



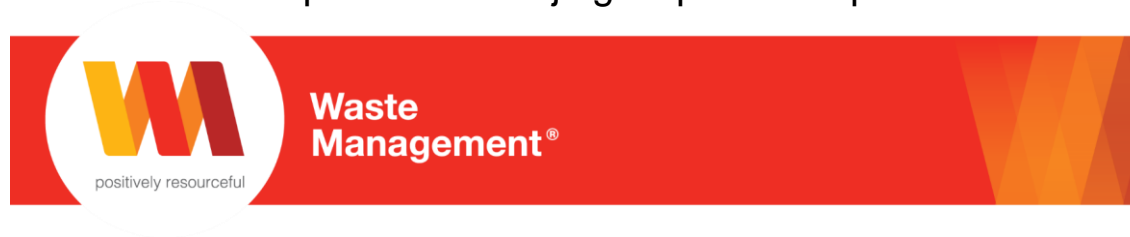
Waste Management

Site Induction

153 Pilkington Road, Point
England, Panmure

WELCOME

Welcome to Waste Management NZ Limited,
part of the Beijing Capitol Group



Site Induction

153 Pilkington Road, Point England, Auckland

Auckland Residential Collections

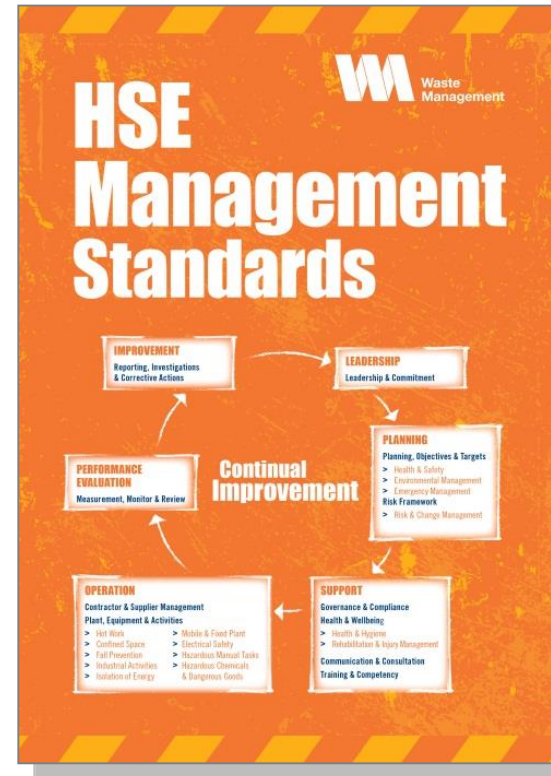




SAFETY IS
everything

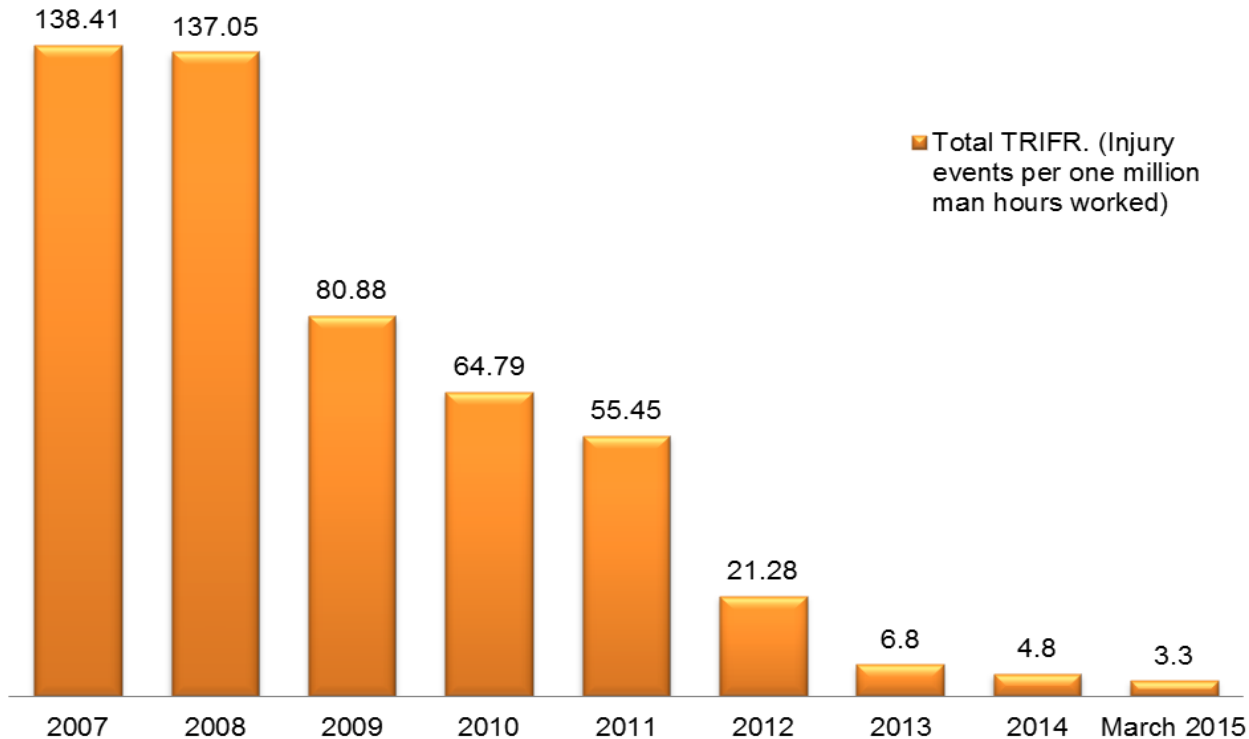
It's more than
compliance, it's
fundamental to
everything we do!

- **We** are equally committed – no exceptions
- **We** look out for each other and everyone we have contact with
- **We** respect local rules
- **We** wear safety well: half-done is half-hearted



World Class Safety Record

Annual Total Recordable Injury Frequency Rate (TRIFR)
Calendar Year



TRIFR = (LTI + MTI) / 10⁶ man hours. Current LTI FR = 0.8 and MTI = 2.5.

What do we do at this Site??

Manage Auckland City Council Waste collection contracts

- Inorganic collections and Warehouse



Responsibilities:

Company responsibilities

In accordance with sections 6 to 16 of the Health and Safety in Employment Act, 2015, **it is Waste Management's responsibility to provide you with a safe environment to carry out your work.**

"Every employer must take all practicable steps to ensure the safety of employees and visitors whilst at work..."

Your responsibilities

As per section 19 of the act, **it is the employee's & contractors responsibility to:**

"..take all practicable steps to ensure-

a) your safety whilst at work or on our site

b) that no action or inaction by you while at work or on our site causes harm to any other person"

Health and Safety

Health and safety committee meets once a month

If you would like to raise an issue with regards to health and safety, please contact your supervisor, health and safety representative or site contact in the first instance



First Aid on site

There are numerous first aid qualified staff on site.

Again, please check the health and safety noticeboard for information

First aid kits on site

- Pilkington - Ground Floor: Supervisor's Office
- Pilkington - Ground Floor: Guard/Inventory Room (Outside in front of unloading area)
- Pilkington - Second Floor: Kitchen
- All vehicles

If you come across someone in need of First Aid, stay with the person if possible and ask someone to get a qualified First Aider to provide help.

If it is serious, call 111 ([remember to dial '1' if using an inside line](#))



FIRST AIDER: Lukas Stoltz

What to do if there is a Fire

The Evacuation Alarm is a continuous alarm. If the smoke or heat detectors are activated the alarm will sound. The alarm is connected directly to the fire service.

