed until WorkSafe completes their investigation and/or authorises the site to be released.

Escalation of the notifiable event must be made through the management chain of command so that the National SW Manager, Leadership Team and CEO are aware of the incident. The line Manager and divisional H&S Role, in conjunction with the National S&W Manager, must follow instructions provided by the WorkSafe Response Team.

#### **Emergency response**

The Ravensdown site you are working on will have a site-specific Emergency Response Plan (ERP) to manage reasonably foreseeable events for that workplace. These plans are available on site for all workers to become familiar with. All workers must comply with Ravensdown's ERP requirements. Task/project specific ERP may be required depending on the type of work and location.

#### **Evacuations**

Anyone observing an emergency or who becomes aware of an emergency situation, should immediately raise the alarm by pressing the nearest manual emergency call point or contacting site management where alarms are not available. When you hear the evacuation alarm:

- Stop ALL work, evacuate the building immediately by the nearest exit. If SAFE to do so, stop any plant prior to leaving.
- Ensure RT channel is on the site's emergency response channel so that you can receive instructions if requiredyou will be informed to do so over the RT. (This will be explained at your induction).
- Seek guidance from the SITE WARDEN.
- Once in the assembly area, please follow instructions given by Ravensdown staff or Fire & Emergency NZ. Remain at your assembly area until an all clear has been given.

Any non-routine or permitted work that was taking place when the alarm activated must be revalidated on return after given the 'all clear'.



#### Fire

- If a fire occurs on site, all workers and visitors must report the fire to a Ravensdown staff member immediately and raise the alarm.
- In the event of an emergency please dial 111 and ask for the required service, inform them of your location.
- Any use of extinguishers, process water for extinguishing, steam suppression or product/blanket smothering of fires must be reported to Ravensdown and will be logged as an incident in our event management system.

#### **Emergency equipment and First Aiders**

All sites have first aid kits located in control rooms and office blocks. Additional first aid equipment such as a Defibrillator, Diphoterine spray or Calcium Gluconate for different types of acid burns, eye wash and safety shower stations are available where applicable to that operation.

Please refer to the site maps for where emergency equipment is located. This should be pointed out as part of your induction prior to starting work. When carrying out work that requires emergency equipment, this will be discussed and provided as part of the JSA process.

There are multiple staff first aid trained onsite, please ensure you know where your nearest first aider is located.



#### **Sulphur fires**

Sulphur has a relatively low ignition temperature of 246°C and its burning produces Sulphur Dioxide (SO<sup>2</sup>). Fires also tend to be rekindled easily. Sulphur dust has a lower ignition temperature (191°C) and is easily sparked into instantaneous combustion. Explosions can occur when the fine dust is ignited.

SO<sup>2</sup> is usually visible as a white/blue gas. It is irritating to eyes, nose, throat, and lungs, and may result in suffocation

at high concentration.

- As Sulphur dust permeates everywhere, fires can be very elusive. When such fires are detected, prompt action is essential to contain and extinguish the fire.
- It is essential to check for fires during and after hot work / spark producing work for a minimum of two hours if in a sulphur area.
- Smoking/Vaping is prohibited, other than in designated areas.
- SO<sup>2</sup> gas detectors exist in areas where sulphur is stored which will give early indication of a fire if it is not visible or detectable from odour etc.

#### **Extinguishing sulphur fires**

- If any doubts at all exist about ability to contain a sulphur fire, call the Fire and Emergency services immediately.
- Don't fight fires without notifying a Ravensdown employee on site and they know what you are doing.
- Douse with a fine spray of water if clear of live electrical equipment, preferably upwind of the fire to minimise effects from SO<sup>2</sup> fumes.
- Alternatively, you may suffocate a fire by heaping solid Sulphur onto it.

**ABOVE ALL** = Adequate measures must be taken to avoid personal injury. The use of face shields, masks, gloves, acid mist filters cannot be over emphasised.

### Environmental controls and waste management

Workers must detail any environmental risks and the resulting control measures for the work that they will be doing when completing the JSA.



This table summarises the environmental aspects to be considered when carrying out work at Ravensdown.

