



TIMBERLANDS

**CONTRACTOR
HEALTH &
SAFETY MINIMUM
REQUIREMENTS**

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INTRODUCTION

This Manual sets out Timberlands Limited's (TL) minimum health and safety management requirements for Contractors in accordance with legal requirements, industry best management practices and TL's Health and Safety Policy.

A key component of the Manual is the relationship to the TL Health and Safety Policy which focuses on ***“achieving a zero harm environment, have a positive Health & Safety culture and eliminate all incidents that may kill, maim or cause serious harm”***. This is primarily manifested in the identification and management of Sentinel Incidents and a focus on injuries that have caused harm.

The Manual is supported by other key documentation including the **TL Critical Rules HS101**, the **Approved Code of Practice for Safety and Health in Forest Operations** and the **Road Safety Manual HS003**.

CONTRACTOR HEALTH & SAFETY MINIMUM REQUIREMENTS

All operational (services) must be undertaken under a Contract which contains specific responsibilities for health and safety performance. At a minimum the Contractor will be expected to:

1. Develop and maintain its own health and safety management system which shall include but not be limited to:
 - i. A health and safety policy statement
 - ii. An annual health and safety plan with clearly defined objectives;
 - iii. An ongoing system of Risk/Hazard identification, control, and monitoring including pre-operation site Risk/Hazard identification and control
 - iv. Procedures for managing High Risk Hazards/Activities such as operating mobile plant/machinery, working alone, stress and fatigue
 - v. Procedures for compliance with health and safety legislation and TL's requirements.
 - vi. Site and new worker safety induction procedures
 - vii. Training, and supervision of all workers including a training plan and records of learning
 - viii. A drug and alcohol procedure and management consistent with TL's Drug and Alcohol Policy
 - ix. Emergency response procedures that are compatible with **Emergency Plan EM002**
 - x. Accident investigation and reporting procedures
 - xi. A Rehabilitation and Injury Management policy and procedures for injured workers
 - xii. A procedure to monitor worker health to help detect workplace caused harm
 - xiii. Where relevant Hazardous Substances procedures and management
 - xiv. Have procedures, where there is worker's consent, to undertake health assessments to monitor any effects from exposure to health hazards associated with their work area that can cause a chronic condition.
2. Comply with TL's health and safety policies, in particular the **Critical Rules HS101**.
3. Comply with the TL's induction procedures and co-operate with periodic health and safety systems audits.
4. Ensure that all workers have General Requirements of Unit Standard 17769 or equivalent within two months of commencement of employment.

5. Ensure that all workers have achieved the relevant qualification(s) for the Services within six months of commencement of employment and that all workers without the relevant qualifications shall be under training.
6. Ensure that where crew work is taking place, there shall be a minimum of two crew members available on site with a current first aid certificate. Persons working alone shall hold a current first aid certificate.
7. Conduct on-site safety meetings at least monthly.
8. Obtain and maintain AS/NZS 4804, 4801, 45001 (Occupational Health and Safety Management Systems), FISC Certified Contractor or Secondary Level ACC Work Safe Management Practices (WSMP)* or any replacement requirements. Alternatively, the Contractor has been audited by an independent auditor, the results of which are to the satisfaction of TL.

* Note: ACC WSMP expires 2019

RISK/HAZARD MANAGEMENT

The Contractor's Risk/Hazard management procedures will primarily be achieved by:

1. Identification and assessment of Risk/Hazards in TL operations in conjunction with TL Line Managers and Contractor, sub-contractors and workers.
2. Evaluation of identified Risks/Hazards to determine their significance and priority. Schedule 1 provides an example of a matrix (used by TL) that can be used to determine the level of risk
3. Determining the control strategy (eliminate, minimise), and deciding on appropriate controls.
4. Ensuring control measures are implemented and monitored.
5. Communication of identified Risks/Hazards to all affected parties.
6. Review of Risks/Hazards on an annual basis, or earlier if required.
7. Introduction of any additional Risks/Hazards following:
 - the introduction of new processes/machinery,
 - completion of incident/injury investigations,
 - safety inspections and audits,
 - pre and during operation Hazard identification.
8. Maintenance of a Risk/Hazard register

New Risk/Hazard Identification and Reporting

Pre-operational Hazard Inspection

- Before commencing a new operation, TL will consult and cooperate with, and coordinate activities with the Contractor, including provision of the Contractor with an operations prescription. Where relevant, this will include notification of identified site-specific Risks/Hazards.
- The Contractor will also carry out pre-operation Risk/Hazard identification and control planning prior to commencing work.
- Both the TL and the Contractor pre-operational Risk/Hazard inspections will be documented and retained at the operational site.
- The Contractor will ensure that all people involved in the operation are made fully aware of identified High Risk Hazards/Activities and controls prior to commencing work.

New Risk/Hazard Identification by Contractors

- Contractors will have in place an effective process for the identification, reporting and recording of any new Risk/Hazard at their own operation. This will be added to the site Risk/Hazard register.
- Contractors will ensure that any person likely to be affected by the newly identified Risk/Hazard is made aware of it.

- Where a Risk/Hazard is identified that is outside of the direct control of the Contractor, a **New Hazard Identification Form HS241** may be filled out and provided to TL or the appropriate authority. If immediate action is necessary a verbal report will also be given.

Evaluation of New Machinery and Systems

- Any new or modified equipment, material, services or processes will be evaluated prior to acquisition to determine additional workplace Risks/Hazards that might be introduced. The Contractor will notify TL of new equipment and in the case of mobile plant provide TL with a copy of their assessment prior to operating it. On receipt of the Contractor's assessment TL will also evaluate the equipment to check for compliance with relevant regulations and engineering standards and any new hazards.

