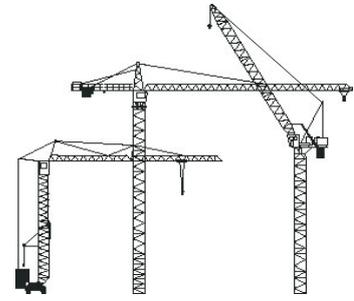


# **Health and Safety Policy**

## **March 2018**



## Safety Rules

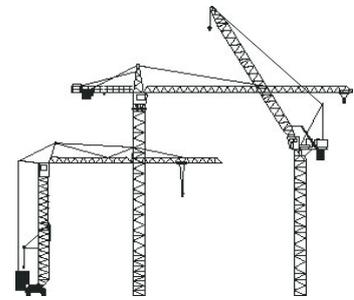
JD Rigging is committed to providing a safe work environment for all employees, and to that end, vigorously adheres to all applicable Health and Safety Regulations. Safety is very important to the Company and to our employees.

JD Rigging's policy is aimed at minimizing the exposure of our employees, customers, and others to health or safety risks. To accomplish this objective, all JD Rigging employees are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses.

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all JD Rigging activities. We want to protect you against industrial injury and illness, as well as minimize the potential loss of production.

JD Rigging employees are required to report all injuries and near miss injuries to their Supervisor immediately, as well as anything that needs repair or is a safety hazard. In addition, in the event that the Company has a concern regarding whether you are able to safely perform all the essential functions of your job, you may be required to undergo a medical evaluation to address these concerns. In such event, the evaluation will be tailored to addressing the above concerns any cost not covered by insurance will be paid by the Company.

Failure to follow company safety rules can result in disciplinary action.

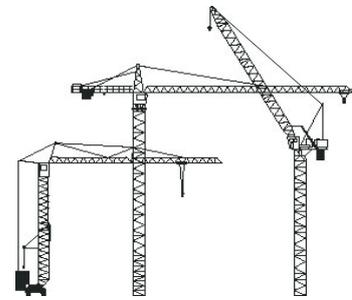


## Table of Contents

Safety Rules.....	2
Code of Safe Practices 1. ....	4
2. Personal Protective Equipment.....	5
3. First Aid.....	6
4. Material Handling.....	7
5. Rigging .....	8
6. Welding and Burning Operations.....	9
7. Fire Protection and Prevention.....	10
8. Hand and Portable Tools.....	11
9. Cranes.....	12
10. Portable Ladders .....	14
11. Housekeeping .....	15
12. Office Areas.....	16
13. Accident Reporting .....	17
14. Vehicle Accident Reporting .....	18
15. Forklifts.....	19
16. Fall Protection.....	20
17. Logout / Tag out Procedures.....	21
18. Drugs and Alcohol .....	22



## 1. Code of Safe



### Practices

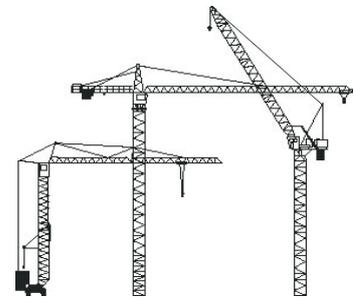
Our policy is that everything possible will be done to protect employees, customers and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Supervisors shall insist that employees observe all applicable Company, and Government health and safety regulations, rules and practices and take action as is necessary to obtain compliance.

To comply with this policy:

1. Employees shall report all unsafe conditions and equipment to their supervisor or the Company Safety Co-ordinator.
2. Employees shall report all accidents, injuries and illnesses to their supervisor or the Company Safety Co-ordinator.
3. Anyone known to be under the influence of intoxicating Alcohol or drugs shall not be allowed on the job.
4. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well being of the employees are prohibited.
5. Exits shall be kept unblocked, well lighted and unlocked in compliance with fire safety regulations during work hours.
6. Stairways and aisles shall be kept clear of items that can be tripped over and all areas under stairways that are exit routes shall not be used to store combustibles.
7. Work areas should be maintained in a neat, orderly manner. Rubbish to be placed in proper waste containers.
8. All spills shall be wiped up promptly.
9. Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired or replaced promptly.
10. Avoid overloading electrical outlets with too many appliances or machines.
11. Never use a metal ladder in an area where the ladder could come in contact with energized electrical parts of equipment, fixtures or circuit conductors.
12. Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.
13. Do not use any portable electrical tools and equipment that are not grounded or double insulated and tagged.
14. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
15. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
16. Inspect motorized vehicles and other mechanized equipment daily or before use.
17. Shut off engine and set brakes prior to loading or unloading vehicles.
18. Do not store compressed gas cylinders in areas that are exposed to heat sources, electric arcs or high temperature lines.
19. Use air hoses only for the use intended. Do not blow air at yourself or anyone else.
20. Do not use compressed air for cleaning unless the pressure is less than 30 psi.
21. Wear hearing protection in all areas identified as having high noise exposure.
22. Do not use any faulty or worn hand or power tools.
23. Do not eat in areas where hazardous chemicals are present.
24. Be aware of the potential hazards involving various chemicals stored or used in the workplace. Always read the warning label and refer to the material safety data sheet (MSDS) when needed.
25. Cleaning supplies must be stored away from edible items on kitchen shelves.
26. Cleaning solvents, toxic chemicals and flammable liquids must be stored in appropriate containers that are well labelled and closed when not in use.
27. Appliances such as coffeepots and microwaves must be kept in working order and inspected for signs of wear, heat or fraying of cords.
28. Fans used in work areas must be properly guarded. Guards must not allow fingers to be inserted through the mesh.
29. Use stairs one at a time.
30. Smoke only in designated smoking areas.
31. Never empty an ashtray into a wastebasket or open receptacle.
32. Sit firmly and squarely in chairs that roll or tilt.
33. Wear or use appropriate safety equipment as required in your work area.
34. Start work on any machine only after safety procedures and requirements have been explained (and you understand them).
35. Watch out for the safety of fellow employees.
36. Use the right tool for the job, and use it correctly.
37. Operate motorized equipment only if authorized by your immediate supervisor and you hold the appropriate licenses.



2.  
Personal



## Protective Equipment (PPE)

Each Employee's will be issued and will sign for the following items:

1. Hard hat.
2. Eye protection.
3. Gloves.
4. Ear plugs, air muffs as required.
5. Wet weather clothing.
6. Safety Boots.

Each employee will report to work in proper clothing and foot wear. Upon failure to do so, employee will not be allowed to work that day.

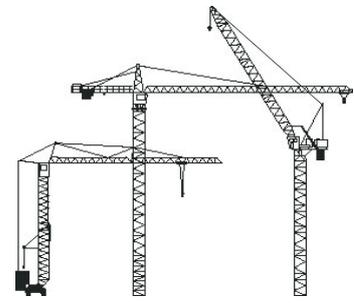
Additional Personal Protective Equipment maybe required for other employees performing specific job tasks. The following PPE will be issued as needed:

1. Respirator.
2. Proper welding clothing (leather).
3. Fall protection harnesses and lanyard and grillion.
4. Electrical PPE, including uniforms and outerwear.



### 3. First Aid

1. First Aid supplies are provided



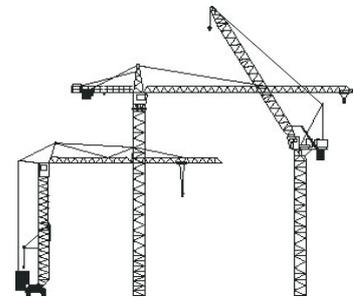
for your safety at JD Rigging Company facilities. All

employees are to become familiar with where the First Aid stations are located. The supplies contained in the first aid kits are solely for the treatment of an injury at work.

2. Employees certified in First Aid and CPR are required to re-certify every 2 years.
3. All employees must provide their Manager or Supervisor immediate notice (whenever possible) of all industrial injuries or illnesses, no matter how minor. You must notify your Manager or Supervisor (whenever possible) prior to leaving the workplace due to a non-emergency work related or non-work related injury or illness.
4. Prior to returning to work from an industrial or non-industrial injury or illness, you must present your Manager or Supervisor a written medical release from your treating physician.
5. Emergency telephone numbers are to be posted in conspicuous locations near the telephones at Offices. Familiarize yourself with the Emergency Response procedures at your location. Contact the appropriate Emergency Medical responder in your area in those instances when you suspect that an injured or seriously ill person needs medical assistance.
6. Never move an injured or seriously ill person unless necessary to prevent further injury. Protect yourself from the scene by determining whether it is safe for you to get involved. Be alert to what has happened to cause the victim to be injured before you approach the area so that you do not inadvertently expose yourself to a potentially hazardous situation.
7. If you are certified to perform First Aid/CPR and you are assisting an injured victim while waiting for Emergency Medical responders to arrive, protect yourself from potential exposure to Blood Borne Pathogens by wearing protective gloves and eye/face shields and by using a CPR mask when appropriate.
8. When responding to a medical emergency, never attempt do anything that you have not been trained to do, that you are not confident doing, or that you are not comfortable doing. In these instances, one of the most important things that you can do for the victim is to reassure them that help is on the way.