Stores, Despatch, and Intake		
Environmental Aspects	Activities	Impacts / Consequences
Solid waste / refuse	Used pallet wrap Used bags Broken pallets ACM material	Visual Waste Health
Spillage of fertilisers and raw products	Despatching into truck Intake tip off Covering loads	Stormwater contamination Nuisance dust
Noise	Mobile plant Conveyor belts Motors	Nuisance noise Community complaints
Spillage of oils or fuels	Refuelling mobile plant Servicing mobile plant Servicing plant & equipment	Visual Waste Soil contamination Storm water contamination
Dust	Loader activity Channelling of wind through tunnels Intake tip off	Discharge to air Visual Nuisance dust Staff health
Fuel combustion	Exhaust from mobile plant	Discharge to air Visual
Sulphur Melter		
Environmental Aspects	Activities	Impacts / Consequences
Hydrogen sulphide gas	Storage of elemental sulphur Melting of sulphur Storage of molten sulphur Melter clean Filter clean	Nuisance odour Public / staff health Discharge to air Public complaints
Wash water	Cleaning	Stormwater contamination
Wash water Noise	Cleaning Operation of loader Vibration from pumps Conveyor belts Motors Bio trickling filter fan	Stormwater contamination Nuisance noise
Wash water Noise Emission from combustion	Cleaning Operation of loader Vibration from pumps Conveyor belts Motors Bio trickling filter fan Exhaust from mobile plant	Stormwater contamination          Nuisance noise         Discharge to air         Visual
Wash water Noise Emission from combustion Sulphur fire	CleaningOperation of loaderVibration from pumpsConveyor beltsMotorsBio trickling filter fanExhaust from mobile plantStorage of elemental sulphurMelting of sulphurStorage of molten sulphurSulphur filter cleanMelter clean	Stormwater contamination         Nuisance noise         Discharge to air         Visual         Public / staff health         Discharge to air (SO <sup>2</sup> )

## Environmental controls and waste management

Acid Plant		
Environmental Aspects	Activities	Impacts / Consequences
Spillage of acid	Loading/unloading of acid tankers Acid leaks Pumping of acid between vessels IBC storage of acid	Soil contamination Stormwater contamination
Solid waste / refuse	Used chemical containers Garnet sand ACM Material	Visual Waste
Spillage of oils or fuels	Filling of diesel tank Storage and use of diesel Turbine Transformer	Waste Soil contamination Stormwater contamination
Noise	Saltwater pumps Blower Turbine Preheaters Dumping steam Boiler alarms General alarms Sandblasting	Nuisance noise
Acidic sludge	Draining acid vessels Duct replacement	Soil contamination Stormwater contamination
Dust	Screening of HGF grog Cleaning boiler tubes	Discharge to air
Saltwater spill-Dunedin Works	Leak in saltwater line	Soil contamination
Heating of saltwater-Dunedin Works	Turbine condenser Acid cooling	Adverse effect on marine ecosystems
Hydrogen gas	Draining acid vessels	Explosion Public / staff health

#### Spills

Spillage of products, oils or hazardous substances of any kind onto any surface, have the potential to affect the ecosystem and can be a risk to personal safety. Spill kits are located in each department.

- Check to ensure you know the location of the spill kit in the area you are working before work starts.
- Contact Ravensdown management immediately upon noticing a spill.
- Cleaning up is the workers responsibility and any costs incurred by Ravensdown may be passed on to the contracting company concerned.

## The transportation and treatment of waste

The transportation and treatment of waste is regulated by law. Any liquid, hazardous and dangerous goods waste leaving our site requires completing waste transfer documentation. When disposing of waste, a disposal certificate must be obtained from the appropriate waste disposal location.

A disposal form is provided to Ravensdown by the disposal company and completed and passed on to the transporting company at the time of collecting the waste. A dangerous goods form may be required if the waste is classed as dangerous goods. An SDS may also be required if hazardous substances are being disposed of.

## Disposing of asbestos containing material

When asbestos and asbestos containing materials (ACM) including soil are to be removed and disposed of, **a Licenced Removal Worker must be used.** The Health and Safety (Asbestos) Regulations 2016 must be met at all times.

