

C & D Landfill LTD

STAFF
HEALTH AND SAFETY
HANDBOOK

Issued to.....

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Health and Safety information is available in many languages from the local OSH Office. Please speak to your Supervisor who will endeavour to obtain relevant information in your language.

**C & D Landfill Ltd
HEALTH AND SAFETY POLICY STATEMENT**

- It is a fundamental requirement of the company that the company takes all practicable steps to either; Eliminate, Isolate or Minimise hazards in the workplace and that health and safety of all staff be treated equally to other operational requirements of running our business.
- It is the responsibility of all employees to reduce the risk of accidents and injuries by eliminating, isolating, or minimising hazards that may cause personal injury, occupational illness or property damage.
- The Company will provide a healthy and safe working environment for all its employees, contractors, and visitors. We will comply with legislation, codes of practice and industry standards and establish safe systems of work for all activities, as laid down in this Health and Safety Handbook.
- All Supervisors, Managers, and Contractors are accountable for the health and safety performance within their work area. Responsibilities include: a commitment to the accurate reporting and recording of all health and safety data, [accidents, incidents and injuries], high standards of housekeeping and hygiene, effective hazard management, competency training, accident reporting and emergency response.
- We will consult with and encourage the full participation of all employees in all aspects of implementing and continuously improving our health and safety system and performance. All employees will be involved in setting health and safety standards and the internal auditing of workplace safety management practices. I expect everyone to accept the challenge of making our organisation a healthy and safe place to work, for all our staff, visitors, and contractors.
- We are committed to achieving high standards of health and safety management and pursuing an active rehabilitation program, to support the safe and early return to work of all injured employees. We will minimise risk in all areas of our operations and advise all concerned parties of this policy and health and safety procedures.
- The Company Health and Safety Handbook and procedures spell out specific responsibilities for all employees and details of required actions and activities. Health and Safety Policies and this Handbook will be reviewed annually.

John Morgan
Managing Director

Signed:

Date:

1.0 EMPLOYER COMMITMENT TO SAFETY MANAGEMENT

1.1 Introduction To This Handbook

Welcome to C & D Landfill Ltd. As a new employee you have a lot to learn in your orientation to a new working environment.

This Health and Safety (H&S) Handbook has been produced to provide basic Health and Safety information for all new employees as well as acting as an ongoing set of guidelines.

- **This symbol is found throughout the handbook and indicates what your responsibilities are and what you need to do to keep yourself and others safe and help maintain a safe workplace.**

C & D Landfill Ltd has a comprehensive H&S program which covers all aspects of H&S management, including:

1. POLICIES AND AUDITING PROCEDURES.
2. TRAINING AND SUPERVISION.
3. HAZARD IDENTIFICATION AND RISK MANAGEMENT.
4. ACCIDENT REPORTING AND ANALYSIS.
5. PURCHASING, PERSONAL PROTECTIVE EQUIPMENT (PPE) AND CONTRACTOR CONTROL.
6. OCCUPATIONAL HEALTH.
7. EMERGENCY PREPAREDNESS.
8. COMMUNICATING WITH STAFF.

C & D Landfill Ltd employees are encouraged to actively participate in our H&S program in order to meet our objective of a healthy and safe workplace. Your Supervisor and H&S Co-ordinator will lead you through this handbook as part of your initial training.

C & D Landfill Ltd follows the:

- New Zealand Health and Safety In Employment Act.
- Health and Safety Standard AS/NZS 4801:2001
- Health and Safety Employment Regulations.
- ACC Workplace Safety Management Practice to at least primary level.

We do so as a minimum standard because we take your wellbeing and safety seriously.

1.2 Health and Safety Objectives

C & D Landfill Ltd aims to:

- Be a leading organisation in our industry sector with regard to H&S performance.
- Maintain and improve our H&S standards by implementing safe systems of work.
- Promote H&S awareness among all employees and ensure that H&S management requirements are integrated into every task in our daily work.
- Actively identify hazards and assess and control the risks of any new hazardous substance, process or machine before it is commissioned.
- Actively provide training and relevant H&S information to ensure that all employees have the necessary competency and knowledge to work safely.
- Maintain good relations on H&S issues with customers, suppliers, neighbours, government agencies, local bodies, and the public.
- Continuously improve all we do in H&S to further reduce our accident rate.
- Reduce the effect of health hazards by identifying them and taking measures to protect all employees.

