



# **Energy3 Services Limited**

## **Health and Safety Policy**

Version v5 12.01.10



## CONTENTS

- 1. General Principles**
- 2. Site Safety**
- 3. Local Relations**
- 4. Vehicles**
- 5. Environment**
- 6. Personnel**
- 7. Property Owner**
- 8. Confidentiality**
- 9. Reporting**
- 10. Health**



## 1. GENERAL PRINCIPLES

The safety of all personnel involved in and affected by Energy3's operations is of prime concern.

Careful consideration is given to safety standards and the observance of safe working distances from pipelines, water supplies, power lines and buildings.

The maintenance of good relationships with landowners, occupiers, local communities and stakeholders throughout all phases of the project is of paramount importance to Energy3, its customers and suppliers.

These factors should enable all works to be carried out with minimal impact to the environment and without injury to personnel or damage to equipment or property

The following principles will apply to all Energy3 operations

- Energy3 will assume control of the site prior to commencement of operations.
- Prior to commencement of operations, the Energy3 Site Manager will detail and document the **Site Safety and Environment Plan** particular to the site and for the operations to be conducted..
- The3 Energy3 Site Manager will hold a **Daily Toolbox Safety and Environment Meeting** at the start of each days activities and ahead of any potentially hazardous operation (such as heavy crane lifts, raising masts etc)
- The designated Energy3 Site Manager will be responsible for ensuring that all operations carried out by Energy3 personnel and contractors are in line with this policy.
- All incidents will be recorded and reported on a Energy3 **Incident Report**.



## 2. SITE SAFETY

### 2.1 Equipment

The ultimate objective during any operations is to carry them out without injury to any person or damage to any property. All operations must be carried out in a manner ensuring the safety of all personnel, property and stock.

- All personnel working on the site will be informed of the **Site Safety and Environmental Plan** by the Energy3 Site Manager
- The hazardous area of the site will be defined by the footprint of the installation, (including guy ropes if installed).
- The hazardous areas of operations will be appropriately marked and personnel not directly involved in the operations will be restricted from those areas.
- Third party transport and lifting equipment (including tractors, diggers, and cranes) will be operated by suitably qualified personnel. From third party contractors.
- A large (20kg) fire extinguisher and a “spill kit” will be located adjacent to any onsite portable generator with an associated fuel tank.
- Generators will be located in a position which minimizes any risk of fire, and in plain sight.
- Climbing of structures will only be undertaken by suitably qualified personnel utilizing safety harnesses and fall arrestors systems.
- Winches, chain hoists, and other load bearing equipment (such as wires, strops, chains, shackles and ropes) will be used within their safety ratings and in a manner set out by OSH.

### 2.2 Personal Safety

Site safety standards require all personnel in the site area to

- Wear hard hats
- Wear steel toed boots
- Wear high visibility vests
- Wear eye protection when working with drills, grinders etc
- Wear ear protection if heavy machinery is working on site
- Wear safety harnesses when working off the ground



### **3. LOCAL RELATIONS**

Positive relations between the local landowners, occupiers, local communities, stakeholders and Energy3 personnel are an integral part of the whole operation. Inconsiderate activity whilst in the site area is not conducive to co-operation and can obstruct smooth operations

The relevant portions of the Land Access Agreement (LAA) should be viewed before any operations commence at any site

### **4. VEHICLES**

Off road use of vehicles should be kept to a minimum. Normal New Zealand speed limits apply when on all roads.

- Seat belts must be worn at all times; except when off road conditions warrant.
- Accidents on the way to and returning from the site area are a very real possibility. Defensive driving should be practiced at all times. Should an accident occur, it must be reported immediately to the client and Energy3 management.
- All vehicles employed on the site are to be maintained to a high level of condition and display a current COF/WOF (as appropriate).
- Vehicles will only be operated or driven by experienced personnel with the appropriate license. Off road quads will be operated in line with OSH requirements; including one person per vehicle and two quads off road together.
- A First Aid Kit and a Fire Extinguisher will be carried in every vehicle.

### **5. ENVIRONMENT**

#### **5.1 ENVIRONMENTAL APPRAISAL OF THE SITE AREA**

Access to any environmentally sensitive regions present in the site area is restricted unless specific authorization has been obtained. The location of any such areas will be clearly delineated by Energy3 or the client, with provisions governing access and activity being detailed in the Land Access Agreement.



Any such delineation and issues will be recorded in the Site Safety and Environment Plan by the Energy3 Site Manager.