All work relating to asbestos removal / disposal will require written notification to Worksafe within 24 hours of the removal. Notification should be completed by the contractor involved, and a copy provided to the Work Authoriser. Retain a copy of this information with the site's asbestos management plan.

#### Waste oil removal

Waste oil must be removed from site by the contractor and disposed of only at appropriate oil disposal facilities. Some Ravensdown sites may have waste oil and oily rag collection facilities, talk to the Maintenance Manger if applicable. We will not receive any process waste from off site in our facilities.

#### Washbay use

Where wash bays are present on a Ravensdown site, permission must be sought from Ravensdown site management before using the wash bay. Incorrect use of a wash bay could result in issues for our manufacturing plants or discharges to Tradewaste facilities which do not comply with our permits.

# A guideline to potential risks and controls which may form part of your JSA risk assessment

The following are a list of hazards, potential risks and controls which you may come across while carrying out work. This is not a complete list and there may be other hazards on site and controls which are not mentioned here. Please do a thorough assessment of the task and the work area prior to filling out the JSA.

Hazard	Potential Risk	Potential Controls
	(you will need to risk rate your hazard when completing your JSA)	choose controls which adequately eliminate or reduce the risk (Eliminate or Minimise)
Airborne contaminants, dust	<ul> <li>Breathing problems, lung disease</li> <li>Ingestion</li> <li>Eye irritation and damage</li> <li>Skin irritation</li> <li>Breach of resource consent</li> </ul>	<ul> <li>Water damping methods</li> <li>Don't use blowers, fans or compressed air to clean</li> <li>Industrial vacuum</li> <li>Limit the time each person spends doing dusty work</li> <li>Use of RPE</li> <li>Personal hygiene (clean hands before eating, drinking or smoking)</li> </ul>
Asbestos	<ul> <li>Airborne fibres causing illness</li> <li>Respiratory disease</li> </ul>	<ul> <li>Asbestos must be managed in accordance with WorkSafe NZ Approved Code of Practice – Management and Removal of Asbestos</li> <li>Work to site Asbestos Management Plan</li> <li>Only qualified Asbestos removalist</li> <li>Notify management and HSE immediately</li> <li>Testing of suspected asbestos</li> <li>Surface &amp; Air testing post removal</li> </ul>
Bulk Bags and Pallet handling and stacking (including devanning)	<ul> <li>Fatality</li> <li>Crush, fracture</li> <li>Collisions with other vehicles</li> <li>Entrapment</li> <li>Engulfment</li> <li>Slips, trips, falls</li> <li>Property damage</li> </ul>	<ul> <li>Specific forklift attachments for bag removal</li> <li>All bulk bags on pallets before stacking</li> <li>Traffic Management Plan (may include driver safe zones)</li> <li>Trained personnel (OSH &amp; F endorsement)</li> <li>Limits to height of stacking (2 high on first row, no more than 3 high for remainder of rows)</li> <li>CO monitors for container devanning</li> </ul>
Confined Space Entry	<ul> <li>Engulfment</li> <li>Fatality</li> <li>Entrapment</li> <li>Explosive atmosphere</li> <li>Oxygen deficient environment</li> </ul>	<ul> <li>Work within confined spaces must be managed through the JSA - Confined Space and Confined Space Permit</li> <li>Trained personnel &amp; Safety Watch</li> <li>Personal gas monitors</li> <li>Ventilation</li> </ul>
Electrical High Voltage	<ul><li>Fatality</li><li>Shock</li></ul>	<ul> <li>Working with HV Electrical must be managed with a High Voltage Permit</li> </ul>
Electricity	<ul><li>Fatality</li><li>Shock</li></ul>	<ul> <li>Trained personnel</li> <li>Appropriate isolations with LOTO procedures followed</li> <li>Lock boxes where appropriate</li> <li>Locking devices suitable for equipment that is being locked (eg electrical hazards)</li> </ul>
Environmental	<ul> <li>Burn</li> <li>Breach of Consents</li> <li>Property damage inside or outside of site (from spill)</li> <li>Person affected by adverse event</li> </ul>	<ul> <li>Address any potential environmental concerns before starting job</li> <li>Emergency procedures available</li> <li>Trained personal for any emergencies</li> <li>Spill kits available</li> </ul>

