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Revisions

This plan and any subsequent revisions and updates shall be coordinated and approved by the Company Director of Tower Cranes NZ before issuance of the Health Safety Management Plan.

Tower Cranes NZ will review all policies and objectives on an annual basis. Senior management will review the policy and plan with workers and worker representatives.

All review documents must be dated and controlled.

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Plan revision status and distribution shall be registered in the tables and copies issued as controlled documents under cover of Tower Cranes NZ transmittal.

Distribution List

All revisions to the manual are to be disseminated to the following people.

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Tower Cranes NZ Health & Safety Policy

Scope
This policy applies to all employees, subcontractors and other personnel at workplaces under the management and control of Tower Cranes NZ.

Commitment
Tower Cranes NZ management is committed to designing, planning and providing for safety performance and a healthy working environment for all employees, subcontractors and visitors while ensuring everyone at the workplace goes home safe each day.

Objectives
Tower Cranes NZ is committed to fulfilling the following objectives:
- Identify and maintain compliance with the health & safety legislature, codes of practice, standards and industry best practice relevant to our operations.
- Engage qualified and competent personnel to ensure the effective implementation of the H&S Management System.
- Ensure the provision of health & safety training, supervision and inductions for all employees, and subcontractors.
- Disseminate health & safety information and instruction to all personnel at the workplace.
- Develop and maintain a culture that ensures all employees actively take responsibility for managing the health & safety hazards and risks they encounter.
- Develop and maintain effective consultative arrangements to ensure all employees and other stakeholders, including union representation, are included in the decision-making processes that affect workplace health & safety.
- Define, document and communicate health & safety responsibilities and reporting requirements for personnel at all levels within the workplace.
- Actively identify and manage workplace health & safety risk through the systematic identification and risk evaluation of hazards and implementation of effective risk controls.
- Ensure hazards, incidents, and near misses are promptly and accurately reported, investigated where appropriate, and that control measures are implemented to eliminate or minimise the risk of reoccurrence.
- Where employees are unable to work through injury or illness, Tower Cranes NZ will encourage a safe and early return to work. Tower Cranes NZ will seek advice from relevant health service providers where applicable.

Company Director

Julian Oxborough
Date: March 2017
Tower Cranes NZ Limited
1. Introduction

   This manual provides a framework for the health & safety management system (H&S MS) of Tower Cranes NZ. It does not directly cover all possible situations or circumstances that may be encountered during Tower Cranes NZ operations and activities but does provide a framework from which risks and hazards should be managed.

   The manual identifies the planning, organising, monitoring, and review of health & safety management by Tower Cranes NZ and uses the ‘Plan, Do, Check & Act’ cycle to treat health & safety management as an integral part of general good management rather than a stand-alone system.

2. Purpose

   The Tower Cranes NZ health and safety manual has been developed to:
   
   - Meet legal and moral obligations to workers, stakeholders and the community
   - Detail the measures taken to prevent harm to employees and others whilst at work
   - Ensure the behaviours of workers do not result in harm to anyone on, or in the vicinity of, the worksite, including members of the public.

   The health & safety manual enables Tower Cranes NZ to maintain written records and provides a means of measuring the performance of health & safety via:
   
   - The uniform implementation of a safety management system within the company
   - The establishment of clear lines of communication, authority, responsibility and accountability for the execution of the safety management system
   - The prevention or reduction of personal injury and illness, property damage, production interruptions and other adverse effects
   - The establishment of industry-leading safety management practices.

3. Scope

   The standards, procedures, duties, and responsibilities outlined in this manual are in effect within Tower Cranes NZ and all locations at which Tower Cranes NZ workers operate in New Zealand.

   Contractors / subcontractors are required to adhere to Tower Cranes NZ’s safety arrangements as well as conform to their own safety systems and show evidence that those systems are robust enough to prevent harm and meet legal obligations.
4. Objectives

Tower Cranes NZ recognises its accountability and responsibilities to health & safety performance and acknowledges the importance of aligning its health and safety strategy with safety legislation, approved codes of practice, standards and industry best practice.