#### 4. Material



### Handling

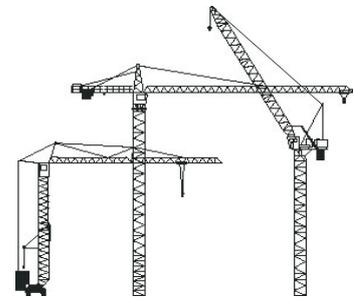
All material shall be properly stacked and secured to prevent sliding, falling, or collapse. Aisles, stairs, and passageways shall be kept clear to provide for the safe movement of employees and equipment and to provide access in emergencies.

1. Use the following lifting techniques when handling materials:
  - Get down close to the load.
  - Keep your back upright and the load close to body.
  - Lift gradually, using your legs. Do not jerk or twist.
  - Get help for bulky or heavy loads or use appropriate lifting gear such as a pallet jack, hoist or forklift. Employees should not attempt to lift loads in excess of 25 kgs. without first seeking assistance or making use of these mechanical aids.
2. Stored materials shall not block any exit from a building.
3. Pipe, conduit, and bar stock shall be stored in racks or stacked and blocked to prevent movement.
4. Protruding nails shall be bent or pulled from wood or crating materials.
5. Never stack material precariously on top of lockers, file cabinets or other relatively high places.
6. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material or tripping hazard.
7. Do not stack material in an unstable manner.
8. Inspect pallets and their loads for integrity and stability before loading or moving.
9. Damaged pallets shall be removed from service and recycled.



## 5. Rigging

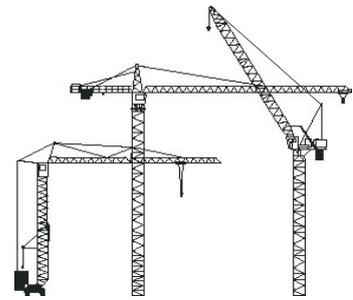
1. All rigging shall be inspected by a



competent person (Holding NZQA 3789) prior to each

- use. Defective rigging shall be tagged, removed from service and rendered unusable if not repairable.
2. Rigging shall have a tag indicating its rated capacity. This capacity shall not be exceeded.
  3. Sling angles less than 45 degrees should be avoided.
  4. Only qualified riggers shall rig loads.
  5. Rigging shall be stored properly when not in use.
  6. Hooks requiring safety latches shall have latches maintained in good working condition.
  7. Taglines should be used on all loads unless they create a greater hazard.
  8. Slings shall not be shortened with knots or bolts.
  9. Softeners shall be used between slings and sharp edges of loads.
  10. A sling shall not be pulled from under a load when the load is resting on the sling.
  11. Employees shall not walk or stand under suspended loads.

## 6. Welding and Burning



### Operations

1. Fire extinguishers shall be maintained in accordance with JD Rigging policy.
2. You are responsible for maintaining your burning or welding equipment in proper operating condition.
3. When burning or welding, appropriate personal protective equipment shall be worn.
4. Unless cylinders are firmly secured on a special carrier intended for this purpose, regulators shall be removed and valve protection caps put in place before cylinders are moved.
5. All welding leads and gas hoses shall be kept clear of walkways and stairs.
6. Welding or cutting tanks shall be shut off and pressure purged from regulators if not used for 15 minutes or more.
7. Oxygen shall not be used for ventilation purposes, comfort cooling, blowing dust from clothing, or for cleaning the work area.

#### Welding

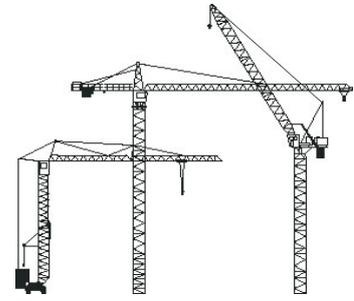
1. When you arc-weld near other workers or passersby, workers shall be protected from the arc rays by non-combustible screens.
2. The frames of all welding machines shall be grounded.