- Ensure that all materials are used with a view to minimising waste, environmental pollution and saving resources.
- Contain and, as far as possible, reduce any damage to the environment resulting from our activities, in particular from hazardous substance spills.

1.3 Site Safety Rules

The company will take all practicable steps to either; Eliminate, Isolate or Minimise hazards in the workplace and requires that the following Site Safety Rules be followed.

- Arrive at the workplace in time to ensure that the area is clean and tidy and that safety systems are operational.
- Clothing must be appropriate for the task so as not to add any added hazard to the work process.
- Follow instructions, obey all rules, and never take chances. If you don't know any aspect of your job, or are unsure, please ask your Supervisor.
- No unauthorised alcohol or drugs may be brought onto or consumed on the site.
- Only authorised and licensed employees may drive mobile plant or other company vehicles.
- Know the site emergency procedures, locate the emergency exits and assembly area. Know where the fire extinguishers are.
- Whenever you, or the equipment you operate, is involved in an accident, regardless of how minor, report it immediately. Get first aid promptly, if an injury has occurred and report the incident ASAP to your supervisor. You must report all accidents and ensure they are entered in the Accident Register.
- Wear the approved Personal Protective Equipment [PPE] issued to you and as required for each task. Keep it in good condition. If it is faulty or worn out get it replaced.
- Report immediately any condition or practice you think might cause injury to employees or damage to equipment. Use the Hazard Reporting Procedure.
- Don't engage in horseplay or practical jokes and avoid distracting others. Serious accidents have occurred as a result.
- The site has a strict 'No Smoking' policy in all buildings.
- Put everything you use in its proper place. Untidiness causes injury and wastes time, energy, and material. Keep your work area clean and tidy. Remove all flammable rubbish daily.
- Use the right tools and equipment for the task and use them safely. Use, adjust, alter, and repair equipment only when authorised.
- When lifting, bend your knees, grasp the load firmly, and then raise the load, keeping your back as straight as possible. Get help for heavy loads.
- If you see something hazardous that could cause an accident, report it immediately to your Supervisor and/or H&S Coordinator.
- For the long term well being of staff and where health monitoring is required employees are to undertake relevant tests at the companies expense. The company undertakes to make those results available to the employee.

1.4 Employer's Duties

All employers have a duty under the Health and safety in Employment Act to take all practicable steps to ensure the safety of employees while at work. In particular, employers are required to take all practicable steps to:

- Provide and maintain a healthy and safe workplace and facilities
- Ensure that machinery and equipment in the workplace is designed, built, set up, and maintained to be safe for all employees
- Ensure that employees are not exposed to Hazards in the course of their work
- Ensure that no person will carry out tasks they are not trained for

- Develop procedures for dealing with all work related emergencies

1.5 Employee's Duties

Section 19 of the Health and Safety in Employment Act 1992 says:

“Duties of Employees - every employee shall take all practicable steps to ensure the employee's safety while at work; that no action or inaction of the employee while at work causes harm to any other person.”

As an employee you must also take all practicable steps to ensure that you are safe at work and that you do not harm other people.

2.0 ACC CLAIMS AND INJURY REHABILITATION

C & D Landfill Ltd has an active policy for injury rehabilitation for all employees injured at work. The Health & Safety Manager will ensure active rehabilitation of all long-term injured employees, as well as managing injuries as they occur.

- Many lost time injuries can be avoided if all injuries are promptly reported, both to the immediate Supervisor and by using the rehabilitation program.
- It is vital that all rehabilitation commences immediately.
- If the workplace injury is serious enough to warrant a visit to your Doctor. C & D Landfill Ltd management must be involved in deciding, with the health provider and the Doctor if alternative work can be offered. The objective is to get the employee back to work as soon as possible but not by putting the employee at risk or worsening the injury.