When working on farms the requirements of the farmers should be of prime importance for the duration of the contract. Landowner and occupier relations must be kept on good levels if the success of the contract is to be assured. Their main concerns are:

- Damage to property (fences, gates and buildings etc.)
- Stress for livestock, especially during milking, access to water etc.
- Stress to livestock during lambing and calving season.
- Damage to the paddocks caused by vehicle wheel rutting
- Fire risk during the hay making period
- Damage to grass and/or crops by vehicle movements
- Pollution of ground from diesel spills
- Use of water from local streams, especially in dry weather

The above reservations must be adequately addressed and planned for to minimize the impact on the individual landowners/occupiers concerned.

## **5.2 SITE REHABILITATION**

Wheel rutting, broken fences or any other damage will be reported to both the land owner/occupier and the client as it occurs, to enable the damaged areas to be restored as soon as possible. Damaged fences must be made stock-proof immediately.

In the event of a diesel spill occurring during generator re fueling operations, the spill will be cleaned up immediately in the appropriate manner with “spill kit” materials and reported to Energy3 management and the client.

All general litter must be removed from the site following each operation.

## **6. PERSONNEL**

### **6.1. SITE PERSONNEL**

Experienced personnel who are familiar with the requirements for installation of



wind measurement and or wind turbine equipment will be used. All personnel on site will be under the operational supervision of the Energy3 Site Manager.

## **6.2 VISITORS**

Visitors to the sites are restricted to Energy3 and client staff (and their appointed contractors) . No approach to the site is permitted unless under the supervision of the Energy3 Site Manager and a specific induction has been undertaken.

No domestic animals, alcohol, drugs or firearms will be brought into the site area

## **7. PROPERTY OWNER / FIELD PERSONNEL RELATIONSHIP**

In order to maintain the best possible relationship with the local landowners and occupiers the following guidelines will be adhered to:

- Locked gates and fences shall not be cut and any (pre)-existing broken fences or gates must be reported to Energy3 management, land owner and client as soon as possible.
- To prevent erosion and minimize environmental impact, off road vehicle use shall be restricted wherever possible. Consideration must be given at all times to the damage vehicles can cause to pasture. Obey any farmer's instructions when using a vehicle on their property as to the route to be used.
- Disturbance of flora and fauna shall be minimized No rubbish shall be left in the field.
- Under no circumstances shall stock be driven. Extreme care will be taken when driving a vehicle near stock. Vehicle lights will be on.
- Vehicle movement shall be kept to a minimum after significant rainfall especially in areas susceptible to damage. Check tracks prior to commencing use, if new damage or hazards are suspected
- Any contact with landowners / occupiers shall be courteous and professional.

## **8. CONFIDENTIALITY**

Contracts with the client or landowner will not be discussed in public. All details of any contract are confidential to Energy3 and the client.



## 9 REPORTING

All potential hazards, near incidents, incidents and injuries will be recorded and reported to Energy3 and the client's management

### 9.1 POTENTIAL HAZARDS

Potential Hazards are situations that could lead to an incident if measures are not taken to remove the hazardous element involved. Removal of a hazardous element may take the form of either

1. Elimination (preferred) or
2. Isolation (next best) or
3. Minimization (final choice)

### 9.2 NEAR INCIDENTS

Near incidents or near misses are occurrences that did not lead to personal injury, property or environmental damage, however, under alternative conditions, may have had different results (incident or lost time injury).

### 9.3 INCIDENTS

**Incidences** are occurrences that result in personal injury, property or environmental damage, however, under alternative conditions, may have had different results (lost time injury)

**Lost Time Injuries** are injuries that cause an employee not to be fit to perform their usual job on the day following an incident.

All reported hazards, near incidents and incidents will be investigated and measures taken to eliminate, isolate or otherwise minimize future risk.

Energy3 will record all incidents and injuries; and will report all such incidents and injuries to the client on a regular basis. Lost Time Injuries will be reported to OSH and the appropriate authorities as required in the relevant regulations.

These reports will be used to correct areas of weakness in Safety and Environment Plans, raise personnel awareness and instigate preventative programs





## 10. HEALTH

### 10.1 PROTECTION FROM COLD

Suitable clothing must be worn for protection from the cold especially on cold, wet, windy days to prevent the possibility of hypothermia. Hypothermia can result from cold, which causes the body temperature to drop. Symptoms include being mentally confused, having slurred speech and muscle cramps.

