



CONTRACTOR EHS AGREEMENT (RENEWAL)

Health & Safety/Contractor Management

1. Purpose

These instructions are issued to Contractors carrying out work on behalf of Golden Bay. They outline the health, safety and environmental rules and procedures which the Contractor is required to follow when undertaking work.

The instructions are produced primarily for the use of the Contractors management and supervisory staff who are required to instruct employees in the rules and procedures and the requirement for compliance.

If there is any doubt or misunderstanding about the contents of this instruction, the Contractor should consult their Golden Bay Contract Manager for clarification.

2. Golden Bay Responsibility

- Shall ensure that adequately resourced and competent Contractors are employed for the work being undertaken.
- Shall ensure all Golden Bay equipment provided is maintained as per the manufacturer's specifications and is fit for purpose under the specified operating conditions.
- Shall monitor Environmental, Health & Safety performance.
- Establish and maintain effective communication and co-ordination with and between all contractors.
- Shall ensure all Contractors undergo a robust Induction process which communicates risks and requirements to workers.
- Shall transfer all relevant Health and Safety information to Contractors.

3. Contractors Responsibility

- The Contractor must comply with the provisions of the Health and Safety at Work Act 2015 and all related legislation including all regulations and codes of practice approved under the Health and Safety at Work Act 2015; all legal requirements of the Resource Management Act 1991, including regional council district plans and city council plan areas.
- Contractors must ensure all Health and Safety legislation is complied with by their workers and sub-contractors.
- The responsibility for ensuring that Contractor's workers understand and comply with the relevant health and safety procedures rests with the Contractor.
- Contractors will be fully conversant with the requirements of these instructions and the rules and regulations applied to working for Golden Bay.
- The Contractor's Senior Management is responsible for ensuring that all measures are taken to comply with the safe working requirements as detailed in these instructions.
- Ensure that only competent persons who are fit and capable of doing the work to which they are assigned and provide evidence of that competency to Golden Bay upon request.
- All Contractor workers are responsible for their own health and safety as well as others around them.
- Promptly report, and ensure active follow up, in coordination with Golden Bay for any injury, site incident, or failure of the safety management system.
- Provide accident and incident reports, statistics, man-hour reports and occupational illness data when required.



CONTRACTOR EHS AGREEMENT (RENEWAL) Health & Safety/Contractor Management

- Establish a process on injury management, return to work and Early Intervention for Pain and Discomfort. Contractors must support employees with light duties as appropriate.
- If using subcontractors, Contracting Companies are responsible for managing their subcontractors in line with the requirements of this agreement and any associated Golden Bay process. The contractor must provide Golden Bay with a detailed plan for how they will select, manage, and review subcontractors.
- All contractor workers working on Golden Bay shall be cleanly shaven and wear a fitted mask/respirator when working on Golden Bay sites, where the worker has a beard and a versaflo will be worn. Note: paper masks do not fully protect workers, therefore will not be used. If unsure whether the task requires RPE complete a task-based risk assessment to determine.

4. Contractors Obligations

The Contractor shall ensure that all equipment, plant, machinery and apparatus (for which they are responsible for) used is safe and without risk to health, safety or the environment and is maintained to an acceptable standard. All necessary test and examination certificates must be available for inspection at all times.

Golden Bay and the Contractor have a responsibility to stop any operation or activity where it is considered that there is a risk to the safety and health of any worker, or the possibility of environmental or ecological damage.

The Contractor and Contractors workers will comply with any reasonable written or verbal instruction given by any Golden Bay representative in respect of health, safety and environmental controls.

5. Reporting of Incidents & Accidents

All safety concerns (accidents, near misses, hazards) shall be reported to Golden Bay Management immediately. Golden Bay and the Contractor will jointly coordinate the investigation and reporting of all incidents and accidents in accordance with Golden Bay Procedures.

Delays in delivering of services to either Golden Bay or Golden Bay customers will also be reported to the site manager/team leader/supervisor or dispatch as applicable.

6. Golden Bay/Customer Equipment

Golden Bay and Golden Bay Customers mobile plant and equipment must not be used by the Contractor unless specifically authorised by site or Golden Bay Management.

All workers granted authorisation must also be qualified to operate the applicable equipment.