When the evacuation alarm sounds, all staff and visitors are to :

1. Follow the instructions of the Floor Warden (identified by a Yellow Safety Hard Hat)
2. Potentially dangerous processes or machinery should be closed down, if possible to do so safely and with no delay
3. Exit immediately by the **NEAREST** safe exit route, move quickly but **DO NOT RUN**
4. Assist any person with a disability
5. Report to the Assembly area (the grass verge outside the fence area)
6. Stay outside the site until “All Clear” is given by the fire wardens



FIRE WARDEN :Lukas Stoltz

Assembly Point in case of a Fire

Outside Main Gate on the grass verge



Hazard identification

A hazard is anything that has the potential to cause harm

It is the responsibility of every employee and contractor to report any potential improvements or near misses so the risks can be identified and managed

Reporting can be done using the Event Pad. Event Pads are located by each Safety Notice Board

Issues can also be raised with your health and safety committee member, supervisor or site contact

Collectively we need to eliminate hazards before they escalate and cause real harm



12 RISKS

Vehicle & pedestrian interaction

January



Mobile Plant & pedestrian interaction

February



Manual Handling

March



Slips, Trips, Falls

April



Cuts and Grazes

May



Vehicle / vehicle interaction

June



Fatigue

July



Falling Objects Causing Injury

August



Falling to depth

September



Working in hot and cold weather

October



Biological & infectious material

November



Fire

December



Event Report Pad

Complete an event report for any of the following:

- Safety or environmental hazards
- Accident to personnel, plant or vehicle
- Incident, injury or near miss
- Safety interactions
- Plant or vehicle fault/ damage
- Material and property loss
- Request to health and safety committee
- Opportunity for improvement
- Stakeholder complaints/ feedback
- General ideas and suggestions (personnel/ procedure/ quality)

Note: Completing this form does not fulfil compliance requirements. This information is required to be entered into Vault.

In an emergency:

- Make the site safe
- Provide first aid/ the ABC of life
- Dial 111 if emergency assistance is required
- Preserve the scene and protect any evidence
- Call the office: Ph
- Don't talk to the media, this is your manager's responsibility

Copies: Pink to site supervisor/ manager - Blue kept by the reporter - White remains in the book

The Guide to Event Pad

A guide to reporting the following events for; health, safety, environmental or quality

1. Hazard/ risk identified

- Report hazard to Team Leader
- What and where is the hazard/ risk?
- Why is it a hazard/ risk and how serious is it? (Include likelihood and consequences if known)
- Could this hazard/ risk cause serious harm?
- What are the uncontrolled risks of the hazard?
- Any suggestions as to how the hazard/ risk can be eliminated or minimised?

2. Accident to personnel, plant or vehicle

The following information needs to be collected following an accident:

- Date, time and location?
- Describe what happened, who was injured, what the injury is and draw a map.
- What personal protective equipment was being used?
- What vehicle, plant or other property was damaged? (Include plant number, insurance details, registration number)
- What are the details of the other driver?
- Give names, addresses and phone numbers of witnesses.

NEVER ADMIT FAULT FOR ANY ROAD ACCIDENTS TO A THIRD PARTY

3. Incident, injury or near miss

The following information needs to be collected following an accident and sent to location HSE Advisor and Manager for that site/location:

- Date, time and location.
- Describe what happened.
- Who and what was involved including plant and equipment?
- How bad could it have been and could it happen again?

4. Plant or vehicle fault/ damage

- Plant number, date and location?
- Describe fault?
- Lockout procedure applied? Yes or No?

5. Environmental/ damages/ spills

- Details and location of loss?
- Detail of the effects on environment?
- Describe what was lost or damaged and how it occurred?
- Fuel/ hydraulic spills?

6. Safety interactions

- Date, location of meeting, attendees and job or project name?
- Record topics discussed eg Hazard ID/ risk assessment/ work instruction, safety issues, PPE, plant, materials, subcontractors, job progress.
- List actions required by whom and by when?

7. Near miss reporting – a planned or unplanned event that did not result in injury, illness or damage but had the potential to do so.

- Describe whichever of the following occurred: Unsafe act, unsafe equipment, unsafe conditions, narrow escape, near miss?

8. Opportunity for improvement (OFI)

- Describe the processes or quality documents requiring change?
- Describe the processes proposed, including details and the predicted benefits?
- Request to your site HSE Committee- describe the ideas you would like to see addressed at the next meeting.