Utilising Tower Crane NZ’s policies, systems and processes, the aim of Tower Cranes NZ’s senior management is to provide policy and structure to the workforce and other stakeholders, ensuring the safety of everyone in the workplace.

Tower Cranes NZ will strategize, develop, and implement HSE management systems and initiatives to drive a just culture of learning, reporting, respect, continual improvement, mindfulness that things can go wrong, respect for operational hazards and addressing such failures with robust contingency plans.

Safety will be managed by implementing this Safety Management Plan and Policy and appropriating the relevant operational controls and tools as identified within this document.

Tower Cranes NZ are committed to proactively and positively engaging with workers to influence health & safety knowledge, skills and behaviour on site and will ensure that best practices are developed, implemented and monitored on site using the best possible available resources.
5. Planning

To meet the objectives of the safety policy, Tower Cranes NZ has developed strategy through aims, targets, and goals to continually improve the safety management system. These aims, targets and goals are reviewed annually, with regular self-critical assessment monitoring to ensure the system is being implemented as designed. Senior management and workers are involved in reviewing and consulting on safety through participation and communication processes, ensuring safety is reviewed with fair and equal opportunity for the worker and employer.

Aim: What we intend to do to fulfil our objective.

Targets: The measurement of how successfully our aim is reaching the objective.

Goals: The indicator of whether our aim is achieving its objective.

5.1 Aim

Tower Cranes NZ’s aim is to develop a management system and process that encompass good management processes and practices that provide for the safety of everyone at work.

- To provide for effective planning and communication for staff to safely undertake works.
- To ensure compliance with processes outlined within the H&S MS, applicable legislation, and contractual requirements.
- To provide relevant time-bound investigations and findings, including corrective actions, to all stakeholders and to improve safety management systems.
- To mitigate and monitor risk brought to or created by Tower Cranes NZ or by other stakeholders in the course of their duties.

5.2 Targets

Over the coming calendar year, our target is to implement an H&S MS, including the development of

- A safety management plan and associated tools
- A worker induction system within the new management system
- An atmosphere of trust, in which people are encouraged to report on safety-related information, while identifying acceptable and unacceptable behaviour
- A recognition system for the reward of positive safety behaviour.

5.3 Goals

Our goal is to ensure no harm is caused to people, assets, or the environment. Principal strategies to achieve these targets include

- Create a vision for safety management change and culture
- Create a just and fair culture involving trust, two-way communication and corrective actions to prevent harm
- Develop Tower Cranes NZ management safety leadership skills in order to create a stronger safety culture
- Develop and strengthen worker competencies
- Engage workers and management in the creation of a safety partnership
- Develop a shared 'lessons learned' process
- Develop stronger health and safety awareness throughout Tower Cranes NZ

6. Implementation Structure and Responsibility

Tower Cranes NZ management are committed to providing a comprehensive and effective health & safety system to ensure the safety of its workforce. The roles and responsibilities of the team involved in this process are outlined below.

6.1 Directors

The Managing Director of Tower Cranes NZ will take steps to:

- Establish clear responsibility and accountability for the development, planning, implementation and monitoring of the health & safety management plan
- Ensure contractual terms are met by including them in the safety management plan and developing them via the safety management system
- Ensure adequate resources and funding is available for the effective implementation of safety in the workplace
- Ensure health & safety retains a high profile throughout the workplace
- Develop strong relationships and reporting structures with employees and subcontractors
- Review the policy statement annually to ensure consistency with the business safety requirements
- Understand and discharge their duties as a Directors of Tower Cranes NZ

6.2 Operations Manager

The Operations Manager of Tower Cranes NZ will:

- Lead by example, modelling the safety behaviour expected from all workers
- Promote and support the health & safety management plan, system, policies and Vision to pursue and maintain an incident-free workplace
- Communicate health & safety policies, procedures and expectations to workers
- Develop strong working relationships and reporting structures with the relevant stakeholders to maintain safety
- Establish and maintain safe methods / work practices
- Recruit and place personnel with the appropriate safety skills, including safety personnel
- Ensure staffing levels are adequate for safety in operations
- Empower workers to make decisions for urgent safety issues
6.3 Tower Crane and Mobile Crane Managers

Tower Cranes NZ Tower Crane and Mobile Crane Managers will:

- Ensure the ‘H&S MS” requirements are established in their teams
- Actively participate in the hazard-identification process
- Identify health & safety improvements to work processes
- Manage workplace factors to maintain a safe and positive workplace
- Ensure assigned task competency levels are maintained and remain current for the duration of the project
- Work within Tower Cranes NZ’s policies, safe work method statements and job safety analyses

6.4 Health & Safety Coordinator

Tower Cranes NZ Health & Safety Coordinator will:

- Take responsibility for the development and management of the Tower Cranes NZ H&S MS
- Ensure Tower Cranes NZ’s health & safety processes remain current to meet Tower Cranes NZ’s goal of ensuring that ‘no harm to people, assets’ occurs during the course of their work
- Ensuring that Tower Cranes NZ safety policies and procedures meet or exceed legislative requirements, codes of practice, best practice guidelines, standards and good safety practice
- Ensuring employee contract conditions include provisions of safety, including Tower Cranes NZ’s expectations of the employees, and Tower Cranes NZ’s duties as a “Person Conducting Business Undertaking” (PCBU).

6.5 Tower Crane NZ Riggers and other Employees

Tower Cranes NZ employees will:

- Actively participate in the hazard-identification process by identifying potential hazards through task analysis, toolbox talks or by identifying them directly to their manager or to the Safety Manager
- Immediately address hazards so they do not cause, or have the potential to cause, harm to anyone
- Manage their own immediate safety to maintain a safe and positive workplace
- Work within Tower Cranes NZ’s policies, safe work method statements and job safety analyses
- Immediately stop work if harm to any person or damage to any property is possible
– Continuous monitoring and reporting of near miss incidents

6.6 Subcontractors and Other PCBUs

Contractors, Subcontractors and other persons conducting a business or undertaking (PCBUs) will

– Maintain their own safety-management systems and site-specific safety plan (SSSP) and work to approved workplace procedures
– Ensure they always comply with all reasonable safety requests from Tower Cranes NZ
– Ensure their safety plan aligns with Tower Cranes NZ requirements and work procedures in relation to the workplace
– Review and control those safety plans and work procedures to ensure they comply with Tower Cranes NZ requirements and all applicable legal requirements prior to commencing the work
– Monitor compliance of their own employees with the safety plan and work procedures
– Ensure safe working practices are always observed while carrying out work activities for Tower Cranes NZ
– Undertake hazard identification, control and communication through task analyses and toolbox talks and communicate them back to their employees
– Attend Tower Cranes NZ project safety meetings and actively participate in these meetings with safety information relevant to other trades on site
– Possess relevant current knowledge of the emergency plan and follow the relevant emergency procedures when required

6.7 Health & Safety Representative(s)

Tower Cranes NZ recognises the benefit of engaging health & safety representative(s) (H&SRs) from across its workforce to assist in consultation over health & safety matters. While Tower Cranes NZ does not meet requirements for H&SR’s, it does encourage anyone wishing to participate as an H&SR to do so with the expectation of improving and promoting safety within Tower Cranes NZ and working with Tower Cranes NZ Management and employees.

The H&SRs are expected to promote health & safety at all times, attend health & safety committee (H&S Com) meetings, provide feedback from employee suggestions and raise ideas on health & safety issues. They are also expected to participate in the development of the health & safety policy and its implementation, and report to employees about health & safety matters.
7. **Worker Participation, Consultation and Safety Committee**

7.1 **Worker Participation Process**

Tower Cranes NZ is committed to ensuring, as a fair employer, all workers are able to actively participate in safety forums to raise safety issues that affect Tower Cranes NZ’s business or undertakings.