7. Alternate/Light Duties Program

In the event of a Contractor worker becoming injured whilst working on behalf of Golden Bay, under this agreement the Contractor must provide the injured party with alternate/light duties to facilitate a safe return to work as soon as possible to avoid the injury resulting in unnecessary lost time.

8. Drugs and Alcohol

Golden Bay operates a policy of random, post incident and just cause drug and alcohol testing. All contractor workers are subject to random drug and alcohol testing whilst on site.



CONTRACTOR EHS AGREEMENT (RENEWAL) Health & Safety/Contractor Management

No worker shall be permitted to enter the site if suspected of being under the influence of intoxicating liquor or drugs.

Golden Bay will refuse admittance to all Contractor workers and remove them from the site if they provide a non-negative specimen for drugs or alcohol.

The possession or consumption of any drugs, other than for medicinal purposes, or any alcoholic liquor on site is strictly prohibited.

For more information consult the Golden Bay Drug & Alcohol Policy, available upon request.

9. Breaches or Unsafe Acts

All Contractor workers deemed to be working unsafely either by breaching a Life Saving Rule or otherwise putting themselves or others at risk, will be removed from site, the Contractor will be notified of the removal. The worker may not return to site without permission from Golden Bay.

10. Personal Protective Equipment (PPE) Requirements

Mandatory PPE to be worn by all Contractor workers in all operational areas shall be:

- High visibility outer clothing.
- Laced up ankle supporting safety boots.
- Hard hat.
- Eye protection.

Task Specific

- Hearing protection (in areas specified by signage Class 4 and 5).
- Gloves.
- Dust Protection/ RPE/ Versaflo.
- Wrist to ankle protective clothing.
- Full Face Protection
- Other PPE as identified by task-based (JSEA) risk assessment.

PPE requirements may differ depending on the nature of the task, the task specific Permit to Work (PTW) will specify any additional PPE requirements. Operational areas are generally defined as inside the site grounds and any customer delivery point, excluding administration and amenity areas. For a further definition, please contact Golden Bay Management for clarification.

11. Health & Safety Meetings

A monthly Health and Safety meeting will be held, and all long term/permanent contractors are welcome to participate. Meetings include, but are not limited to, the following agenda:

1. Welcome
2. Safety update
3. Health and wellbeing Share
4. Documents review



CONTRACTOR EHS AGREEMENT (RENEWAL) Health & Safety/Contractor Management

5. Legislation
6. Environmental share
7. Discussion points

12. Traffic Management & Vehicle Movement

Golden Bay promotes responsible vehicle movements throughout site, allowing pedestrians to move through specified areas of site safely and without risk. Vehicle movements are controlled via site specific Traffic Management Plans. It is the responsibility of all workers on site to be familiar with the detail within this plan and strictly adhere to it at all times. Golden Bay Quarries operate heavy machinery which can be a major risk to both pedestrians and light vehicles. Traffic Management Plans will be made available upon induction, if applicable.

13. Permit to Work (PTW) - Portland, Quarries & Service Centres

All work undertaken on Portland, Golden Bay Quarries & Golden Bay Service Centres shall have specific Permit to Work issued by Golden Bay. The requirements of the PTW must be strictly adhered to at all times. Any changes in scope of work must be reported to the appropriate job coordinator immediately.

No work can commence without a valid Permit to Work.

For more information on the Golden Bay Permit to Work please consult your Contract Manager to view procedures and forms, which are available upon request.

Note: Where 3 PL drivers are trained on an SOP no permit to work are required for that specific task. If the 3 PL driver is conducting a task outside the scope of the SOP, a permit will be required (Supply Chain).

14. Induction

Golden Bay requires all worker to undergo Health and Safety and site-specific online induction. Induction training is based around site specific information and known hazards. Highly hazardous areas (e.g. Coal Mill, MCC rooms) have specific additional inductions.

Further Induction training may be delivered by trained and competent Golden Bay workers and records will be stored locally.

All contractors must sign in and out of the site each time entering or leaving.

15. Standard Operating Procedures (SOPs)

Standard Operating Procedures (SOPs) are readily available for routine tasks and are to be agreed in conjunction with the applicable Contract Manager, and if applicable, as per the Permit to Work requirements. Where a 3PL driver is undertaking work under an SOP, Golden Bay will ensure the contractor has a thorough knowledge and understanding, and will need to be deemed competent by a Golden Bay representative.