Engulfment / Product collapse	<ul><li>Engulfment</li><li>Crush</li><li>Fatality</li></ul>	<ul> <li>Set up an exclusion zone around the product face</li> <li>Refer to SOP for managing product faces</li> </ul>
Excavation	<ul><li>Engulfment</li><li>Crush</li></ul>	<ul> <li>Excavation work must be managed through the JSA</li> <li>Excavation and Excavation Permit</li> </ul>
Fit for work	<ul><li>Injury</li><li>Plant damage</li></ul>	• Are you fit to work today? Consider fatigue, workload, mental stress, impairment from alcohol. Drugs or prescription medication etc.
Hazardous Energies and moving parts	<ul> <li>Entanglement</li> <li>Crush</li> <li>Engulfment</li> <li>Burns</li> <li>Electrocution</li> </ul>	<ul> <li>Consider all hazardous energies prior to starting work, including:         <ul> <li>o Electrical</li> <li>o Mechanical (including conveyors)</li> <li>o Hydraulic</li> <li>o Pneumatic</li> <li>o Chemical</li> <li>o Thermal</li> </ul> </li> <li>All hazardous energies and/or moving parts must be isolated as per the HEI Standard (TBC)</li> </ul>
Hand tools (non-powered)	<ul> <li>Cuts from blades</li> <li>Jamming fingers, hearing loss, flying debris, shock</li> </ul>	<ul> <li>Right tool for job</li> <li>Wear work gloves</li> <li>Hearing protection</li> <li>Safety glasses with appropriate impact rating</li> </ul>
Hazardous substances	<ul> <li>Injury or illness from inhalation, ingestion or skin contact with chemicals</li> <li>Environmental Impact</li> </ul>	<ul> <li>Use a safer substance</li> <li>Maintain good ventilation</li> <li>Follow SDS instructions</li> <li>Read and follow label directions</li> <li>Wear PPE as per the chemical label or SDS</li> <li>Consider environmental impact of a spill</li> <li>Spill kits available</li> </ul>
Hot Work	Fire, environmental impact	<ul> <li>All hot work must have a Hot Work Permit issued along with a completed JSA – Hot Work</li> </ul>
Inexperienced or new personnel	<ul><li>Injury</li><li>Plant damage</li></ul>	• Any work requiring licences or certification must be completed by trained and competent personnel, or carried out under supervision of a person who is trained and deemed competent
Lifting (incl cranage)	<ul> <li>Impact injuries, head injuries, crush</li> </ul>	<ul> <li>Licenced operators</li> <li>Equipment checks</li> <li>Lifting plan in place</li> <li>Dedicated supervisor in control of the lift space</li> <li>Any area where there is a risk of falling objects to be barriered off</li> <li>Proximity permit for overhead lines</li> <li>Isolate swing radium</li> <li>Watchman</li> </ul>
Ladders, Working on	<ul> <li>Falls from height</li> <li>Slip/trip</li> </ul>	<ul> <li>Consider if alternative equipment can be used, eg bucket truck, EWP, scaffolding etc.</li> <li>Use platform ladder if possible</li> <li>Check ladder is in good condition</li> <li>Secure ladder at top &amp; bottom</li> <li>Set up on level ground and at a safe angle, (4 up, 1 out)</li> <li>Always use 3 points of contact</li> <li>Carry tools on a tool belt</li> <li>Stop at the third step from the top of a straight ladder</li> <li>Ladders only to be used for light work and short duration</li> <li>Working at heigh permit where necessary</li> <li>Footer to assist with ladder work</li> </ul>