#### Burning

1. Do not use matches to light torches. Only approved friction or spark type lighters shall be used.
2. Torches shall only be used for their intended purpose.
3. When a special wrench is required to operate the acetylene cylinder valve, the wrench shall be kept in position on the valve.
4. Back flow preventers and back flash arresters shall be installed. Consult manufacturer recommendations for installation instructions.

#### Storage and Handling of Cylinders

1. Cylinder valves shall be closed. Protective caps shall be placed on all cylinders not in use.
2. All cylinders shall be properly secured to prevent tipping.
3. Oxygen and acetylene (or other fuel gas) cylinders in storage must be stored separately and according to government regulations.
4. Never lay/store oxygen or acetylene cylinders on their sides.



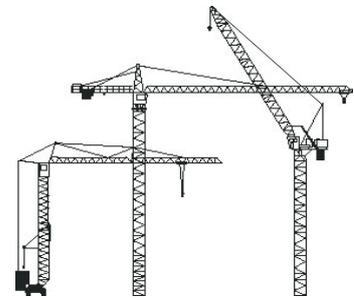
### Protection and Prevention

Understand the procedures for reporting fires. In case of a fire, assure the safety of all personnel, then, if safe to do so, use the appropriate fire-fighting equipment until help arrives.

1. Familiarize yourself with the location of all fire-fighting equipment and fire escape routes in your work area.
2. Tampering with or misusing fire-fighting equipment is grounds for termination.
3. Learn the classifications of fires:
  - Class A: Ordinary combustible materials such as wood, coal, paper, or fabrics where wetting or cooling is the method of extinguishment.
  - Class B: Flammable petroleum products or other flammable liquids where oxygen must be excluded for extinguishment.
  - Class C: Fires in or near energized electrical equipment where a “non-conducting” extinguishing agent must be used.
4. Keep the work area neat. An orderly work area reduces the potential for fire and accident hazard.
5. Access to fire-fighting equipment must be maintained.
6. In case of a fire, assure the safety of all personnel first. Then contact the fire department or emergency services.
7. Flammable and combustible liquids, including non-water-based paints, shall be handled only in approved, properly labelled containers and stored in proper storage cabinets.
8. Place oily rags in approved, covered metal containers.
9. Fire extinguishers must have a monthly visual inspection and an annual 3rd party inspection.
10. Fire extinguishers shall be properly mounted and identified.
11. Fire extinguishers that are discharged, untagged or have expired inspections, shall be removed from service and placed in a designated area or properly disposed of.



## 8. Hand and Portable Power Tools



1. Inspect your tools daily to ensure that they are in proper working order. Damaged or defective tools shall be removed from service and repaired if possible or replaced.
2. Power saws, grinders, and other power tools shall have proper guards in place at all times. Removing guards or rendering them inoperative may be grounds for termination.
3. Power tools shall be hoisted or lowered by a tagline, never by the cord or hose.
4. Cords and hoses shall be kept out of walkways and off stairs, cable guardrails and ladders. They shall be placed so as not to create a tripping hazard or to be subjected to damage from equipment or materials.
5. When using the tools listed below, or working near others using such tools, you shall use the additional personal protective equipment specified. If you have questions about protective equipment or safety rules, ask your supervisor.
6. All electrical equipment must be inspected and tagged every 3 months by an approved electrician.

Type of Tool	Personal Protective Equipment Required
Cutting Torches	Eye/Face Protection/ Hand Protection
Arc/Mig/Tig Welders	Eye/Face Protection/ Hand Protection
Grinders	Eye/Face/Hand/Hearing Protection
Hand-Held Chipping Hammers	Eye/Face/Hand/Hearing Protection

### Electrical Tools

1. All portable electric tools shall be grounded (except Underwriters Laboratory approved double insulated tools). Double-insulated tools shall be tested for continuity every 3 months to ensure insulating value is maintained. All circuits shall be protected by GFCI when required.

### Air Tools

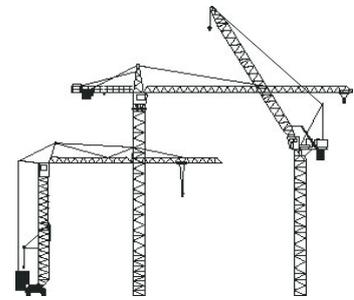
1. All air hose connections shall be fastened securely and moused together.