Personal Protective Equipment

- Contractors will ensure that at all times their sub-contractors and workers have and wear the required fit for purpose personal protective equipment (PPE). Records of ongoing monitoring of existence and condition of PPE are required.

Visitor Procedures

- All Contractors, sub-contractors and their workers and visitors must comply with the conditions on their access permits and **General Forest Access Rules and Safety Behaviour for Business Permit Holders SC221**.
- Service suppliers are providing a service to the Contractor and considered visitors. It is the Contractor's responsibility to ensure they carry out their work safely while on the Contractor's work site.
- Contractors should have in place procedures to ensure that any visitors to their operational sites are aware of the potential Risks and Hazards, and that the visit to the Contractor's operations is managed to ensure the safety of both the visitors and Contractor's workers.

Specific Hazards

Road Safety

Driving on forest roads is considered a High-Risk Hazard/Activity and must be in accordance with the **TL Road Safety Manual HS003**.

Drugs and Alcohol

Drug and alcohol use is recognised as a High Risk Hazard/Activity in the forestry industry. It is the policy of TL to ensure that this Risk/Hazard is highlighted to all staff and Contractors, and that adequate procedures are in place to effectively control this risk. Contractors will have in place a Drug and Alcohol Policy that as a minimum meets the guidelines outlined below.

1. TL strictly prohibits the use, sale, transfer or possession of drugs or controlled substances whilst involved in company duties or on company property. Any

illicit drugs found on Company property will be turned over to the appropriate authorities. All forest sites are alcohol free.

2. No drugs, other than those prescribed by a doctor or available over the counter, shall be taken to any work site. Any worker using a prescription drug may be removed from the work site where their impairment may compromise their safety or the safety of others.
3. Any person considered under the influence of non-prescription drugs or alcohol while at work shall be immediately removed from the work site by the person in control of the work site.

Drug and Alcohol Testing

Contractors will have a testing procedure in place, keep records of these tests and supply these to TL on request. The level of monitoring will be dependent on the risk profile of the Contractor, and the task being carried out. Currently TL works from the following risk profiling standards:

- a) **High risk** – harvesting, distribution, also tasks involving crew van driving plus any other Contractors who carry out chainsaw work or operate machines
 - b) **Lower risk** – forestry, yards, forest engineering, and technical/data collection Contractors. This is not a binding list, as it is acknowledged some lower risk Contractors may be carrying out high risk tasks (e.g. thin-to-waste forestry chainsaw crews).
- All drug testing should be to the Australasian Standard AS 4308 2008 which defines threshold levels to identify impairment, not to detect minute traces.
 - The drug test is to be carried out by a qualified sample taker/reader to comply with the standard.
 - All positive on-site results must be tested at a registered forensic laboratory to comply with this standard.
 - TL must be notified of all positive drug tests.
 - Where practicable, drug tests should be carried out during work hours.

Minimum Requirements

1. Pre-employment Testing - Pre employment drug testing shall be required for all Contractors' sub-contractors and new workers or before a contractor or that worker commences work in the TL estate.
2. Post-incident Testing – TL may request that a Contractor's or sub contractor's worker be tested for the presence of alcohol or the presence of drugs when an on-the-job incident occurs and/or there is sufficient reason to indicate the presence of alcohol or drugs may have been a contributing factor. All lost-time injuries must result in a drug test, and this test should be organised by the Contractor as soon as possible after the incident.

3. Reasonable Cause Testing – A sub-contractor or a worker may be tested for the presence of alcohol or drugs where the worker's actions, appearance, behavior or conduct suggest drugs or alcohol may be impacting on their work.
 - The manager / supervisor shall record in writing the grounds on which the reasonable suspicion is based and provide a copy to the worker within 24 hours of the observed behavior / incident.
 - The worker should be offered the opportunity to explain any behavior / incident before a test is required and this explanation shall be recorded in writing.
4. Random Drug Testing - Ongoing random monitoring is required to ensure that this drug and alcohol policy is being implemented effectively. This will apply to the high risk (a) work activities outlined above. The minimum frequency is equivalent to 100% of the workers each year. i.e. a worker has a 1/1 chance of being selected in a year.

Worker Assistance Process

Contractors will have in place a worker assistance process that will be made available to workers who have;

- Failed a post-incident or random drug test
- Exhibited behavioral problems associated with Drugs and / or alcohol.

Falling

Tree falling is considered a High Risk Hazard/Activity for which the primary method of control is mechanisation. However, TL recognises that this is currently not possible in all cases. As a result, the following generic falling requirements apply:

1. Falling can only be undertaken by persons certified as a TL Approved Faller.
2. Where a tree cannot be safely felled it is either left standing (in a safe manner) or felled by other (safe) mechanism which must be approved or arranged by TL, i.e. blasting, poisoning.

Measuring Two Tree Lengths

Contractors that undertake tree felling will have, and use where necessary, a method of measuring two tree lengths. The method must be validated for accuracy. Use and validation will be recorded.

Operating Machinery on Slopes Greater than 18°

Contractors operating mobile plant on slopes exceeding 18° will have a policy to manage safety that includes, but is not limited to, operator qualification and competence, machine configuration and capability and slope/ground/stand conditions.

Monitoring

Where Risks/Hazards have not been eliminated, monitoring is required to effectively manage the actions (controls) which have been put in place. The level of monitoring

is dependent on the associated risk, and this is identified in the Risk/Hazard registers. This requirement may be achieved through any combination of: verbal/written daily inspections, weekly/monthly checklists and formal quarterly/annual audits.

Operational Monitoring

All High Risk Hazards/Activities which have not been eliminated are to be monitored on a regular basis.

Contractor's operational monitoring procedures will be clearly stated in their Risk/Hazard registers. These procedures should state: what type of checks will be carried out, who is responsible for performing the checks, and how often these checks will be made.