Loading and unloading equipment	<ul> <li>Strains sprains, head injury of crushing, fatality</li> </ul>	<ul> <li>Vehicle and trailer are level before loading/unloading</li> <li>Check load before unloading</li> <li>Ensure area is clear of people</li> <li>Loads are fastened and secure</li> <li>DTA exceedances</li> <li>Site maintenance/housekeeping/road sweeping</li> <li>Cone off area if outside</li> </ul>
Manual Handling (lifting, pulling, pushing, vibration, twisting body, repetitive movement, eye strain, high forces)	• Strain or sprain	<ul> <li>Use a lifting device or portable equipment</li> <li>Plan the lift</li> <li>Use of two people to lift</li> <li>DO NOT twist while lifting</li> <li>Hold the load close to your body while transporting</li> </ul>
Mobile Plant	<ul> <li>Fatality</li> <li>Head injury</li> <li>Crush, fractures</li> <li>Vibration</li> <li>Collisions with other vehicles</li> <li>Entrapment</li> <li>Engulfment</li> <li>Property damage</li> </ul>	<ul> <li>Only trained and licensed operators</li> <li>Use the right machine for job</li> <li>Prestart inspections</li> <li>Barrier off area</li> <li>RT acknowledgment with operator before approaching or positive two-way communication</li> <li>Speed limits in place &amp; observed</li> <li>Spotters used</li> <li>Protective structures/rollover protection (ROPS) fitted where applicable</li> <li>Proper site and ground assessment prior to job start including overhead powerlines</li> <li>Seat belts used</li> <li>Permits in place</li> <li>Rescue breathing apparatus in loaders</li> <li>Identify underground services before digging</li> <li>Permits in place where required</li> <li>Exclusion Zones in place</li> </ul>
Noise	Hearing loss	<ul> <li>Correctly rated hearing protection to be used when tools or equipment is in use and noise levels monitored if required</li> <li>Signage on areas where hearing protection is mandatory.</li> </ul>
Other work in the area	<ul><li>Injury</li><li>Plant damage</li></ul>	<ul> <li>Consider how other work may impact/impede work to be carried out</li> <li>Consider conflict of work areas including relating to isolations and traffic management</li> <li>Communicate with other work party to ensure they are aware of the task being carried out</li> <li>Exclusion zones</li> <li>Use of spotters</li> </ul>
Overhead services and powerlines	<ul> <li>Fatality</li> <li>Shock</li> <li>Burns (acid/steam)</li> <li>Property damage</li> </ul>	<ul> <li>Signage</li> <li>Spotters used when driving under overhead services</li> <li>Using alternative traffic routes to avoid overhead lines</li> </ul>
Portable power tools	Shock, cuts, muscular soreness	<ul> <li>Right tool for the job</li> <li>Tool guards are in place</li> <li>RCD in place</li> <li>Tools and leads checked prior to use</li> <li>Test and tagged equipment</li> <li>Appropriate PPE for each tool as required as per manufacturer's &amp; site instructions</li> <li>Competency signed off if using Ravensdown equipment</li> </ul>

Site Set up	<ul> <li>Public</li> <li>Traffic</li> </ul>	<ul> <li>Barrier or cone off area to keep out pedestrians and traffic hazards</li> <li>Check the site for hazards. Notify permit issuer, record on JSA if hazard can't be eliminated.</li> <li>Work area to be kept tidy at all times</li> <li>Consider keeping gates to property closed at all times when work is being completed on site</li> </ul>
Slips, trips & falls	<ul> <li>Cuts, fracture, falls sprains, strains, serious harm, slippery surfaces, uneven walking surfaces</li> </ul>	<ul> <li>Maintain good housekeeping</li> <li>Keeping tools, materials &amp; equipment stored away or disposed of</li> <li>Barrier off work area if possible</li> <li>Wipe spills up immediately</li> <li>Keep pathways/walkways clear</li> <li>Ensure workspaces are tidy and free of debris &amp; product</li> <li>Correct footwear</li> <li>Stay within walkways and hold onto rails</li> <li>Awareness of slippery surfaces</li> </ul>
Steam	• Burns from hot pipes & steam outlets	<ul> <li>Note any steam vents and/or hot areas as part of the risk assessment</li> <li>Gloves</li> <li>Overalls/coveralls/long sleeves</li> <li>Trained personnel</li> <li>Signage</li> </ul>
Stress	<ul> <li>Physical or mental harm, poor judgement, not able to complete job</li> </ul>	<ul> <li>Seek help and talk to manager or someone trusted</li> <li>Identify causes of stress and work to plan and implement strategies to manage stress</li> </ul>
Structural Collapse	<ul> <li>Injury</li> <li>Plant damage</li> <li>Fatality</li> </ul>	<ul> <li>Ensure you are aware of any buildings that have restricted access or are earthquake prone</li> <li>Consider how the task may impact on the structure</li> <li>Exclusion zones</li> <li>Signage</li> </ul>
Sulphur and Sulphur9O	<ul> <li>Fires</li> <li>SO<sup>2</sup> inhalation</li> </ul>	<ul> <li>SO<sup>2</sup> gas monitors (fixed and portable) - set at early detection levels</li> <li>Regular checks of work area to ensure no ignition of sulphur/sulphur 90</li> <li>Coated loader buckets</li> <li>Plastic shovels</li> <li>Do not use mechanical sweeper</li> <li>Method of smothering fire, if required, is available</li> </ul>
Temperature extremes	<ul> <li>Body overheating in hot environment.</li> <li>Exposure to cold.</li> </ul>	<ul> <li>Fluid Intake</li> <li>Limit time and regular rest breaks while doing task in hot environment</li> <li>Alternate staff between tasks regularly</li> <li>Protective clothing</li> <li>Safety watch where necessary</li> <li>Cooling vests or ice packs where necessary</li> </ul>
Thermal-very hot or cold surfaces	• Burns	<ul> <li>Note any steam vents and/or hot areas as part of the risk assessment</li> <li>Gloves</li> <li>Overalls/coveralls/long sleeves</li> <li>Trained personnel</li> <li>Isolations</li> <li>Exclusion zones</li> <li>Signage</li> </ul>
Traffic Interactions	Interaction between vehicles, mobile plant and pedestrians.	<ul> <li>Comply with traffic management plan on site</li> <li>Barrier off work area</li> <li>Positive communication</li> <li>Exclusion zones</li> </ul>