### Machinery and Equipment

1. All machinery (i.e. saws, grinders, etc.) will have proper safety equipment (i.e. goggles, full face shield, etc.) available at the location of the equipment.
2. Bench Grinder: Upper tongue guard maximum 1/4" clearance and tool rest maximum 1/8" clearance.
3. All insulation on power cords to be continuous, not worn or frayed. Metal junction boxes shall not be installed on the end of extension cords.
4. All machinery will have proper guards on (i.e. covering gears, belts, rotating shafts, etc.).
5. All work areas around machinery will be kept neat and clean.
6. Tools and machinery may only be operated by trained personnel.
7. Loose or frayed clothing, long hair, dangling ties, finger rings, etc, shall not be worn around moving machinery or other sources of entanglement.
8. Machinery shall not be serviced, repaired or adjusted while in operation. Likewise, do not attempt to oil moving parts, except on equipment designed or fitted with safeguards to protect the person performing the task.
9. Where appropriate, lockout procedures shall be used.
10. Employees shall not work under equipment supported by jacks or chain hoists, without protective blocking that will prevent injury in the event the jacks or hoists should fail.



## 9. Cranes Yard Cranes



1. All yard cranes shall

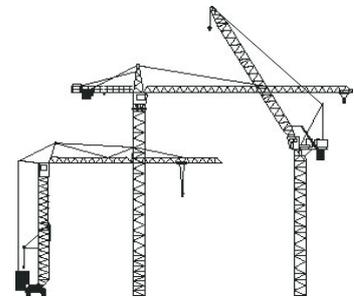
only be operated by a qualified person who maintains

a current NZQA certification and any other state or local licenses necessary for the type of crane they operate.

2. Operator trainees shall only operate yard cranes under the direct supervision of a NZQA certified crane operator whose sole duty is to directly supervise the trainees' performance.
3. Yard cranes shall be inspected prior to and during each work shift. Deficiencies shall be reported and, if an unsafe working condition exists, it must be corrected before the crane is used.
4. Yard cranes shall have a documented monthly inspection by a competent person using the appropriate JD Rigging monthly inspection form. Notify your supervisor if the crane is in need of this inspection.
6. Yard cranes shall have an annual inspection performed by a 3<sup>rd</sup> Party Inspector. Notify your supervisor if the crane is in need of this inspection.
7. Rated load capacity charts must be conspicuously posted on all cranes.
8. Operators shall take signals from the designated Dogman (Holding NZQA 3789); however, in an emergency the operator shall observe a STOP signal given by anyone.
9. All hand and voice signals shall be agreed upon in advance and given in a clear understandable manner.
10. Routine maintenance, fuelling, or repairs shall not be performed while the equipment is in use or the power is on.
11. A fire extinguisher shall be located on all cranes.
12. Where practical, accessible areas within the swing radius of all cranes must be barricaded in such manner as to prevent an employee from being struck or crushed by the crane.
13. Riding the hook or load is prohibited.
14. Hooks requiring safety latches shall have latches maintained in good working condition.
15. Taglines should be used on all loads.
16. If operating a yard crane around energized electrical transmission or distribution



lines  
follow the  
clearance  
requirement of  
4 mtrs.



17. Any overhead lines shall be considered energized unless a

- utility company representative verifies it is not energized.  
18. Prior to use, rigging shall be inspected by a competent person.

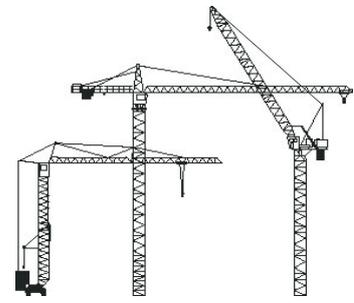
#### Overhead Cranes and Hoists

1. Only designated personnel shall operate overhead cranes or hoists.
2. Rated load marking shall be plainly marked on the side of the crane or hoist.
3. Cranes and hoists shall be inspected prior to and during each work shift. Deficiencies shall be reported and if an unsafe working condition exists it must be corrected before the crane is used.
4. All overhead bridge cranes shall have a documented monthly inspection by a competent person using the appropriate JD Rigging monthly inspection form. Notify your supervisor if the crane is in need of this inspection.
5. All overhead bridge cranes shall have an annual inspection performed by an independent 3rd party inspector. Notify your supervisor if the crane requires inspection.
6. Upper limit switches shall be tested prior to each work shift.
7. When not in use the crane hook shall be raised to a height that does not create a hazard.
8. Controls shall be marked as to their function and direction.
9. No less than three wraps of rope shall remain on the drum when the hook is in its extreme low position.