9. Stakeholder complaints/ quality

- Details and cause of the non-conformance or complaint?
- Give actions required, by whom and by when?
- Entry into site quality/ service register (or equivalent).

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Site Traffic

Access to the site is controlled.
The traffic flow is one way.
Follow the marked road directions.
Access and exit can be made via main gate.

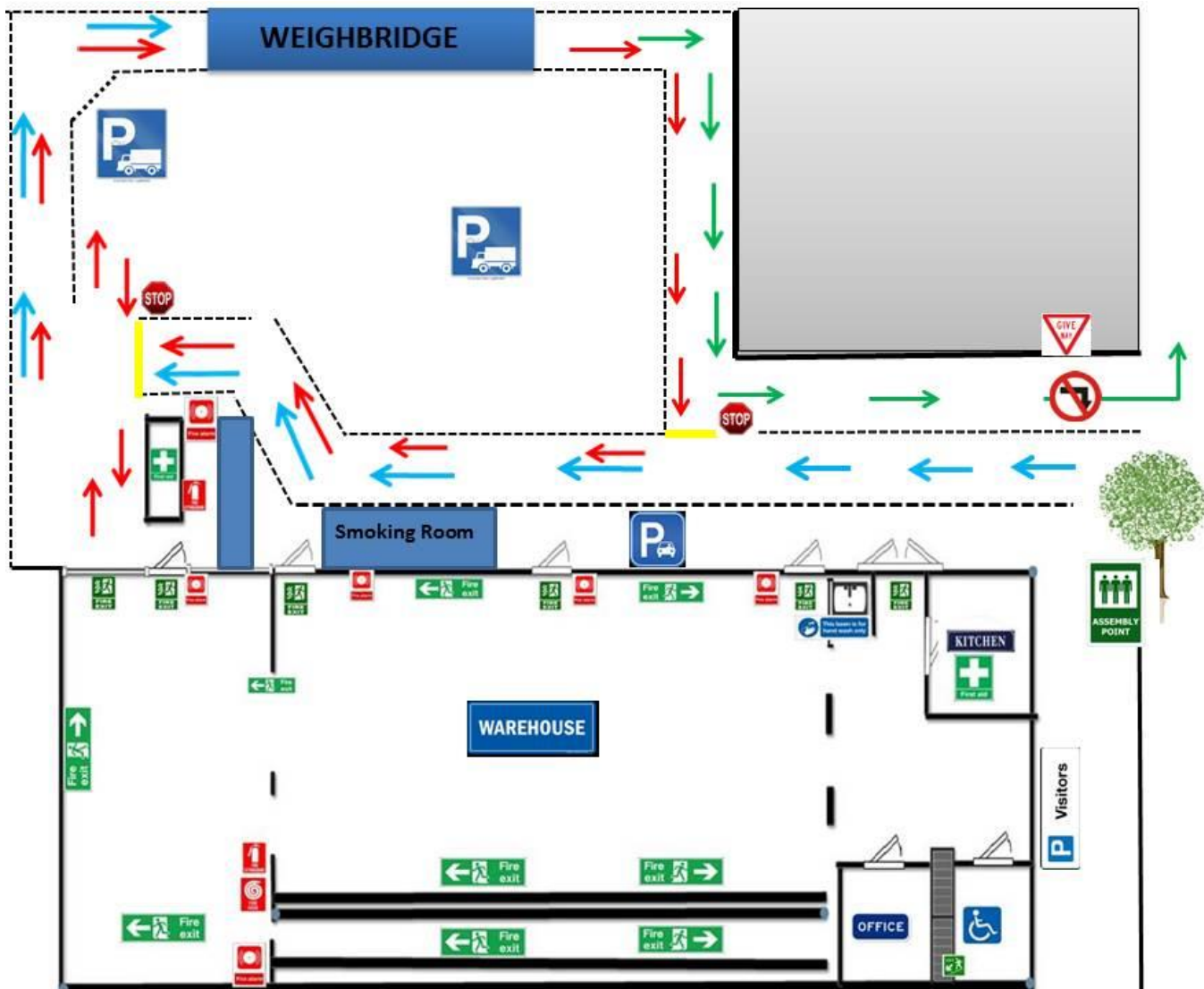
Main Gate



Traffic Management Plan



Traffic Management Plan



Personal Protective Equipment (PPE)