Records will be maintained of both operational monitoring and formal system audits and these will be made available to the TL on request.

TL will also carry out periodic monitoring of the Contractor's operations. The frequency of this monitoring will depend on the level of risk associated with the operation, and the results from previous monitoring or audits.

Worker Health Monitoring

Where High Risk Hazards/Activities exist that require health monitoring (e.g. noise, drugs, chemical application) the Contractor will be expected to implement a planned programme of health monitoring i.e. pre-employment health checks, ongoing health monitoring, post-critical event testing and exit testing.

In particular the Contractor shall monitor the health of workers who have worked with pesticides in order to identify and investigate potential ill-effects resulting from pesticide exposure.

TL STANDARDS

TL expects all staff, Contractors, sub-contractors, workers and visitors to comply with relevant legal requirements and TL Standards. There are two levels of applicable safety Standards;

1. **Critical Rules:** **Critical Rules HS101** that reflect TL's Policy and Objectives to reduce Sentinel Incidents, and
2. **General Standards:** Covers all other applicable rules, codes, guides and policies, including the **Approved Code of Practice for Safety and Health in Forest Operations (ACOP)** is the overarching safety standard covering TL's activities.

Critical Rules

Critical Rules are based on the potential for a breach to result in a Sentinel Event (fatality or serious disablement) and are therefore treated with a high degree of significance. The **Critical Rules HS101** have been developed through TL, Contractor and both their worker representation and will be reviewed annually by the Safety Committee. On review the Safety Committee may request the Forest Risk Manager to undertake a wider "stakeholder" review. Several Critical Rule sheets by task have been developed from a master set. These are supplied to Contractors depending on

their tasks so only the rules relevant to their tasks are held. A master of all **Critical Rules HS101** is kept as a reference.

Contractor “Self-Reporting”

Breaches detected and reported by the Contractor responsible, that are investigated and managed appropriately, will not be treated as per the table above. In such cases these will be treated as Sentinel Incidents. A breach found not to be reported to TL (i.e. breach known to the Contractor and not reported to TL within 5 working days) will result in a warning letter in addition to those in the table.

General Standards

The general standards which Contractors, sub-contractors their workers and visitors are expected to comply with are listed as follows:

Timberlands Standards

- **Individual Contracts for services**
- **Relevant Prescriptions**
- **Critical Rules HS101**
- **Road Safety Manual HS003**
- **Emergency Plan EM002**
- **Procedures for Harvesting and Falling Near Powerlines HS261**
- **Forest Access Permits, including**
 - General Forest Access Rules and Safety Behaviour for Business Permit Holders SC22
- **Radio Use Policy RN002**

External Standards

- **The Approved Code of Practice for Safety and Health in Forest Operations**
- **Forest Industry Training ITO Best Practice Guidelines**
- **The Road Code**
- **The FENZ Region 2 Code of Practice**
- **The Pumicelands Fire Plan**
- **The Growsafe Agrichemical Users' Code**
- **NZ Forest Road Engineering Manual**

Timberlands Forms

- **Emergency Procedures Sticker EM411**
- **Incident Report Form HS211**

- **Investigation Report and Action Plan HS212**
- **Sentinel/Serious Incident Investigation Report Form HS213**
- **New Hazard Identification Form HS241**
- **Annual Contractor Safety Review Template HS441**
- **Monthly Health and Safety Report HS445**
- **First Aid Kit Minimum Requirements HS801**

These documents combine to form part of the TL health and safety management system and will be made available to Contractors where relevant.

Non-compliance with the general standards depends on the nature of the standard and their consequence. However, as a minimum the following may be applied:

- Contractor, sub-contractor, worker – Covered in annual review or operational audit
- Other visitor – warning or trespass

Monitoring of Compliance

Compliance with these standards is generally (but not limited to) gauged through the following mechanisms:

- TL Line Manager site visits
- TL Forest Risk site visits
- Incident investigations
- Operational audits
- Annual reviews
- Security monitoring (i.e. road safety checkpoints)

INCIDENT MANAGEMENT

It is the policy of TL that all Incidents that have caused harm or might have caused harm (including damage to property), will be reported and investigated. This is primarily to understand the cause(s) and adapt work practices to minimise the chance of the incident repeating.

SENTINEL INCIDENTS

TL's prime safety focus is to prevent fatalities and serious disablement through recognition and management of Sentinel Incidents. Any Incident that could have resulted in a fatality or serious disablement is considered Sentinel. In simple terms a Sentinel Incident can be defined where the people involved consider themselves lucky to have avoided serious harm. Sentinel Incidents must be investigated thoroughly to understand causes and to prevent any recurrence.

The **Sentinel/Serious Incident Investigation Report Form HS213** is to be used for Sentinel Incident investigations.

Incident Investigation and Reporting Requirements

Contractors will have in place procedures that ensure that all incidents occurring in their operations are reported to them. All health and safety incidents are to be investigated and reported to the TL by e-mailing the report to incidents@tll.co.nz or if trained through the SCRIM system. This includes:

- Sentinel Incident
- Critical Rule breach
- Lost Time Incident
- Medical Treatment Incident
- Minor injuries
- Property Damage Incident
- Near Hit Incident
- Notices from authorities

Refer to the **Incident Reporting and Investigation Process Flowchart**.