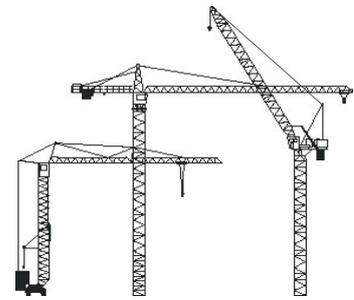


## 10. Portable Ladders

1. Ladders that are broken or damaged shall not be used. Damaged



- ladders that are removed from service shall be destroyed.
2. Ladders shall not be placed against moveable objects.
3. The base of the ladder shall be set back a safe distance from the vertical or approximately 1 foot horizontal per 4 feet of vertical.
4. You must face the ladder at all times when ascending or descending.
5. Be sure that your shoes are free of mud, grass, grease, oil or other substances, which could cause a slip or fall.
6. Do not carry material up a ladder. Use a hand line.
7. Always move the ladder to avoid overreaching.
8. Stepladders shall be fully opened to permit the spreader to lock. Leaning a closed stepladder against an object is not permitted.
9. You are prohibited from standing on the top two steps of a stepladder, straddling the top step, or sitting on the ladder.
10. Metal ladders shall not be used for electrical work or in areas where they could contact energized wiring. The use of metal ladders is restricted to special applications where the heavier wooden ladders or fibreglass ladders are not practical.
11. Extension ladders shall have rubber "feet," or a secured base to prevent slippage.
12. All ladders shall be visually inspected before each shift.
13. All manufacturer's instructions and posted warnings shall be followed.
14. Do not exceed the rated capacity of the ladder.



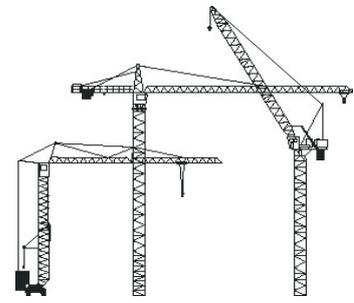
## Housekeeping

1. Good housekeeping is an important part of our safety program. It is the responsibility of all employees alike to practice good housekeeping.
2. Cleaning up your work area at the completion of a task or at the end of the day is your responsibility. This is the rule rather than the exception.
3. Scrap materials and rubbish are fire and accident hazards. Keep your work area clear of these hazards.
4. You must use the rubbish bins. If you need one in your immediate work area, notify your supervisor.
5. Return all surplus materials to the stockpile at the completion of your job.
6. Do not leave tools or materials where they will create a hazard for others. Tools should be properly secured at the end of each work shift.
7. Place oily rags in approved metal container with a lid.
8. After reviewing the materials container label or the MSDS, wipe up spilled liquids immediately. If you can't handle the problem, notify your supervisor so that they can arrange for the necessary cleanup.
9. Keep change rooms and break areas clean. Place soiled uniforms in a dedicated receptacle.
10. Deposit drinking cups, food wrappers and other rubbish in rubbish bins.
11. Toilets, wash-up facilities, and drinking water containers are provided for you. Please help to keep them clean and sanitary. Report any problems to your supervisor.
12. Keep all food prep/cooking areas clean, such as microwaves and counters.



## 12. Office Areas

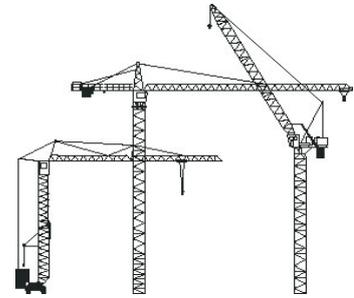
To make your work area safe, follow these rules:



1. Be careful of swivel chairs. Do not slump back in them without first testing your weight gradually.
2. Be sure you have a firm footing when you have to climb. Use a safe ladder.
3. Walk; do not run, in corridors or on stairs. Use handrails.
4. Do not stand and talk in front of closed doors; they may open suddenly.
5. Do not push or crowd at elevators, entrances, or on stairways.
6. Read mail and other material at your desk; not while walking around.
7. Watch for telephone cords, office machine wires, wastebaskets, and other tripping hazards.
8. Use handles when closing files, desk drawers and safe and vault doors.
9. Keep file drawers, desk drawers and locker doors closed when not in use.
10. Check office furniture regularly for sharp and loose casters or bolts.
11. Never leave the lower desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
12. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.
13. Keep sharp objects in proper place. Handle carefully.
14. Ensure all office equipment is solidly placed.
15. Do not attempt to make electrical repairs, call a qualified person.
16. Smoking is permitted in designated areas only.
17. Report all work-related injuries or illnesses immediately to your supervisor.
18. Inspect electric extension cords on a regular basis. Worn or frayed cords shall be discarded. Cords should be sized to handle the current load.
19. The last person out of the office each day is responsible for checking that the coffee pot is off and ensuring the office is locked and security systems activated.



13.



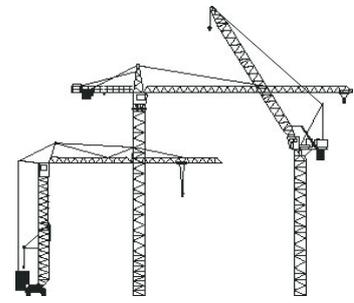
## Accident Reporting

If an accident occurs there are some basic steps that must be followed. The following are the basics unless and until given other instructions by your supervisor or, in their absence, the corporate office.

1. Tend to any injured personnel and contact emergency services immediately.
2. Do not hang up with emergency operator until told to do so and make sure they understand what has happened so that they dispatch the proper services.
3. Secure the equipment to protect others from danger.
4. Contact your supervisor or, in their absence, the corporate office immediately after ensuring the equipment is secure.
5. Do not discuss the details of the accident with anyone unless you have been authorized to do so by your supervisor or, in their absence, the corporate office. They will instruct you what to do next.
6. A JD Rigging incident reporting form should be completed within 24 hours.



## 14. Vehicle



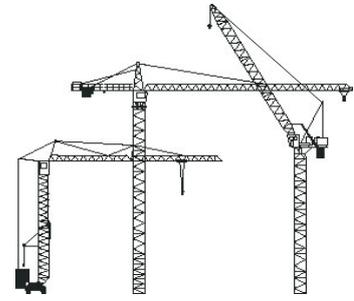
### Accident Reporting

If you are involved in a motor vehicle accident in a company owned, rented or personal vehicle while on company business, the police must be contacted so that an accident report can be obtained. The company management must be contacted immediately so that our insurance company can be notified. If you have a vehicle accident you must also fill out and submit a "Vehicle Accident Investigation" form which must include the following information:

1. Time and place of accident of injury.
2. Nature of accident.
3. Name(s) of injured person(s).
4. Name(s) of all witnesses, including phone numbers and/or addresses, if possible.
5. Description of injury/property damage.
6. Whether medical service was required. Name of doctor or clinic.
7. Name of hospital and how transported.
8. Full name, drivers license number, insurance carrier of other driver; make, model and license number of other vehicle.
9. The "Vehicle Accident Investigation" form is available from your supervisor.
10. Forward completed form, photos, police report, etc.



## 15. Forklifts (Powered industrial trucks)

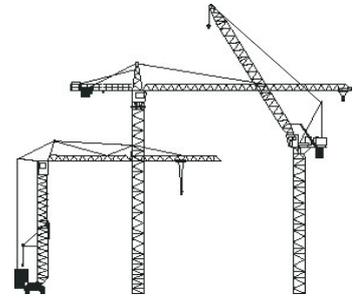


1. Forklifts shall only be operated by licensed

operators.

2. Operators are required to renew their license every 3 years or after an incident deemed unsafe has occurred.
3. Users shall wear a seat belt when operating forklifts.
4. Operators shall not leave a lifted or suspended load unattended.
5. All forklifts shall be inspected prior to each shift. Deficiencies shall be reported and if an unsafe working condition exists it must be corrected before the forklift is used.
6. Before backing up, make sure area behind forklift is clear of obstructions.
7. Sound horn before backing, at blind corners, when entering and exiting buildings or when approaching other employees.
8. Forklifts shall not be overloaded.
9. Operate the controls only when seated at the operator's station.
10. Unattended forklifts shall not be left running.
11. No riders allowed.
12. Stunt driving and horseplay is prohibited.
13. Park the forklift in a designated area with the forks flat on the ground and the parking brake set.
14. If the rear of forklift tips up, it is overloaded. Do not add extra counterweight.
15. Personnel are prohibited from being lifted on the forks. Lifting of personnel shall only be done with the use of an approved platform following proper personnel lifting practices.