On Operational Site

The following must be worn:

- High Visibility Clothing at all times
- Safety boots when undertaking operational tasks
- Closed footwear at all other times



Smoking Area

Just outside the Building (Smoking Room) downstairs
No smoking all other areas

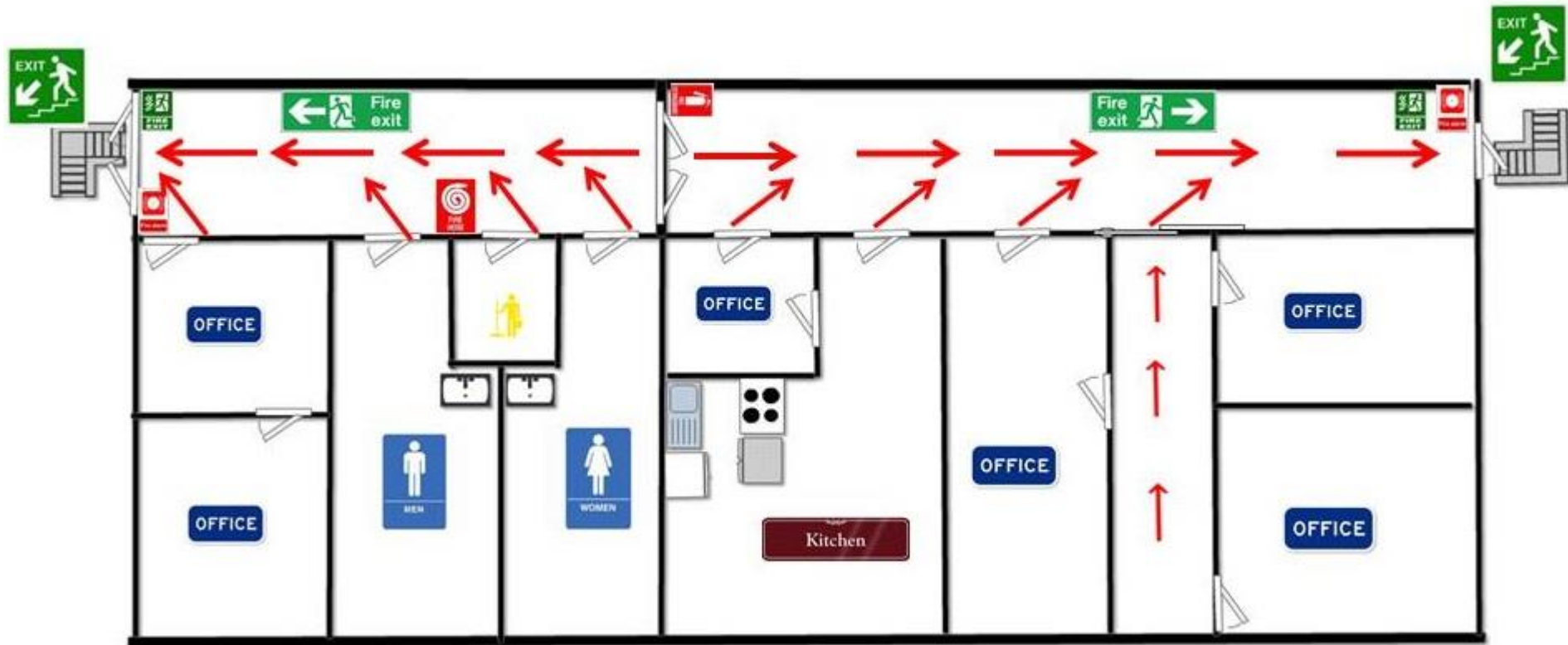


Drug and Alcohol Policy