2.1 What To Do If You Are Injured At Work

You are covered by ACC for all work-related personal injuries that you suffer while working. Non-work injuries are also covered by ACC. To ensure you receive the benefits you're entitled to, here's what to do:

Report the injury to your Supervisor

- As soon as possible.
- If you're unable to report the injury yourself, get somebody else to do it for you.

Get Treatment

- Visit a medical treatment provider, preferably the company's Doctor or medical practice

What to do when getting treatment

- Tell the treatment provider you are claiming for a work-related injury so that they complete the ACC45. The treatment provider will have supplies of the certificate.
- Complete the 'Injured Person Details Section' of the form.
- Get a copy of the form to your Supervisor within 24 hours, and keep the employee copy for your own records.

2.2 Time-Off Compensation

If your treatment provider advises that you require time off, this is what happens:

- The treatment provider will specify a time period in the “Ability to Continue Work” portion of the ACC45.
- An ACC Case Co-ordinator will contact the company to discuss the claim.
- You will receive earnings related compensation subject to certain conditions while you are away from work. Under some circumstances the company may not accept your claim as a work related injury, if this happens the ACC Case Co-ordinator will contact you.
-

2.3 Injuries Not Requiring Time Off Work

- Not all injuries require time off work. If required you must participate in a rehabilitation plan, which will allow you to continue working or to return you to work without further risk of injury.

This may involve return to work to:

- The same job, or,
 - A modified job, or alternative duties.
- As part of your rehabilitation plan you may be required to have treatment to help you continue at work, or assist your safe return.

2.4 Medical Assessments

- If you have an on-going ACC claim, you may be required to have a general medical assessment or a Work Capacity Assessment. It is important that you attend these assessments. If you don't attend a medical assessment without a good reason, your entitlements may be suspended.

3.0 PLANNING, REVIEW, EVALUATION

Once your health and safety induction has been completed you may be invited to take part in the Health and Safety planning, review and evaluation process of the C & D Landfill Ltd H&S system. Your supervisor will explain how that process is run.

4.0 HAZARD IDENTIFICATION ASSESSMENT AND MANAGEMENT



A hazard is "something having the potential to cause harm"

An important part of the C & D Landfill Ltd Health and Safety program is the identification and control of all foreseeable hazards. It is a fundamental requirement that the company takes all practicable steps to either; Eliminate, Isolate or Minimise hazards in the workplace and we ask for your help in this regard.

4.1 Hazard Management

The most important outcome of the hazard identification process is: Knowing what to do about the hazard.

- When you have assessed a hazard and consider the likelihood of an injury occurring you should Eliminate, Isolate or Minimise the Hazard to manage the risks.
- If you observe a hazard or hazardous situation you must report it immediately to your Supervisor, the site H&S Coordinator or the person in charge at the time.
- If it is a physical hazard, such as a broken pane of glass, ensure that it is signed/taped to avoid injury until it can be repaired
- Complete a **Hazard Report Form** for every hazard or hazardous incident or safety problem that you notice and hand it to your Supervisor. If not urgent, the report will be dealt with at the next H&S meeting.

A Hazard Removed is an Accident Prevented.

4.2 Significant Hazards

A 'significant hazard' is one more likely to lead to a serious harm injury.

All significant hazards will be examined by the H&S Coordinator at the earliest possible opportunity.

Significant hazards are recorded on the Site Hazard Register. You will be informed as to the location of the Site Hazard Register before working on the site.

4.3 Handling of Hazardous Substances

If hazardous substances are stored incorrectly and handled improperly, they can cause serious harm or property damage, fire or explosion. The H&S Coordinator maintains the Hazardous Substance Register and all Material Safety Data Sheets (M.S.D. Sheets). Your Supervisor holds a copy of that information.

If your job at C & D Landfill Ltd involves working with chemicals:

- take special care to follow the safety rules on the M.S.D. Sheets,
- Always read the instructions on the label and know the use on any chemical you are handling.
- Know where the M.S.D. Sheet for the chemical you are working with is stored and be familiar with each requirement.

M.S.D. Sheets will tell you in part:

- The name of the chemical.
 - The type and degree of hazard involved.
 - What precautions you should take.
 - What to do in an emergency.
 - Safe storage of the chemical.
- Where spillage of chemicals occurs, you must immediately report this to your supervisor who will arrange for the clean-up in and safe disposal of the hazardous waste.