## 16. Fall

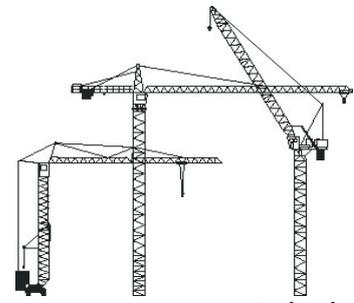


### Protection

1. Full body harnesses with shock absorbing lanyards or self retracting lifelines are required when exposed to a fall of 3mtrs or higher.
2. Tying a knot in lanyard legs is prohibited.
3. Only JD Rigging issued and approved fall arrest gear is to be used.
4. Only authorized users of fall protection equipment shall work at height and must hold NZQA 15757.
5. Full body harnesses need to be properly sized to the individual.
6. Harnesses and associated equipment shall be inspected prior to use.
7. Harnesses shall be inspected 6 monthly by a competent inspector with records kept in the register.
8. When not in use fall arrest gear shall be properly stored in a clean and dry location.
9. Tape shall not be used on harnesses or fall arrest equipment.



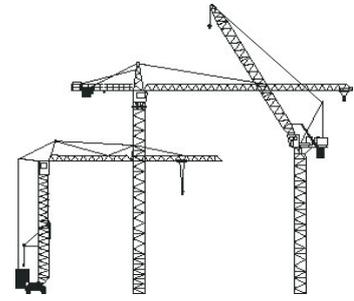
## 17. Lockout / Tag Out



1. Hazardous energy sources are required to be isolated, brought to a neutral energy state, and rendered inoperative before maintenance or servicing work can begin.
2. All employees who may be required to work on equipment where energy sources are involved will receive training and have access to a lockout/tag out kit.
3. These energy sources include electrical, pneumatic, hydraulic, mechanical, thermal, chemical, and the force of gravity. Stored energy sources, such as pressure, springs, and electricity contained in capacitors must be released. All energy sources must be considered: Overlooking an energy source could be fatal.
4. Every person who will be working on the equipment shall apply their own lock and tag to each energy isolating device.
5. After servicing, each person who placed a lock or tag must remove it before the equipment is started.
6. Training is required for "authorized" employees and "affected" employees. Authorized employees are people who do the maintenance or servicing work. They are the people who actually perform the lockout/tag out. Affected employees are people who may be impacted by or work near equipment which is locked or tagged out. Affected employees are not permitted to perform servicing or maintenance work which requires a lockout or tag out.
7. Procedures for performing lockout/tag out must be followed consistently. Don't be tempted to take shortcuts for small jobs, even if the lockout/tag out procedure takes longer than the job itself.
8. Evaluations of the lockout/tag out program must be performed annually. Evaluations provide an opportunity to verify procedures are being followed and correct deficiencies in the lockout/tag out program. If you are aware of any problems with the lockout/tag out program report them immediately.
9. Lockout/tag out saves lives and prevents injuries only if procedures are followed consistently and correctly. Never take a shortcut when it comes to your safety, especially when you're working with hazardous energy sources.

## 18. Alcohol and Drugs

1. Alcohol and illicit drugs are strictly prohibited and shall not be consumed by staff on company premises or equipment. Unless otherwise authorised by management for a social function (alcohol only)



2. Where the Employer has reasonable grounds for suspecting that the Employee is under the influence of illegal drugs while at work, the Employer may require the Employee to undergo a non-intrusive drug test (a urine test) which will be conducted by a registered medical professional. The testing process followed will be such as to ensure a safe and accurate test.
3. In deciding whether to conduct a test the Employer shall have regard for any comment by the Employee. On receipt of a positive test the Employer shall discuss the results with the Employee and take into consideration any explanation received.
4. A 2 week paid stand down period and the undertaking of drug and alcohol counselling is mandatory upon the receipt of a positive drug test
5. Employees who have concerns regarding their own dependence on alcohol or drugs are encouraged to seek the assistance of management who will support mutually acceptable arrangements to treat the dependence.