All Tower Cranes NZ employees are expected to participate in the ongoing development and effectiveness of Tower Cranes NZ’s health & safety system by being involved in the induction process, training, safety meetings, hazard identification, H&S Com, and task planning to create a positive health & safety culture.

7.2 **Consultation**

Consultation is essential to the successful management of health, safety hazards, and risks. It provides opportunities for Tower Cranes NZ management to seek feedback from and constructive discussion with all workers regarding safety issues and to initiate forums to contribute to the planning and management of workplace safety.

Tower Cranes NZ is to establish an H&S Com and where requested, H&SRs elected, in accordance with legislative requirements. Safety committee members and/or H&SRs will receive appropriate training where required.

The H&S Com will attempt to resolve any safety issues that may arise. A list of H&S Com members and the H&SR, where relevant, will be identified to workers through the communication process.

H&S Com meetings will be scheduled quarterly; minutes from the meetings will be taken and distributed to Tower Cranes NZ workers.

7.3 **Health & Safety Committee**

As a fair employer, Tower Cranes NZ is committed to ensuring all workers are able to actively participate in safety forums to raise safety issues that affect the Tower Cranes NZ business or undertakings.

The function of the H&S Com will include the following:

- Review and consider the validity of the present health & safety policy
- Consider current and previous accident and incident trends
- Promote health & safety in the workplace
- Ensure consultation between management and employees on health & safety issues
- Assist in employee consultation where changes in the work environment, equipment and process or practice are to occur
– Raise ideas about health & safety issues
– Monitor the effectiveness of the H&S MS

7.4 Committee Governance Process

To achieve this active participation/representation, the H&S Committee will be governed by the following:

a. Four positions are available on the Health and safety committee for Tower Cranes NZ workers, and management to work in good faith. This shall comprise of two workers and two management representatives.

b. The H&S Com will always comprise at least two elected or nominated members.

c. If a minimum of two candidates is not available, the committee chair may co-opt two workers as H&S Com members.

d. The term of an H&S Com member is two years from appointment.

e. Nominations and elections will be held biannually and administered by the current committee chair.

f. The Managing Director (MD) of Tower Cranes NZ will automatically be a member of the H&S Com, which will bring the maximum total number of H&S Com members to five (5) or the minimum to three (3).

g. All workers have the opportunity to have representation attend the H&S Com meetings at their request.

h. Meetings are to be held at least quarterly, with the quorum identified under (f) If a committee member resigns, the committee chair may co-opt a worker to the committee without election

7.5 Nominations to be called for Committee Members

– Nominations will be called for through Tower Cranes NZ internal communication; the nominee will submit the nomination form
– All nominations will be collected by the committee chair
– Where the number of nominations exceeds the positions allocated, an election process will be instigated
– Workers with the most nominations will be appointed to the committee

8. Health & Safety Representative

All Tower Cranes NZ employees have the opportunity to become an H&S Representative. Any worker, who carries out work for Tower Cranes NZ, may request an election for H&S Representative. Tower Cranes NZ may also initiate a safety representative election where nominations are not requested.

Tower Cranes NZ has determined the all Tower Cranes NZ workers are a single work group, and are to be treated as one.

The prescribed H&SR ratio is 1 representative for every 19 workers (1:19). Where the ratio is not a whole number, the number of representatives will be increased to the next whole number.
Elections for H&Ss are to be initiated within two months of being requested.

8.1 Representative Nominations

Any worker in the prescribed work group can be nominated by a fellow worker as an H&SR candidate; an individual may also nominate themselves for the position.