4.4 Site Hazards

Your supervisor will take you through the hazards that you can expect to find in the workplace.

5.0 INFORMATION, TRAINING AND SUPERVISION

C & D Landfill Ltd will ensure that employees do not undertake any work of any kind, use plant of any kind, or deal with a substance of any kind unless:

- They have the necessary information, knowledge and experience to ensure they do not cause harm to themselves or other people; or
- They are supervised by a person with the necessary knowledge and experience.

C & D Landfill Ltd will ensure that you are adequately trained in the safe use of all plant, equipment, substances, and the PPE you may be required to use.

Your induction training will include the use of PPE, the Fire and emergency procedures, location of Site Hazard Register, M.S.D. Sheets and first aid cabinet.

- You will attend H&S training and other training as required and your Supervisor will give you details about other training opportunities.
- Do not proceed if you are uncertain about anything. Ask your supervisor

6.0 INCIDENT AND INJURY REPORTING RECORDING AND INVESTIGATION

All incidents and accidents must be investigated to:

- Help identify and document new hazards or potential hazards.
- Assist in finding the actual cause of work injuries, illness and property damage.
- Help develop safe systems of work that will prevent similar occurrences.

6.1 Incidents And injury Reporting

You are required to report all incidents and accidents, no matter how minor. This includes those involving customers, children, contractors, or visitors.

6.2 Types Of Incidents And Injury To Be Reported

- All personal injury.
- Occupational illnesses developed over a period of time.
- Property damage including:
 - All vehicle damage accidents.
 - Fires / explosions.
 - Chemical spills.
 - Hazardous mishaps/incidents.
 - "Near miss" mishaps/incidents.

6.3 Response To Accidents

If you witness incidents and accidents, carry out the following actions:

- Help the injured person
- Call for help - notify first-aider
- Do not disturb the scene unless the safety of other employees are affected
- Reduce likelihood of further problems
- Supervisor of injured person must be informed

The most senior person present should take charge.

6.4 Serious Harm Injury And Investigation

Serious harm accidents require an in-depth investigation and the involvement of the Department of Labour. Your H&S Coordinator is trained to identify serious harm incidents and how to respond and investigate appropriately.

7.0 EMPLOYEE PARTICIPATION IN H&S MANAGEMENT

7.1 Health and Safety Committee

The H&S Committee consists of:

Chairman:	Christine Morgan
Health and Safety Coordinator:	Paige Morgan
First Aider:	Simone Morgan, John Morgan
Health and Safety Rep:	Tracey Mawson

7.2 Health and Safety Meetings

Health and Safety Committee meetings are held regularly and timing can be found on the notice board in the upstairs lunchroom. Those attending the meeting will be elected Safety Representatives, however:

- You are invited to help C & D Landfill Ltd in the development of H&S procedures, as your previous experience may be of great use.
- Employee participation presents an opportunity for you to make suggestions, and input ideas for a safer site. Your involvement in the development of hazard management and emergency procedures is vital for workplace safety.

Minutes are kept of all H&S meetings. They will be distributed to management, H&S Reps and displayed on the notice board.

7.3 Duties of the Health and Safety Coordinator

The H&S Coordinator generally represents management in day-to-day operational matters where there are H&S concerns. The coordinator has a key role in helping to maintain and improve H&S at C & D Landfill Ltd including to:

- Organise and conduct regular H&S meetings.
- Organise and conduct staff induction training/orientation in H&S and to help
- Review staff training procedures.
- Assist in helping to identify hazards by regular inspection of plant, equipment and buildings.
- Analyse any changes in plant, equipment or premises and emergency procedures as they may impact on site operations
- Investigate all near misses and minor accidents involving people and property.

Management is directly responsible for investigating Serious Harm Accidents

8.0 EMERGENCY PLANNING AND READINESS

8.1 Management Emergency Response Team

Consists of:

- | | |
|----------------------------------|----------------------------|
| • Health and Safety Coordinator: | Christine Morgan |
| • Site Fire Wardens: | Kwan Nutchum |
| • First Aiders: | Simone Morgan, John Morgan |
| • Health and Safety Rep: | Tracey Mawson |
| • | |

8.2 Emergency Evacuation Procedures In Case Of Fire

Alarm: The person discovering the fire must act quickly to raise the alarm.