For definitions or additional information, please contact Golden Bay Management for clarification.



CONTRACTOR EHS AGREEMENT (RENEWAL) Health & Safety/Contractor Management

16. Loading & Unloading Procedures - Supply Chain Cement Distribution

Prior to the commencement date a written operating procedure for the safe and efficient – Loading and unloading procedures will be issued to all Contractors. It is the Contractors responsibility to ensure all worker have read, understood and signed the applicable SOP (Standard Operating Procedure). Golden Bay acknowledges Mobile Pressure Vessel operations are high risk and to ensure all operators have thorough knowledge and understanding, all workers will need to be signed off as competent by a Golden Bay designated trainer. The agreement outlining the questionnaire and acknowledgement that the person has read, understands and agrees to abide by the content within the SOP needs to be completed and the records retained.

17. Safety Interaction/Conversations

Safety Observations/Conversations shall be conducted by Golden Bay worker on a regular frequency and feedback provided to the Contractor. The frequency of these may be increased if there has been an incident or high potential event, or there is evidence of an issue requiring follow up. The basic purpose of the safety interaction is to assess the compliance with Golden Bay management systems. Contractors may also be required to complete safety observations and report any findings in writing to Golden Bay.

18. High Risk Specialist Work

Contractors may be engaged to perform specialist work for which they will be required to issue Golden Bay with appropriate risk assessment/JSEA/SWMS for the task. This documentation will be reviewed in conjunction with the Contractor. A Permit to Work will be issued for all work on site.

19. Contractor Review & Requalification

Under this agreement all Contractors will be expected to participate in the Performance Review and Accreditation process annually. Golden Bay reserve the right to review all Contractor and Sub-Contractors beforehand if there is a substantial incident or frequent near misses/incidents as per Golden Bay Contractor Management Procedure.

20. Working Alone

Golden Bay acknowledges that at times workers may be required to work alone after hours on site to maintain or repair plant and equipment. A process for notifying the site manager is available through the Permit to Work process and will be supplied by the team leader/supervisor or manager.

20.1 Supply Chain Cement Distribution

A detailed instruction on working alone while delivering bulk cement products is available in the Mobile Pressure Vessel Operators Manual and will be discussed during the initial training period.

21. Training, Competence and License Requirements

All workers contracted to work for Golden Bay, must comply with all regulatory and industry standard training, and all licenses must be provided upon request. The contractor must make available for review, training records



CONTRACTOR EHS AGREEMENT (RENEWAL) Health & Safety/Contractor Management

as requested by Golden Bay. Site-specific SOPs are available to contractors upon request or as identified by the site manager.

21.1 Supply Chain Cement Distribution

In accordance with the New Zealand Transport Agency, the license requirement for operating a Golden Bay Mobile Pressure Vessel is a Class 5 License. All Contracting drivers must have a valid Class 5 license. Copies of licenses must be stored locally by the Contractor and be available for review upon request.

All operators must have read, understood and signed the Mobile Pressure Vessel Operators Manual as part of their training for Golden Bay, the Operators Manual includes Health and Safety information, Loading and Unloading procedures, Emergency Response, amongst other relevant procedures.

21.2 Supply Chain Bulk Transport

In accordance with the New Zealand Transport Agency (NZTA), the Contractor must comply with the following license requirements:

- Bulk Tipper Truck + Trailer - Class 5 License.
- Bulk Tipper Truck (stand-alone unit) - Class 4 License.
- Cement tankers - Class 5 License.
- Step deck trailers (ISO Pods) - Class 5 License.

All Contracting drivers must have a valid license for the appropriate vehicles and equipment. Copies of licenses must be stored locally by the Contractor and be available for review upon request.

Golden Bay, as part of their competency records require all Contractors to complete a Contractor Training Plan and return to Golden Bay Management for review.

22. Overloading

Under no circumstances are Contractors to leave a Golden Bay site with an overloaded truck and trailer unit. Golden Bay gate worker will notify the Contractor upon leaving site via the weighbridge if their vehicle is overloaded; it is the Contractors responsibility to ensure they remove some of their load to comply with the standards stipulated under NZTA legislation. (New Zealand Transport Agency).