8.2 Elections

Elections are to be undertaken via a voting process, with the ability for any Tower Cranes NZ worker to vote, with the exception of the candidate. A call for nominations will take place, and candidates must respond within two weeks of the notification. Depending on nomination numbers, Tower Cranes NZ may determine whether an election needs to be held and will notify workers accordingly.

Where requested, a secret ballot may be required, a process whereby nominations and selection will be undertaken by the H&S Committee, excluding any nominees.

Where there are no nominations or candidates for H&S Representative by the Tower Cranes NZ work group, an election will not need to be conducted.

8.3 Term of Health & Safety Representative

An H&S Representative may hold a term for longer than the prescribed three years. A representative can tender their resignation as a representative to Tower Cranes NZ at any time. A work group may resolve that the representative should no longer represent the group.

8.4 Trained Health & Safety Representatives

All H&S Representative and Tower Cranes NZ H&S committee members will be trained to hold the relevant knowledge and skills to be a committee member or representative. A list of trained H&S Representatives will be maintained at Tower Cranes NZ offices and by the H&S Manager. Workers are able to access these as required.

9. Tower Cranes NZ Induction

9.1 Induction

Tower Cranes NZ provides workers with the relevant information, training, and skills to enable them to perform their work tasks in a safe and healthy manner.

As part of this process, the H&SM (or other designated individual) will take the worker through the company Health & Safety Induction. The employee should complete and sign the Induction Form.
The person conducting the induction is responsible for ensuring the worker has a comprehensive understanding of their health & safety responsibilities. The induction must be completed in the first week of employment and cover the following:

- New worker to complete the ‘New Employee Form’. This form requires administrative information as well as a list of the employee’s qualifications and training experience
- An overview of the company and management structure
- A guided tour of the company’s head office and introduction to the office-based staff
- The employee is to be given a copy of Tower Cranes NZ’s Health & Safety Manual and Employee handbook and asked to become familiar with these documents
- The employee is required to read and sign a copy of Tower Cranes NZ’s health & safety policy as a sign of their commitment to abide by the policy
- The employee will be informed of Tower Cranes NZ’s H&S Committee, and how they can become a member
- Explain Tower Crane NZ’s procedures for reporting accidents/incidents and near misses
- Explain the work injury claims process and the company’s rehabilitation plan.
- Issue hi-visibility vest, hard hat and safety boots

9.2 Work Area Tour

The Operations Manager will conduct a tour of the work area, including the following:

- Introduce the employee to their immediate manager or supervisor, who will be responsible for their ongoing supervision.
- The employee is to complete a TCNZ induction, which includes completing and signing the Safety Induction.
- Inform the employee about any hazards specific to work area.
- Ensure the employee is familiar and comfortable with the work area evacuation plan, the evacuation signal, and the assembly point.
- Explain all ‘no-go’ areas, along with any areas the employee may be required to work in or go to, including toilets, lunchroom, and any other areas the employee may need to visit.
- Show the employee where the first aid kit is.
10. Work Area Inductions

10.1 Work Area Safety Induction Procedure

Everyone (except visitors) entering a Tower Cranes NZ controlled worksite must attend a site safety induction and complete the induction process before commencing any work. The induction describes the responsibilities of the worker while in a Tower Cranes NZ work area; these must be observed at all times.

Site safety inductions will be conducted by the Safety Manager or delegate and include site-specific health & safety requirements, general information, site rules, safety equipment, welfare, PPE requirements and site hazard management.

All workers must present a current Site Safe Passport or Gold Card or Certificate in Construction Safety, which are to be recorded on the safety induction form. If the inductee does not have a current Site Safe Passport or Gold Card, the individual can be booked to complete a Site Safe course within the following two weeks.

10.2 Visitor Induction

Anyone else entering the work area for a purpose other than contract works will fall into the category of a ‘Visitor’. The person they are visiting is responsible for the direct supervision and safety of the visitor at all times while they are in the work area.

All visitors must report to the office and sign the visitor’s log. No visitors shall proceed into the work area without the person nominated in the Visitors Log as responsible for them, being in attendance.