Staff Responsibilities: Your prime responsibility is your own safety and the safety of other staff, customers, contractor's and visitors, it is not to fight the fire. Once the alarm is given, the evacuation procedures must be carried out. If you discover a small fire, without risking your own safety, attempt to extinguish it with available fire fighting equipment.

8.3 Fire Warden Duties

Specific Staff have been allocated Fire Warden duties. These are:

- Kwan Nutchum
- Pim

Fire Wardens responsibilities include but are not limited to:

- Ensuring that all persons have evacuated the building.
- Not allowing any persons to enter or re-enter the building until authorised by the NZ Fire Service Senior Fire Officer in charge.
- Attempting to put out the fire when it does not endanger either their lives or the lives of others.
- Ensuring that all persons are accounted for and are clear of the area if fire breaks out.

IN THE EVENT OF AN EMERGENCY DIAL (1) 111

State calmly and clearly to the operator: The nature of the emergency, e.g. fire, major injury etc; requiring Fire Service, Police, or an Ambulance. When asked give the following information

C & D Landfill Ltd

Number Street Name: 2 Landfill Road

Suburb Owhiro Bay

Town Wellington

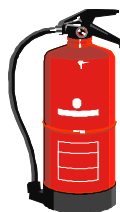
Location of the emergency. Any other information that may be required. Then arrange for the emergency service to be met on site and taken to the emergency.

Please note that the emergency services may lock the phone line and you will be unable to make any other calls until emergency services arrive.

You can help prevent serious injuries in the case of fires by ensuring that:

- You always raise the alarm, and report to your supervisor when you discover smoke or fire.
- You are familiar with the location of fire exits and where fire-fighting equipment is located.
- Ensuring that access to fire fighting equipment or emergency exits are always kept clear.
- When safe to do so, close all doors and windows as you leave the area.
- Follow the emergency evacuation procedures and any instructions given by Fire Wardens as outlined in the Site Emergency Evacuation Plan.
- Fire fighting equipment is never removed from its location without a replacement first being installed.
- You may tackle larger fires if you have been trained in how to use the fire fighting equipment.

Fire equipment training will be conducted periodically to selected staff.



8.4 Emergency Evacuation Procedures For Earthquakes

Most casualties from earthquakes are caused by falling objects, collapsing debris and/or moving furniture and after effects like fire. Take action at the first indication of the ground shaking.

If Indoors:

- Take shelter under a solid structure e.g. doorframe or desk. Keep away from shelves with heavy objects and from windows that may break.

If there is no suitable cover, the following procedure should be used:

- Drop to knees away from windows.
- Knees together.
- Clasp both hands firmly behind the head, bowing the neck.
- Bury the face in arms, protecting the head.

If outside at the time of an earthquake, you should take the best shelter you can:

- Move to an open space away from buildings, trees, power lines etc.
- Lie down or crouch low to the ground.

When the shaking stops:

- Stay inside, unless you are confident that it is safe to move outside.
- If safe to do so, turn off power sources.
- Persons outside must stay outside.

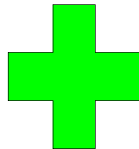
Major earthquakes are often followed by after-shocks. Normally these are of lesser magnitude.

Emergency evacuation

- Do not panic - walk briskly, do not run, stay low, as both heat, and smoke rise.
 - Gather at the assembly point.
 - Leave the building by the nearest EXIT - do not stop to collect belongings.
 - If a First Aider take First Aid Kits with you.
- **Refer to C & D Landfill Ltds Emergency Plan for full emergency procedures.**

8.5 First Aiders

KNOW YOUR FIRST AIDERS



They are:

Simone Morgan
John Morgan

Location: C & D Landfill Office / Tip House/ Tip Face
Location: C & D Landfill Office / Tip House/ Tip Face

There are trained First Aiders always available on our site and you will be introduced to your area First Aider.