Reporting Timeframes

1. All Lost Time Incidents, Medical Treatment Incidents and Property Damage Incidents will be reported immediately to the relevant TL Line Manager, and an initial written report will be provided within two working days of knowing of the Incident. Where a full investigation is carried out on more serious incidents, the investigation report will be provided as soon as possible.
2. All minor injuries and Near Hit Incidents will be reported to TL within five days of the Incident occurring. Near Hit Incidents can be submitted anonymously but should include as much of the information on the incident report form as possible. TL treats reporting of Near Hit Incidents as a clear indication of a positive health & safety culture.
3. Any Notifiable Event (or incident that could have caused serious harm) at the Contractor's operation will be reported to WorkSafe NZ by the Contractor:
 - i) by phone (0800 030 040) as soon as possible after a Notifiable Event has occurred.
 - ii) by following the online reporting process on the WorkSafe NZ web site <https://worksafe.govt.nz/>.
 - iii) in writing at a time agreed by WorkSafe NZ.

Level of Investigation

Contractors will ensure all incidents are properly investigated, basic and underlying Risks/Hazards (causes) identified and effective controls implemented.

The level of investigation depends on the magnitude and nature of the Incident. For all Incidents the **Incident Report Form HS211** (Contractor's own similar forms are accepted) must be completed. For all Sentinel Incidents, Lost Time Incidents and Medical Treatment Incidents a more in-depth investigation, including an action plan, is required. Sentinel Incidents must be investigated in accordance with the **Sentinel/Serious Incident Investigation Report Form HS213**. For Lost Time Incidents and Medical Treatment Incidents a minimum of the **Investigation Report and Action Plan HS212** is to be used, but a more detailed report may be necessary.

Follow-up actions relating to any incident involving the Contractor's operation will be the responsibility of the Contractor where it has direct control and accountability.

Results of Incident investigations will be reviewed to determine whether procedures or practices require amendments to avoid recurrence of the Incident.

Incident Register

1. All Incidents reported to TL (both from TL staff and from Contractors) will be recorded in the TL Incident register.
2. Contractors will maintain an Incident register recording all Incidents that have occurred in their operations.
3. The TL Incident register will be reviewed, and the data will be analyzed periodically (as part of the annual review or at any other time deemed appropriate) to determine trends in the causes of incidents and identify any possible changes (e.g. hazard management) required to prevent further occurrence. Contractors are expected to do the same with their register.

TL Involvement

Where it is deemed appropriate, the relevant TL Line Manager is responsible for ensuring TL participation in any Incident investigation involving a Contractor's operation. As a general rule, TL will become involved in investigations into any Notifiable Event, serious Property Damage Incident and any serious safety concern, practice or condition brought to TL's attention. TL may also become involved in Sentinel Incident investigations.

TL may review any incident or group of incidents. TL may issue Corrective Actions (to the Contractor) from an Incident which must be closed out in accordance with the specified timeframe for the Corrective Action.

Non-reporting

Non-reporting is not acceptable and will be dealt with as a non-compliance through the Contractor's operational audits and/or annual review for Contractors.

Injury Management

Contractors will have in place an injury management policy and procedures that at a minimum:

- Provide a clear process for all workers following injury, illness or disability.

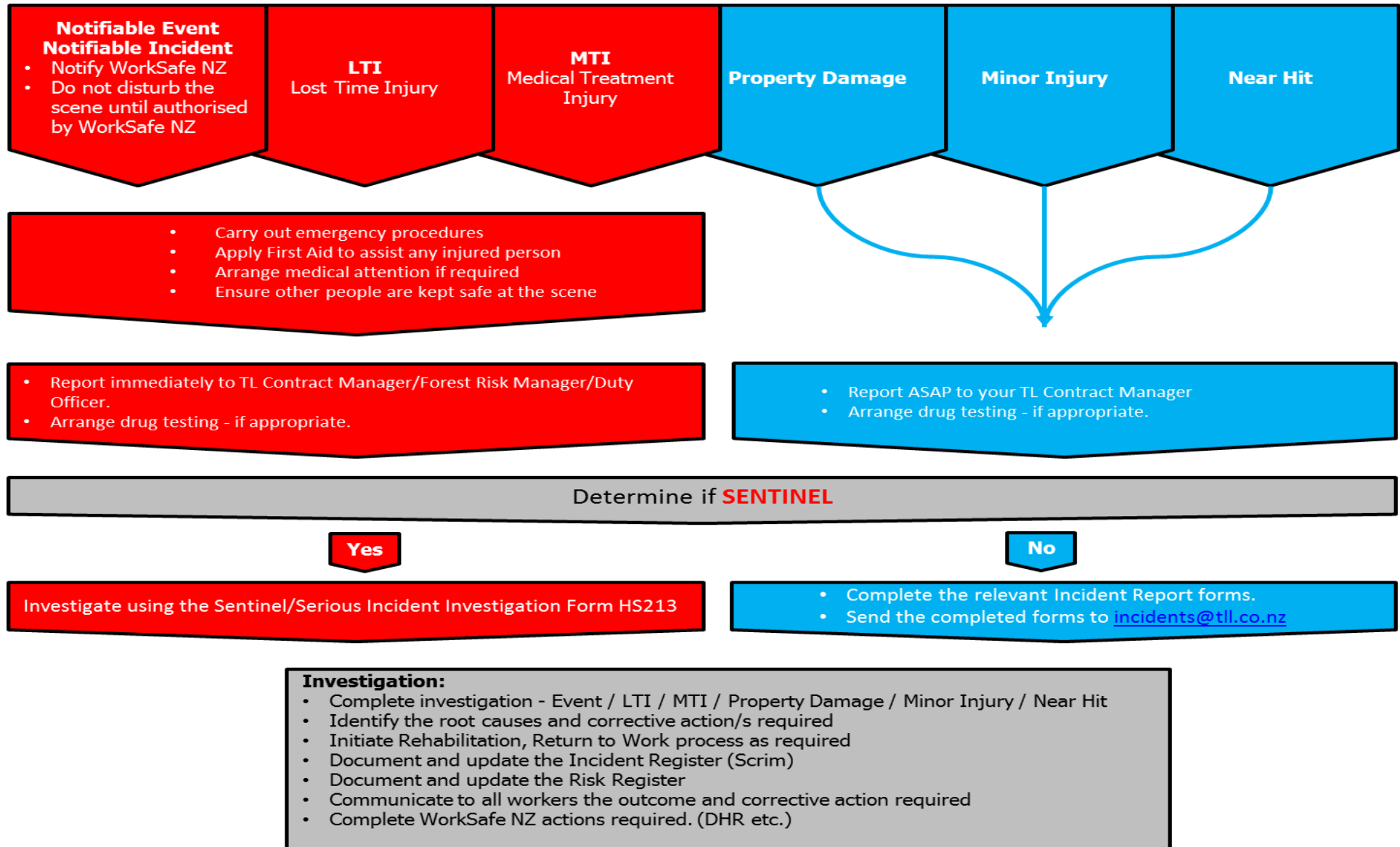
- Facilitate the safe and early return to meaningful work for injured workers through communication with all relevant parties.
- Ensure injured workers receive early and accurate medical assessment.
- Aim to assist the worker to return to the pre-injury position or to another position where possible.