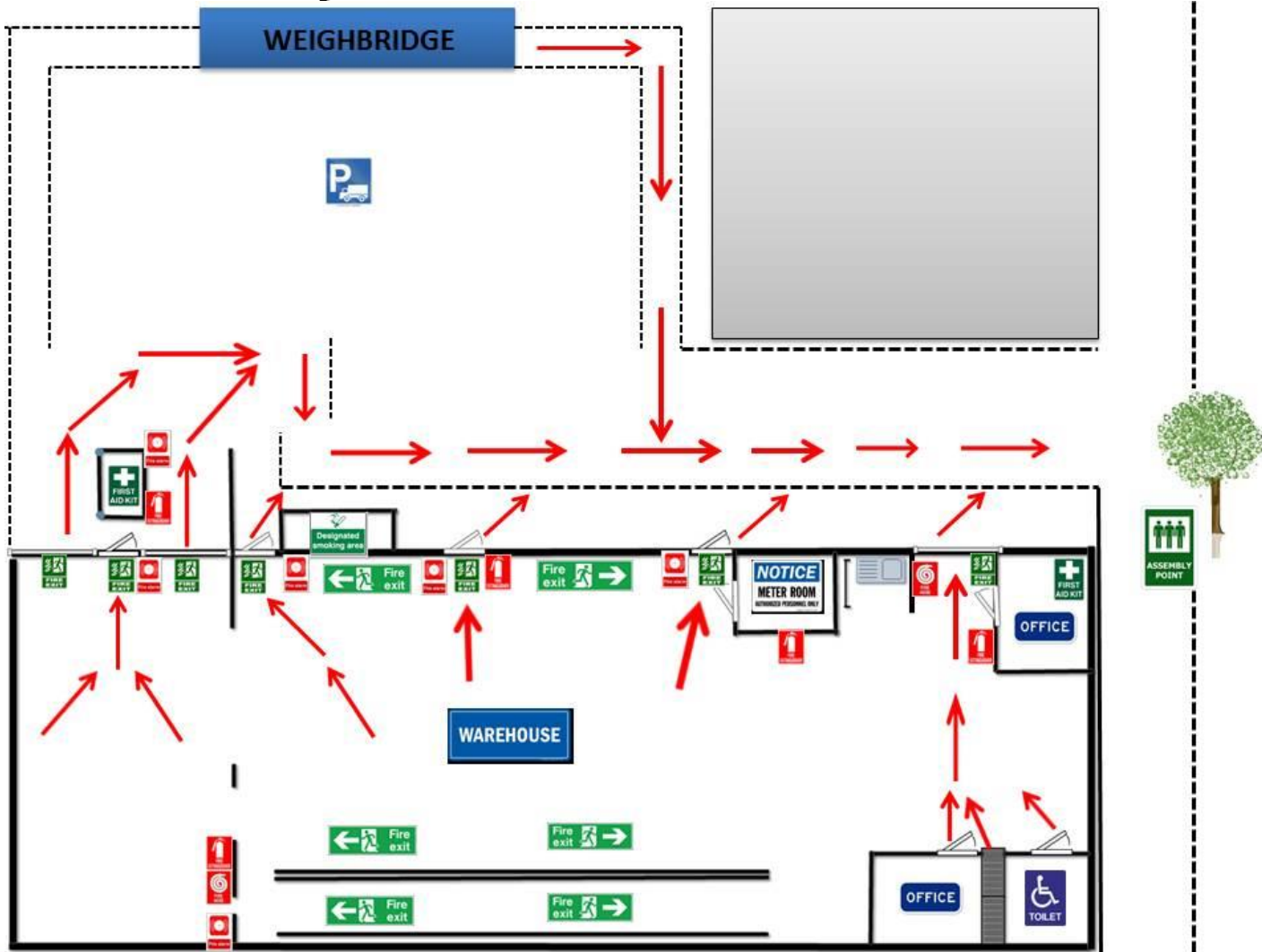
Site Emergency Management Plan

Evacuation Assembly Procedure : Second Floor



Site Emergency Management Plan

Evacuation Assembly Procedure : Ground Level



Evacuation Assembly Procedure : Level One





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Any Questions:



**Don't
Forget!**