Water blasting (high pressure cleaning)	<ul> <li>Abrasions</li> <li>Exposure to hazardous substances</li> <li>Environmental impact</li> </ul>	<ul> <li>Visual check of equipment before use</li> <li>Refer to equipment manual for appropriate PPE requirements</li> <li>Full cover clothing</li> <li>Face shield</li> <li>Googles</li> <li>Drain covers</li> </ul>
Weather	<ul> <li>Injury, property damage</li> </ul>	<ul> <li>STOP WORK if task poses a hazard due to wind, rain or icy conditions and contact supervisor</li> <li>Evaluate task in weather conditions</li> <li>Adequately secure any loose objects / cover, signs, and barriers, etc.</li> <li>Consider PPE, googles vs safety glasses against dust &amp; debris</li> <li>Ensure nonslip footwear in wet or icy conditions</li> <li>Use of PPE such as hats, sun creams, eye (glasses) and skin protection. Warm clothing for cold days</li> <li>Consider long-sleeve protective clothing</li> <li>Keep hydrated</li> </ul>
Working alone	• Injury, Illness	<ul> <li>Consider whether there is an alternative method to carry out work and whether two people are required</li> <li>Carry out a risk assessment to ascertain whether it is safe to work alone</li> <li>Follow all safety instructions and process to reduce risk of accidents</li> <li>If outside of normal communication range, ensure your manager and/or site contact knows when you are entering and exiting site</li> <li>If you are unsure or do not feel safe, do not proceed with the work</li> <li>Carry RT this has man down system in place</li> <li>Cell phone contact</li> </ul>
Working at Height (WAH)	Fall, fracture, serious harm	<ul> <li>Refer to Safe System of Work Permit and JSA for Working at Heights</li> <li>WAH training, Safety Watch &amp; rescue plan</li> </ul>
Working on site	<ul> <li>Injury to public, self or others, unfamiliar with site could lead to being in places you should not be</li> </ul>	<ul> <li>Get site inducted and follow all site rules</li> <li>Sign in and out of site when entering and exiting</li> <li>Control site to exclude members of the public and ensure all visitors and contractors report to a worker on site on arrival</li> <li>Visitors escorted by a Ravensdown staff member at all times while on site unless inducted and know the area they are visiting, and have appropriate PPE</li> <li>Know safe working distances from other people or objects for the job, and work to safe distances outlined in a permit</li> <li>Do not leave gear and equipment unattended or in an unsafe manner</li> <li>Get authority to work on site from a Ravensdown staff member</li> </ul>