Notices from Authorities

Contractors must report all notices (e.g. improvement, enforcement, abatement) from authorities issued for non-compliances while undertaking duties in accordance with their Contract and within TL managed forests. This includes notices from WorkSafe NZ, Regional and District Councils. The report must be:

1. Verbally to the relevant TL Line Manager within 24 hours of receipt from the authority, and
2. A copy sent to the TL Forest Risk Office with 48 hours of receipt from the authority.

Incident Reporting and Investigation Flowchart



TRAINING

All Contractors and their workers, agents, contractors, sub-contractors will be trained to the level required for them to carry out their work in a safe and effective manner. To meet the minimum training requirements the contractor must have in place the following:

Induction Training

1. Contractors will have in place procedures to ensure all sub-contractors, new workers, agents, and visitors will undergo a safety induction before commencing work. As a minimum the Contractor's induction will cover the following aspects:
 - a) The Contractor's Health and Safety Policy and the Health and Safety Management Plan.
 - b) Safety meetings, worker representation, and health and safety communication
 - c) Worker and employer health and safety responsibilities
 - d) Risk/Hazard management, including the Risk/Hazard Register and the identification and reporting of new Risks/Hazards.
 - e) Contractor Operational Safety Rules, **Critical Rules HS101**, and the relevant Codes of Practice and Best Practice Guidelines
 - f) Incident reporting and investigation
 - g) Training requirements
 - h) Emergency Response Procedures
 - i) Drug and Alcohol Policy
 - j) The Contractor's Rehabilitation and Injury Management procedure
 - k) Personal protective equipment
2. An evaluation of the skill levels of sub-contractors, new workers is carried out, to determine the degree of supervision required, and to ensure the new worker has the capabilities to carry out the work safely.
3. Induction and supervision records will be maintained and kept on site and copies are to be provided to TL if requested.
4. All sub-contractors, new workers, agents and visitors will be made fully aware of the risks/hazards involved in the Contractor's operation, and how these are being managed.

Ongoing Training

1. Identified training needs will be sourced, planned and provided to any relevant sub-contractors and workers. Trainers will be selected based on competence, experience, previous history and relevance for the training needs. Where possible training standards will be specified by the relevant Unit Standards,

Modules or other qualification that allows demonstration that the worker is able to work to the required level.

2. Contractors will determine the minimum skill, experience and qualifications levels to ensure their sub-contractors, workers are able to carry out their job in a safe manner.
3. A minimum requirement for all Contractor sub-contractors, workers is either the FIRS General Requirements module or Unit Standard 17769 – “Demonstrate knowledge of the general requirements for employment in a plantation forest”. This qualification must be obtained within 2 months of commencing work in the forest.
4. All Contractors will be expected to have a least 2 workers who hold a current Unit Standard to 6400 Manage - First Aid in Emergency Situations.
5. All sub-contractors, workers without the required minimum qualifications or experience should be “under training”, and will receive a suitable level of supervision, identified by a competent person.
6. Training and Qualifications records that demonstrate that the Contractor’s sub-contractors, workers have the required skills and qualifications will be maintained and provided to TL if requested. Where formal standards do not exist for a task the Contractor will have in place a process to evaluate the competency of the sub-contractor and worker. They will also be able to provide detailed documented evidence showing the development of skills or behaviours relevant to the specific job or task for which the worker is employed.
7. Contractors shall evaluate and assess skill levels of sub-contractors and workers on an ongoing basis. Refresher training should be planned and provided at specific intervals for all high-risk operations (e.g. harvesting operations and crew van drivers). This type of training will be included in the Contractor’s training plan.

Contractor Induction

New Contractor Inductions

Once a contract is signed, but prior to commencing work, each Contractor will undergo induction into the TL operations, and as a minimum will be required to work to the standards and rules adopted by TL (refer to TL Standards). This induction will be carried out either by the Forest Risk Manager’s appointee or the relevant TL Line Manager and the Contractor is expected to sign off that the induction has been understood.

New Contractors and/or crews will:

- i. Be allocated a crew call sign.
- ii. Must notify Worksafe NZ when new to the forest or starting a new crew.
- iii. Require pre-employment drug testing of all sub-contractors and workers, where only potential workers with negative tests can start work in the TL managed forest.

iv. Nominate a safety champion

Site inductions

Prior to commencing operations at a new site, the TL Line Manager will conduct a site induction with the Contractor that will at a minimum identify any known Risks/Hazards. Where practical, site Risks/Hazards will be included on the Operation Prescription and associated map provided by TL. Contractors are expected to keep their own relevant Risk/Hazard Register covering their activity, machinery and worksite.