Should hypothermia be suspected remove wet and cold clothing, then gradually warm body in layers of dry warm clothing. If symptoms persist seek medical attention.

### 10.2 HEAT EXHAUSTION / SUN STROKE

Heat exhaustion and sunstroke can be common problems in hot weather. Site personnel will wear clothing that adequately protects the skin from the sun's rays and to apply sun block to exposed skin areas to avoid the possibility of sunburn.

Failure to recognize and treat sun stroke can lead to the development of heat stroke a far more serious condition.

Prevention    Drink frequently as your body can lose a considerable quantity of fluid per day.

Symptoms	Dizziness	Headache	Lassitude
	Muscle Cramps	Thirst	Weariness

Management Remove the casualty to a cool place and rest them.  
Remove unnecessary or tight clothing.  
Sponge the body with tepid / cool water.  
Replace lost fluids by drinking water.  
Seek medical aid if excessive vomiting occurs or if recovery is not obvious.



### **10.3 ALCOHOL AND DRUGS**

Energy3 employees and subcontractors shall not report to work, operate any equipment, drive any vehicle or perform any work while under the influence of alcohol, drugs or narcotics and shall not distribute, purchase, sell or consume alcohol, drugs or narcotics while on duty.

This policy does not apply to prescription drugs when they are used for their intended purposes as currently prescribed for the person using them, provided the use of such drugs does not adversely affect the person's ability to perform in a safe and productive manner.

#### **Reference**

*OSH Code of Practice for Load Lifting and Rigging*

*OSH AVT Poster for Safe Practices*



## Site Safety and Environmental Site Planning

**Site Name** \_\_\_\_\_

**Client** \_\_\_\_\_

**Date** \_\_\_\_\_

**Personnel** \_\_\_\_\_

<b>Health and Safety Checks</b>	<b>Check</b>	<b>Comments</b>
Has a site specific safety and environmental plan been developed with the landowner		
Has a site safety assessment been undertaken before commencement of work.		
Are first Aid Kits, Fire Extinguishers and a Spill Kits available onsite		
Has the landowner been notified of Energy3 activity on the property		
Are Energy3 staff aware of livestock to the site and at the site		
Do Energy3 vehicles to drive with lights on while accessing site		
Site staff to be wearing hard hats, boots, high visibility vests and gloves		
Have hazard signs been posted where required		
Have Energy3 sub contractors been advised of Energy3 safety and environmental requirements		
Has building and RMA consent been obtained and Energy3 staff sighted these.		
Is there insurance in place for Energy3 construction activity onsite (Energy3 and sub contractors) – and value		



## Daily Safety and Environmental “Toolbox” Meeting

**Site Name** \_\_\_\_\_

**Client** \_\_\_\_\_

**Date** \_\_\_\_\_

**Personnel** \_\_\_\_\_

\_\_\_\_\_

<b>Toolbox Checks</b>	<b>Check</b>	<b>Comments - Details</b>
Onsite supervisor designated		
Emergency numbers and contacts recorded		
Landowner aware of Energy3 activities		
Weather forecast suitable for operations		
Keys for gates etc secured		
Landowner or farm manager hazards recorded (including stock / stock movements)		
First Aid kits. fire extinguishers and spill kit available or in vehicles		
Hats, boots, gloves, ear and eye protection present		
Site safety inspection undertaken		
Equipment safety inspections carried out – correct and well maintained shackles, ropes, grips, pulleys etc		
Particular hazards for the day noted		
Allowable weather, wind, rain and daylight hours of operation discussed.		
Hazard signs posted as necessary		
Days operations discussed with onsite staff.		
New staff working on site undertake a safety induction		
Expected visitors noted during the day		



## INCIDENT REPORT

<b>Location of Incident</b>	
<b>Date of Incident</b>	
<b>Reported by</b>	
<b>Description of Activity</b>	
<b>Details of Incident</b>	
<b>Reason For Incident (tick appropriate box)</b>	
<input type="checkbox"/> Back Injury from lifting	<input type="checkbox"/> Equipment failure or damage
<input type="checkbox"/> Weather related injury (sun, cold)	<input type="checkbox"/> Fire or electrical incident
<input type="checkbox"/> Injury from other site activity	<input type="checkbox"/> Incident to third party livestock, personnel
<input type="checkbox"/> Other (please specify):	
<b>Remedial Action</b>	
<b>Lessons Learned and or Changes to Established Procedures.</b>	