

1. Purpose

These instructions are issued to Contractors carrying out work on behalf of GBC. 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 ensure that the rules and procedures are brought to the notice of all the Contractors workers and that such rules and procedures are strictly followed.

If there is any doubt or misunderstanding about the contents of this instruction the Contractor should consult GBC Management for clarification.

2. GBC Responsibility

- Shall ensure that adequately resourced and competent Contractors are employed;
- Shall ensure all equipment is safe and fit for service under the specified operating conditions;
- Shall monitor Health & Safety performance;
- Establish and maintain effective communication and co-ordination between all contractors;
- Shall ensure all Contractors undergo a robust Induction process;
- Shall transfer all relevant Health and Safety information to Contractors;
- Shall monitor Environmental performance.

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;
- The Contractor must comply with the Resource Management Act 1991 at all times when carrying out their obligations under this agreement;
- Contractors must ensure all Health and Safety legislation is complied with by its workers, agents and sub-contractors;
- The responsibility for ensuring that Contractors workers understand and comply with the relevant health and safety procedures rests with the Contractors Management;
- Contractors will be fully conversant with the requirements of these instructions and the rules and regulations applied to working for GBC;
- The Contractors 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 GBC 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 GBC for any injury, site incident, or failure of the safety management system;
- The Contractor must comply with GBC's Environmental Policy;
- Provide accident and incident reports, statistics, man-hour reports and occupational illness data when required.

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.

GBC and the Contractor has 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 GBC 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 GBC Management immediately. GBC and the Contractor will jointly coordinate the investigation and reporting of all incidents and accidents in accordance with GBC Procedure.

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

6. GBC/Customer Equipment

GBC and GBC Customer mobile plant and equipment must not be used unless specifically authorised by site or GBC Management.

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

All new customer equipment entering a GBC site or GBC customer site, must be declared to GBC management.

7. Alternate/Light Duties Program

In the event of a Contractors worker becoming injured whilst working on behalf of GBC, under this agreement the Contractor must provide the injured party with alternate / light duties in accordance with the GBC Alternate / Light Duties Program to avoid the injury resulting in unnecessary lost time.

8. General Restrictions

GBC operates a policy of random, post incident and just cause drug and alcohol testing. No worker shall be permitted to enter the site if suspected of being under the influence of intoxicating liquor or drugs.

GBC will refuse admittance to all Contractors workers and remove them from the site if they provide a positive 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 GBC Drug & Alcohol Policy, available upon request.

All Contractor workers deemed to be working unsafely will be removed from site, the Contractor will be notified of the removal. The worker may not return to site without permission from GBC.

9. Personal Protective Equipment (PPE) Requirements

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

- High visibility outer clothing;
- Ankle supporting safety boots;
- Wrist to ankle appropriate safety clothing;
- Hard hat;
- Hearing protection (in areas specified by signage);
- Eye protection;
- Gloves. (task dependant)
- Dust Protection (task dependant)

PPE requirements may differ depending on the nature of the task, the task specific Permit to Work (PTW) will specify any additional PPE requirements. PPE requirements may differ depending on the nature of the task and as per Customer 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 GBC Management for clarification.

10. Health & Safety Meetings

A monthly Health and Safety meeting will be held and all long term/permanent contractors are expected to attend, and all other contractors are welcome. The frequency of this meeting may be increased if deemed necessary. The agenda for the meeting will use the following guidelines:

- Minutes of the last meeting;
- Matters arising;
- Accidents, incidents & near misses;
- Audit findings;
- Anticipated concerns;
- Interface between Contractors.

11. Traffic Management & Vehicle Movement

GBC 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. GBC Quarries operate heavy machinery which can be a major risk to both pedestrians and light vehicles, and all drivers must remain inside vehicle cabs when in stockyard areas.

Traffic Management Plans will be made available upon induction, if applicable.

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

All work undertaken on Portland, GBC Quarries & GBC Service Centres shall have specific Permit to Work issued by GBC. 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.



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Health & Safety/Contractor Management

For more information on the GBC Permit to Work please consult the GBC Team Leader/Supervisor or Manager to view procedures and forms, which is available upon request.

13. Induction

GBC requires all worker to undergo a robust site specific induction. Some areas of site, considered highly hazardous have their own induction. Induction training will be based around site specific information and known hazards.

Induction training will be delivered by trained and competent GBC worker and records will be stored locally.

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

14. Standard Operating Procedures (SOPs)

Standard Operating Procedures (SOPs) are readily available for routine tasks and are to be agreed in conjunction with the applicable PTW. GBC acknowledges most operations are high risk and to ensure all operators have thorough knowledge and understanding, all worker will need to be signed off as competent by a GBC designated trainer.

For definitions or additional information please contact GBC Management for clarification.

15. Loading & Unloading Procedures - Supply Chain Cement Distribution

Prior to the commencement date a written operating procedure for the safe and efficient handling, loading and unloading 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). GBC 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 GBC designated trainer. A questionnaire will also have to be completed to illustrate further understanding and competence.

A record must be sent to GBC within 5 days after date of issue before any work activities commence; Document 4.2 Attendance Record and document 4.3 Questionnaire. The Operators Manual is to remain with the driver for his/her future reference.

16. Safety Observations/Conversations

Safety Observations / Conversations shall be conducted by GBC worker on a regular frequency. This frequency may be increased if there is evidence of systematic failure. The basic purpose of the observation is to assess the compliance with GBC management systems. Contractors may also be required to complete safety observations and report any findings in writing to GBC.

17. High Risk Specialist Work

Contractors may be engaged to perform specialist work for which they will be required to issue GBC with appropriate risk assessment/JSA 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.

18. Contractor Review & Requalification

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

19. Working Alone

GBC 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.

19.1 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.

20. Training, Competence and License Requirements

All workers contracted to work for GBC, 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 as requested by GBC. Site specific SOP's are available to contractors upon request or as identified by the site manager.

20.1 Supply Chain Cement Distribution

In accordance with the New Zealand Transport Agency, the license requirement for operating a GBC 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 GBC, the Operators Manual includes Health and Safety information, Loading and Unloading procedures, Emergency Response, amongst other relevant procedures.

20.2 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.

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.

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



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21. Overloading

Under no circumstances are Contractors to leave a GBC site with an overloaded truck and trailer unit. GBC 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).

22. Agreement

Name of Contractor:

Address:

Type of Work:

I/We acknowledge that I/we have read the foregoing Health, Safety & Environmental information. I/we undertake and agree that my/our workers shall at all times observe and comply with relevant legislation and applicable Health, Safety & Environmental procedures and instructions.

Name:

Date:

Signature:

Position:

Notes: This agreement must be signed by the Contractors Representative. It must be returned to the GBC before commencement of work. This undertaking is only valid for the duration of the particular contract for which it was signed or 1 year if no contract exists. Any subsequent contracts require a renewal of the undertaking.