- If injured, never treat yourself; always report to a First Aider. They will know what to do.

First Aid Kits

Appropriately stocked First Aid kits/bags are located around the site.

9.0 PERSONAL PROTECTIVE EQUIPMENT [PPE] AND SAFETY EQUIPMENT

Staff or contractors working at C& D Landfill are required to wear Personal Protective Equipment (PPE). C&D Landfill Staff will be issued with PPE by your Supervisor as detailed on the last page of this handbook and explain any specific requirements to you. Contractors working at the C&D Landfill (either office – 2 Landfill Road, or Landfill site – 50 Landfill Rd) are required to have on their person their own fully functioning PPE as directed by the C & D Landfill Ltd Manger Director or appointed manager.

PPE is to be worn in the correct manner. Please follow these guidelines to ensure that it performs well and last for its manufactured duration.

- Do not misuse your PPE, it may fail sooner than it should and may also lead to you not being properly protected and becoming ill or injured.
- Any worn or damaged PPE must be repaired or replaced immediately.
- You must always wear the PPE in the prescribed manner.
- If you see any breaches of these requirements, take action, you may save someone from a serious injury.

9.1 List of PPE used at C & D Landfill

All PPE used by C&D Staff or Contractors is to be manufactured to a condition that complies with the appropriate or relevant NZ or Australian Standard.

- Enclosed safety toe boots or gumboots as per NZ standard
 - High visibility coverall or vest
 - Hard Hat (worn when on Landfill out of vehicle)
 - Safety Gloves (for refuelling vehicles or handling landfill materials)
 - Safety Eyewear (either dark tinted, or clear no tint)
 - Hearing protection (ear plugs or muffs)
- Please ensure that you are fully trained before using the equipment.

10.0 OTHER MATTERS

10.1 Health Monitoring

A fundamental goal of C & D Landfill Ltd is to prevent occupational disease (as required by the HSE Act) by the elimination of exposures or by their control to levels believed to be safe.

Monitoring may involve environmental measurements (e.g. air or dust sampling, sound levels etc.) or direct health monitoring of individuals (e.g. blood, urine, lung function tests).

Health monitoring is required for staff members where:

- There is an identifiable disease or health effect that may be related to the exposure.
- There is a reasonable likelihood that the disease or health effect may occur under the particular conditions of work and monitoring is taken to determine the current state of a workplace, or staff member in relation to a hazard. Examples of the types of hazard that can be monitored would include:
 - Physical agents - noise, vibration, ergonomic factors;
 - Chemical agents - gases, vapours, dusts, liquids (e.g. organic solvents, lead);
 - Biological agents - microorganisms, (e.g. bacteria, viruses and fungi), animal products or samples and some plants.

For the long term wellbeing of staff C & D Landfill Ltd has determined that employees working in the following locations will undertake relevant tests at C & D Landfill Ltds expense. The Company undertakes to make those results available to the employee.

Workplace Locations Requiring Health Monitoring:

- C & D Landfill Tipface.

10.2 Manual Handling

All employees, whether working in the office or the factory, could suffer from muscle strain and stiffness due to incorrect lifting techniques.

Key points to remember when manual handling is involved:

- Get as close to the load as possible
- Position to the feet slightly apart with one foot forward for balance
- Bend knees, drop down over load, relaxing back and neck and back muscles
- Grasp object firmly with the roots of the fingers, test the weight and keep the arms as close as possible to the body, if a carton or box tip it towards you onto one corner to reduce inertia
- Raise your head and lift load with the leg muscles in a smooth movement, elbows tucked in, heels never leaving the ground
- Make sure the load does not obstruct view
- Never attempt to lift too heavy a load
- Bend knees slightly if reaching overhead, to absorb sudden impact
- Never twist the back when carrying a load and never over-reach
- Never attempt to lift too heavy a load, get human or machine assistance
- Wear personal protection as required for feet, hands, body, and head



- **Lift as you have been trained.**
- **If it is too heavy - get help.**

10.3 Maintenance Of Plant and Machinery

C & D Landfill Ltd has a regular program of preventive maintenance for all plant and machinery. This includes fixed and mobile plant, vehicles and machinery, as well as all portable tools.