New Machinery and Process

The Contractor will conduct machinery and/or process audits prior to the start up of a new contractor or for new machines or for existing machines used in new processes. The purpose is to check for compliance with relevant regulations and engineering standards and any new Risks/Hazards. The TL Forest Risk team will also audit this process.

PERFORMANCE MONITORING

TL will carry out regular operational monitoring to ensure the Contractor's Health and Safety Management System is active and is being implemented. This includes regular monitoring by the TL Line Manager and the Forest Risk team. Frequency of monitoring visits by the Forest Risk team will be weighted towards new contractors and contractors with a lesser safety performance record.

A Corrective Action will be issued for any non-compliance found during operational monitoring, which must be addressed by the Contractor.

Provision of Information

The Contractor will provide TL with monthly updates about health and safety performance as detailed in the individual contracts. The **Monthly Health and Safety Report HS445** (or other method requested by TL) must be submitted on the first day of each month. This includes:

- i. Man hours worked
- ii. Proportion of workers trained for the task(s) they undertake
- iii. Incidents
- iv. Other information as requested by TL, for example proportion of production that is manually felled or processed for harvesting contractors.

Safety Compliance and Performance Review

Contractors are required to be available at reasonable notice for audits and observations by TL or their agents and to have the relevant documents on hand. At a minimum the following compliance / performance review will be undertaken:

Annual Review

A health and safety review of all operational contracts will be undertaken once a year by the Forest Risk Manager or their agent. Each annual review will include an operational audit and be undertaken in accordance with the **Annual Contractor Safety Review Template HS441**.

Contractors are expected to achieve a total score of at least 80%. Contracts will not be re-offered to Contractors who score under 80% for 2 consecutive years.

Operational Audit

In addition to the annual review operational Contractors will be audited on compliance with operational standards relevant to the tasks by the relevant Line Manager and/or the Forest Risk Manager's agent. Audit frequencies by operation are as follows:

High Risk – Annual review and an additional 4 quarterly operational audits

- Harvesting
- Distribution
- Waste thinning

Medium Risk - Annual review and an additional 1 half year operational audit

- Yard operations
- KPP maintenance
- Roding
- Aerial operations
- Land preparation
- Fire contractors
- Other chainsaw work

Low Risk – Annual review which includes an operational audit.

- All operational contracts and or service providers not covered by high or medium risk.

A Corrective Action will be issued for any non-compliance found during an operational audit which must be addressed by the Contractor. The results of operational audits will be included in the annual review and make up a significant proportion of the total scoring.

Contract Completion

If practical, three months prior to the completion of the contract or once the contract is completed, the health and safety performance of the Contractor will be evaluated and kept by TL for future reference.

COMMUNICATION

The Contractor is expected to formally communicate and discuss safety with workers at a minimum of one recorded tool box meeting per week, plus a recorded daily pre-start.

With Timberlands

Regular communication with Contractors and their workers is important to facilitate their input into safety management, in particular policy development, hazard management and risk mitigation. TL intends to meaningfully communicate health and safety with Contractors (and their workers) through the following mechanisms:

- Regular topic-based Principals forum meetings and communications
- An annual Principals meeting
- At minimum of two Principals meetings per year for each of:
 - Harvesting
 - Treecrop
 - Fire
- Contractor safety champion meetings at least once every two months, where the Contractor must nominate a safety champion to attend these meetings.
- Incident investigations.
- Site visits, principally by TL Line Managers and the TL Forest Risk team.
- E-mail updates, including safety alerts and newsletters.

VISITOR MANAGEMENT

Contractors have a responsibility to ensure any service providers who are in effect visitors to a work site do not cause harm to themselves or any other workers while undertaking the service work required by the Contractor.

Contractors who engage service providers (e.g. hose doctors, mechanics) must have a system to effectively manage their work activities while on the Contractor's work site. This will include the following procedures:

1. Assessment and selection based on past health & safety performance.
2. Induction and documented agreement on specific health & safety responsibilities.
3. Operational monitoring of the service provider's work activities.

4. A documented annual review of their health & safety performance.

SUB-CONTRACTOR MANAGEMENT

For the purposes of the contract with TL sub-contractors and agents of a Contractor are treated as workers of the Contractor. The Contractor is responsible for its sub-contractors and agents in the same way as the Contractor is responsible for its workers.

EMERGENCY RESPONSE PROCEDURES

The TL emergency response procedures are as set out in the **TL Emergency Plan EM002**. This plan sets out procedures and resources to be used during a range of forest emergencies. The minimum emergency response requirements for contractors are:

1. Emergency response procedures that will effectively deal with any foreseeable emergencies in their operations.
2. Contractors will be provided with **Emergency Procedures Stickers EM411** and be made aware of their content.
3. Contractor's vehicles will:
 - a. Carry the relevant fire equipment in accordance with the Pumicelands Fire Booklet.
 - b. Carry a First Aid Kit in accordance with **First Aid Kit Minimum Contents HS801**, and
 - c. Display a current TL access permit.
 - d. Contain an **Emergency Procedures Sticker EM411** clearly visible inside each vehicle.