- Always follow site procedures for the safe operation of machinery
- Promptly report any defects.
- Do not operate any piece of equipment that is not working properly or that you have not been trained to work on.

80% of work related fatalities are caused by machinery.



- Know where the Emergency Stop is before starting any machine.

10.4 Workstation Safety

If you are required to stand or sit for long periods of time or carry out repetitive actions, pain and discomfort could be caused. This may develop into serious injury if care is not taken. Risk can be minimised by taking precautions and being alert in your day-to-day work activities.

Workstation Set-up Guidelines

Eyes

- Have your monitor at an arms length away.
- Be aware of glare from all lighting; use an anti-glare filter to reduce eyestrain and fatigue.

Neck/Shoulders

- Check your monitor height. Is it at eye level?
- Avoid bent neck positions for long periods of time.
- Use document holders to reduce neck aches and eyestrain.
- Use an adjustable keyboard manager to help neck and shoulder posture.
- Alternate job tasks to decrease time spent in any one position.
- Use a headset if frequently using the telephone.

Back

- Standing from time to time throughout the workday straightens out the spine to its natural position.

Arms

- Arms should be on a 90-degree angle at the elbows, level with the keyboard.
- The mouse should be within easy reach so the arms are not stretching to use it.

Legs

- Feet should be placed firmly on the ground or on a footrest.

This information is a guide only and detailed information is available from your Supervisor.

10.5 Housekeeping

- Keep your workstation clear of obstructions.
- Always have a tidy working area.
- Do not leave cables or cords trailing across the floor for someone to stumble over.

10.6 Office Equipment

- Heavy items must be stored on lower shelves.
- Shut drawers after use.
- Learn how to use equipment correctly.
- Follow the instructions carefully.
- Keep sharp objects such as hobby knives and scissors in a safe place.

10.7 Electrical Safety

- You must report all electrical defects irrespective of how minor they may seem.
- Never overload power sockets.
- Switch off electrical equipment when not in use.

10.8 Waste Management

- Minimise the use of all materials and avoid all unnecessary waste.
- Recycle where possible.
- Use the recycling bins or correct waste container.
- Turn off all unnecessary lighting.



10.9 Driving Requirements

Always Drive Defensively

Six Factors that affect your safety on the road need to be considered:

- Weather
- Visibility
- Traffic density
- Road conditions
- The vehicle's condition
- Your condition

Rules for Drivers

- Drivers must provide copies of all relevant driving licenses.
- Keep your vehicle maintained to W.O.F. standard at all times.
- Repair all safety critical defects immediately.
- Do not operate a cell-phone whilst driving a company vehicle unless it is a hands free model.
- Restrain all portable contents.
- Maintain the First Aid Kit provided in your vehicle.

10.10 Protection of Employees From On-Site Contractors

Contractors pose a threat to the H&S of our employees, customers, and general operations if their activities are not controlled. Contractors must be made aware of the hazards that they may encounter on our site. All employees have a duty to ensure that contractors or their employees are not harmed while doing any work.

10.11 Horseplay, Practical Jokes and Appropriate Language.



There is no place for horseplay and practical jokes in the workplace as it often leads to injury or lost production time. Please do not take part in horseplay or practical jokes as you could seriously injure someone.

Please refrain from using bad language as it can offend others in the workplace.

11.0 OPERATIONAL HEALTH AND SAFETY FOR C & D LANDFILL

11.1 Using the Machinery

C & D Landfill staff are not to use or operate any machinery without specific training as provided by C 7 D Landfill Ltd.

If at any time you are in doubt or unsure of procedure or safety operations you **must ask for help before starting a machine.**

Check your first aid equipment is stocked and functioning properly.

You must not operate any machinery while under the influence of alcohol or drugs

No passengers in the machines without written permission from management.

No personal visitors are permitted to the landfill face.

No earphones are permitted in the machinery.

Cell phones are not to be used during work time other than for an emergency. Then, only when the vehicle is stationary.

Absolutely no texting while operating a machine

11.2 Access within Landfill

The access roads must be kept clear of rocks and debris. This can be done using the loader bucket or by hand. If using the loader a second person must be on hand to direct traffic.