DEFINITIONS

Alternative Duties:	Duties different from the worker's normal duties which are made available through a TL Line Manager and which the worker has the capacity to perform as part of their rehabilitation Return to Work Plan
Contractor	Any contractor employed by Timberlands Limited to provide operational services to Timberlands Limited Contract: The legal document covering services supplied to TL by an independent legal entity.
Corrective Action	An action requested from an incident, site inspection or audit that will describe the action to be taken by whom and by when.
Freezing the Scene	When a Notifiable Event occurs and is reported to WorkSafe NZ the site shall not be disturbed unless authorised by an inspector, except where necessary to aid the injured person or prevent serious damage to or loss of property
Hazard	HAZARD Activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of injury, illness or death. High risk hazard/activity: means a hazard which could cause: <ul style="list-style-type: none"> • A Notifiable Event which means any of the following events that arise from work: <ul style="list-style-type: none"> a. the death of a person; or b. a notifiable injury or illness; or c. a notifiable incident. • Harm which depends on how often / long a person is exposed to the hazard (e.g. exposure to noise over a long period may cause gradual or permanent deafness). • Harm which cannot be detected for a significant time (e.g. exposure to certain chemicals may cause health problems years later). Schedule 1 provides an example of a matrix (used by TL) that can be used to determine the level of risk.
Risk	Is the likelihood of potential harm being realised. Risk is expressed as a calculation of the severity of the potential harm (consequence) multiplied by the likelihood that it would be realised.

High Risk Activity	An activity with uncontrolled inherent risk that has a realistic likelihood of causing serious harm/acute injury, or significant impact on the environment, in the event of an incident occurring.
Risk Register	A document listing the hazard, possible harm, initial risk rating, the actual control/s used to mitigate the risk of injury, the control method (eliminate, minimise) and residual risk rating after these controls are implemented.
Risk Analysis	The systematic process to understand the nature of and to determine the level and likelihood of risk.
Risk Assessment	<p>A formal documented process that occurs as a result of a change or increase in risk - the overall process of risk identification, risk analysis and risk control. An example of this is:</p> <ul style="list-style-type: none"> • The hazards have changed and new ones have been introduced. • There needs to be a re-assessment of risk (e.g. Likelihood v Consequences) and the Task Analysis/Job Safety Analysis needs to be updated and agreed by all personnel involved before starting work.
Risk Identification	The process of determining what, where, when, why and how something could happen.
Risk Management	The culture, processes, methods and tools that are directed towards realising potential opportunities whilst measuring, controlling and minimising risk.
Incident	Any event that has or could have caused a work injury or occupational illness. An incident may also involve property damage, product loss or interruption of work.
Injury Management	A workplace managed process between the employer and worker from the time of injury to affect a prompt return to suitable employment. Effective injury management provides physical, psychological and financial benefits to workers, minimises disruption to work and reduces costs to all concerned.
Lost Time Incident: (LTI)	An incident that results in injury to a worker to the extent that they do not return to work at the start of the next regularly scheduled work day or any other subsequently scheduled shift.
Medical Certificate	An ACC 18 Medical certificate issued by a legally qualified medical practitioner certifying the capacity or incapacity of a worker to attend for work in relation to the worker's ability to perform their duties.
Medical	A work related injury that requires medical treatment beyond

Treatment Incident: (MTI)	first aid but does not involve loss of time beyond the day of the injury or notification of illness.
Near Hit incident: (NHI)	An incident that could have caused an injury or property damage but did not.
PCBU (Persons Conducting Business or Undertaking)	<p>A person conducting a business or undertaking or PCBU—</p> <p>(a) means a person conducting a business or undertaking—</p> <p>(i) whether the person conducts a business or undertaking alone or with others; and</p> <p>(ii) whether or not the business or undertaking is conducted for profit or gain; but</p> <p>(b) does not include—</p> <p>(i) a person to the extent that the person is employed or engaged solely as a worker in, or as an officer of, the business or undertaking;</p> <p>(ii) a volunteer association;</p> <p>(iii) an occupier of a home to the extent that the occupier employs or engages another person solely to do residential work;</p> <p>(iv) a statutory officer to the extent that the officer is a worker in, or an officer of, the business or undertaking;</p> <p>a person, or class of persons, that is declared by regulations not to be a PCBU for the purposes of this Act or any provision of this Act.</p>
Principals Forum	A group of key Contractors selected to assist TL with Health and safety strategy.
Property Damage Incident: (PDI)	Any damage to plant, equipment, machinery, building, other structure or vehicle.
Reasonably Practicable	<p>Reasonably practicable, in relation to a duty of a PCBU, means that which is, or was, at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters, including—</p> <p>(c) the likelihood of the hazard or the risk concerned occurring; and</p> <p>(d) the degree of harm that might result from the hazard or risk; and</p> <p>(e) what the person concerned knows, or ought reasonably to know, about—</p> <p>(i) the hazard or risk; and</p> <p>(ii) ways of eliminating or minimising the risk; and</p> <p>(f) the availability and suitability of ways to eliminate or minimise the risk; and</p> <p>after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with</p>

	available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.
Rehabilitation	A managed process involving early intervention with appropriate, adequate and timely services (based on assessed needs) which are aimed at maintaining injured or ill workers in or returning them to suitable employment.
Return to Work Plan: (Appendix 11)	A written plan prepared in a standard format (form: TL Return to Work Plan) designed to assist injured workers to recover and return to work.
Sentinel Incident	An incident that could have resulted in a fatality or serious disablement.
Notifiable Event	In the Health & Safety at Work Act, unless the context otherwise requires, a notifiable event means any of the following events that arise from work: <ul style="list-style-type: none"> (a) the death of a person; or (b) a notifiable injury or illness; or (c) a notifiable incident.
Notifiable Injury	1. A notifiable injury or illness, in relation to a person, means— <ul style="list-style-type: none"> (a) any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid): <ul style="list-style-type: none"> (i) the amputation of any part of his or her body; (ii) a serious head injury; (iii) a serious eye injury; (iv) a serious burn; (v) the separation of his or her skin from an underlying tissue (such as degloving or scalping); (vi) a spinal injury; (vii) the loss of a bodily function; (viii) serious lacerations; (b) an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment; (c) an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance; (d) any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work— <ul style="list-style-type: none"> (ii) with micro-organisms; or (iii) that involves providing treatment or care to a person; or (iv) that involves contact with human blood or bodily substances; or

	<ul style="list-style-type: none"> (v) that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or (vi) that involves handling or contact with fish or marine mammals: <p>(e) any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.</p>
<p>Notifiable Incident</p>	<p>1. A notifiable incident means an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person’s health or safety arising from an immediate or imminent exposure to—</p> <ul style="list-style-type: none"> (a) an escape, a spillage, or a leakage of a substance; or (b) an implosion, explosion, or fire; or (c) an escape of gas or steam; or (d) an escape of a pressurised substance; or (e) an electric shock; or (f) the fall or release from a height of any plant, substance, or thing; or (g) the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or (h) the collapse or partial collapse of a structure; or (i) the collapse or failure of an excavation or any shoring supporting an excavation; or (j) the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or (k) the interruption of the main system of ventilation in an underground excavation or tunnel; or (l) a collision between 2 vessels, a vessel capsize, or the inrush of water into a vessel; or (m) any other incident declared by regulations to be a notifiable incident for the purposes of this section.
<p>Worker</p>	<p>1. A worker means an individual who carries out work in any capacity for a PCBU, including work as—</p> <ul style="list-style-type: none"> (a) an employee; or (b) a contractor or subcontractor; or (c) an employee of a contractor or subcontractor; or (d) an employee of a labour hire company who has been assigned to work in the business or undertaking; or (e) an outworker (including a homeworker); or (f) an apprentice or a trainee; or (g) a person gaining work experience or undertaking a work trial; or (h) a volunteer worker; or (i) a person of a prescribed class. <p>2. For the purposes of subsection (1),—</p>

	<p>(a) a constable is—</p> <ul style="list-style-type: none"> (j) a worker; and (iii) at work throughout the time when the constable is on duty or is lawfully performing the functions of a constable, but not otherwise: <p>(b) a member of the Armed Forces is—</p> <ul style="list-style-type: none"> (i) a worker; and (ii) at work throughout the time when the member is on duty or is lawfully performing the functions of a member of the Armed Forces, but not otherwise: <p>(c) a PCBU is also a worker if the PCBU is an individual who carries out work in that business or undertaking.</p> <p>3. In this Act, a volunteer worker—</p> <p>(a) means a volunteer who carries out work in any capacity for a PCBU—</p> <ul style="list-style-type: none"> (i) with the knowledge or consent of the PCBU; and (ii) on an ongoing and regular basis; and (iii) that is an integral part of the business or undertaking; but <p>(b) does not include a volunteer undertaking any of the following voluntary work activities:</p> <ul style="list-style-type: none"> (i) participating in a fund-raising activity; (ii) assisting with sports or recreation for an educational institute, sports club, or recreation club; (iii) assisting with activities for an educational institute outside the premises of the educational institution: providing care for another person in the volunteer’s home.
Workplace	<p>1. A workplace—</p> <p>(a) means a place where work is being carried out, or is customarily carried out, for a business or undertaking; and</p> <p>(b) includes any place where a worker goes, or is likely to be, while at work.</p> <p>2. In this section, place includes—</p> <p>(a) a vehicle, vessel, aircraft, ship, or other mobile structure; and</p> <p>any waters and any installation on land, on the bed of any waters, or floating on any waters.</p>
TL Line Manager	The TL manager responsible for managing the relevant Contract.

Schedule 1:

HS250 Risk Assessment Matrix

Table 1 – Risk Rating Chart

		Severity				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost Certain	Moderate 5	Moderate 10	High 15	Very High 20	Extreme 25
	Likely	Low 4	Moderate 8	High 12	Very High 16	Very High 20
	Possible	Low 3	Moderate 6	Moderate 9	High 12	High 15
	Unlikely	Low 2	Low 4	Moderate 6	Moderate 8	Moderate 10
	Rare	Low 1	Low 2	Low 3	Low 4	Moderate 5

Table 2 – Likelihood Definitions

LIKELIHOOD	DESCRIPTION
Almost Certain	Expected to occur in most circumstances
Likely	Will probably happen
Possible	Might occur occasionally
Unlikely	Could happen some time
Rare	May happen only in exceptional circumstances

Table 3 – Severity Definitions

SEVERITY	DESCRIPTION
Catastrophic	<ul style="list-style-type: none"> • Death • Serious injury with potential for death e.g. amputation of major limb; internal injuries; prolonged coma; loss of an eye • Dangerous occurrence that could have result in one or more deaths e.g. major fire; explosion • Multiple people injured

SEVERITY	DESCRIPTION
Major	<ul style="list-style-type: none"> • Injury requiring notification to regulatory authority • Injury leading to hospitalisation; amputation of minor body parts; unconsciousness • Injury to the extent that they do not return to work at the start of the next regularly scheduled work day or any other subsequently scheduled shift. (LTI definition) • Several people injured • Dangerous occurrence that could have resulted in serious injury e.g. minor fire; release of gas • Permanent impairment from injury
Moderate	<ul style="list-style-type: none"> • Injury requiring medical treatment but does not involve loss of time beyond the day of the injury or notification of illness. • Dangerous occurrence that could have caused a major injury
Minor	<ul style="list-style-type: none"> • Superficial or first aid injury
Insignificant	<ul style="list-style-type: none"> • An incident that caused no harm or damage but had the potential to do so.

Table 4 – Control Implementation Timescale

CONTROL	DESCRIPTION
Extreme	Significant hazards present. Risk unacceptable. Do not proceed under any circumstances
Very High	Job risk analysis required. Significant hazards present. Manager approval required before proceeding
High	Job risk analysis required. Significant hazards present. Team Leader approval required before proceeding
Moderate	Job risk analysis required. Proceed and monitor changes that could increase risk
Low	Job risk analysis required. Risk negligible, proceed. Monitor conditions