Rubble can be pushed to the side of the roads.

Acceptable waste can be taken to the landfill face.

Unacceptable waste must be placed in the bins provided.

You must be wearing the correct protective clothing when outside the machine.

Gates and chains are to be in place outside operating hours.

11.3 Communication between Tip House & Landfill Machine Operator

The landfill machine operator will communicate regularly with the tip house operator to advise of;

- Tipping zones for different fill.
- Hazards for that day, such as strong winds, poor visibility
- Traffic management
- Reduced Speeds
- Anything else that the Machine Operator thinks that the Tip House Operator should inform customers of as they stop at the Tip House booth.

The Landfill operator and the Tip House Operator will advise each other if they leave their station.

11.4 Visibility

Be aware at all times what is around you. Be alert for incoming and outgoing traffic.

All Machine operating within the Landfill are to have Flashing lights switched on at all times.

Keep windows clear and clean.

In poor weather VISIBILITY can be a MAJOR HAZARD. Traffic must reduce speed while on site and follow the directions of yourself the operator.

Have waiting vehicles stationary until you feel it is safe to move them to their designated tipping area.

11.5 Wind

Strong winds can cause severe hazards (at times without warning).

All personal at the landfill outside their vehicles must wear Hard Hats.

The operator must watch for objects that can be carried by wind, such as sheets of corrugated iron.

Loose and light weight items must be weighted down by heavier fill. If this is not achieved in the normal '*push up*' procedure, you must cover the loose object with dirt to weight it down.

Advise customers to stay in their vehicles, if they must get out of their vehicle they must do

Notes

12.0 HEALTH AND SAFETY INDUCTION CHECKLIST

NAME

DEPARTMENTDATE TRAINING STARTED

NAME OF TRAINER

PROCEDURES AND RESPONSIBILITIES	Understood ✓
HEALTH AND SAFETY POLICY STATEMENT	
1.0 EMPLOYER COMMITMENT TO SAFETY MANAGEMENT.....	
2.0 ACC CLAIMS AND INJURY REHABILITATION.....	
3.0 PLANNING, REVIEW, EVALUATION	
4.0 HAZARD IDENTIFICATION ASSESSMENT AND MANAGEMENT	
5.0 INFORMATION, TRAINING AND SUPERVISION	
6.0 INCIDENT AND INJURY REPORTING RECORDING AND INVESTIGATION.	
7.0 EMPLOYEE PARTICIPATION IN H&S MANAGEMENT	
8.0 EMERGENCY PLANNING AND READINESS.....	
9.0 PERSONAL PROTECTIVE EQUIPMENT [PPE] AND SAFETY EQUIPMENT	
10.0 OTHER MATTERS	
11.0 OPERATIONAL HEALTH AND SAFETY FOR C & D LANDFILL.....	
12.0 HEALTH AND SAFETY INDUCTION CHECKLIST.....	
13.0 DISCIPLINARY ACTION.....	

13.0 DISCIPLINARY ACTION

It is important that you understand that the company takes H&S seriously and that it will take all practicable steps necessary to maintain an active H&S system. Any failure to follow safety instructions or site rules, engaging in horseplay, practical jokes, or failure to report or false reporting of accidents or incidents, will result in possible disciplinary action being taken to protect staff safety, the safety of others and the interests of the company.

I acknowledge receipt of a copy of the C & D Landfill Ltd Health and Safety Handbook.

I confirm that I have attended a Health and Safety Induction where the site rules and procedures were explained to me.

I undertake to follow the site rules, procedures, and instructions contained within the H&S Handbook.

If there is any rule or procedure that I do not understand I will see my Supervisor to ensure that I do not breach any Health and Safety requirement.

Personal Protective Equipment

I undertake to wear any Personal Protective Equipment as is issued to me for certain tasks.

PPE Items Issued

• .	• .
• .	• .
• .	• .
• .	• .
• .	• .

Staff members name.....

Signed by Staff Member

Trainers Name.....

Signed by Trainer.....**Date**.....

Once completed and signed please remove 12.0 from Handbook and return to HR department or C & D Landfill Management for filing.