11. Training

Tower Cranes NZ will ensure all workers are trained and competent, or supervised, for the tasks they will undertake in their normal course of work. Tower Cranes NZ maintains a live record of staff competences, skills, and training requirements in its HSE management system. In addition, staff development is to be kept up to date with job requirements and new technology.

Internal workers who hold the relevant competencies, skills, knowledge, and experience to undertake supervision of those not yet competent to conduct a specified task are to be identified.

Workers who are deemed not yet competent to undertake relevant operations, including hazard ID, correct wearing/use of safety equipment, are to be supervised by those who are deemed competent to do so and to train others within Tower Cranes NZ. Only personnel holding the required certificate/license of competency for the type of activity/equipment shall be authorized to operate or use such equipment.
Where training is outsourced and available, training organisations and trainers who meet the Unit Standards (US) as set by the NZQA framework will be selected.

Training is provided in a variety of ways within Tower Cranes NZ, including the following.

11.1 On-the-Job Training

Tower Cranes NZ continually upskills its employees in addition to formal training courses and offers on-the-job training where required. This training may consist of basic hints and advice or can extend through to direct training and supervision.

Tower Cranes NZ engages workers with qualifications relevant to the works for which they are engaged, i.e. Crane operators, certified mechanic, mechanic, rigger, or labourer. Where new workers are engaged, tasks appropriate to their skill level will be set, and they will be monitored to ensure they have the skill set and relevant competency. Where the worker does not meet the skill set required undertaking the task safely, on-the-job training will be provided, along with the appropriate level of supervision until the employee is competent.

A record of this training is to be held in the Training Competency Register.

11.2 Plant, Equipment and Tools Training

Tower Cranes NZ workers are to have completed the necessary training prior to operating any Cranes, plant, equipment, or tools or to be directly supervised by another Tower Cranes NZ employee with the appropriate skills, knowledge, and training.

It is the joint responsibility of the manager and the worker to ensure the employee has completed the necessary training prior to using the plant, equipment, or tools, and that the plant, equipment, and tools are in good working condition.

It is the responsibility of the worker not to use an item of plant, equipment, or tool if they are not suitably qualified or not confident. Where a worker does not hold the competency or confidence, they are to identify this to the site manager and arrange for the required training.

A record of any training is to be recorded in the Training and Equipment Competency Register within seven days of the training taking place.
11.3 Site Safe Training

All Tower Cranes NZ employees (with the exception of those based in head office) are to obtain and maintain Site Safe Health & Safety training at a level appropriate to their role as listed below.

Site Safe Supervisor Gold Card:
- Managing Director
- Operations Manager
- Tower Crane Manager
- Mobile Crane Manager
- Health & Safety Manager

Site Safe Passport:
- Engineers
- Mechanics
- Riggers
- Crane operators
- Labourers

The H&S Manager will maintain the Training Competency Register, and book employees on the necessary Site Safe course to ensure each person’s certificate remains current.

11.4 Training Competency and Renewal Register

Tower Cranes NZ maintains a register of records for employee’s licenses, certificates and other training records. Workers commencing with Tower Cranes NZ are to provide their qualifications and training (where applicable) to the H&S Manager so they can be entered into the register.

The register also comprises training information, including expiry dates. Where necessary, rebooking of the employee on the appropriate course to ensure their training remains current will be undertaken by the H&S Manager.

11.5 Portable Fire Extinguisher Training

Tower Cranes NZ periodically engages the services of an independent organisation to offer portable fire extinguisher training. All employees need to attend this training and after attending this training he or she is to be recorded in the Training Register by the H&S Manager.

11.6 First Aid Training

All Tower Cranes NZ sites require at least one qualified first aider in the work area at all times. To abide by this policy each manager is required to have completed a workplace first aid training course by a recognised training organisation. Other employees are also required to undertake basic first aid training for the benefit of the company and for their own knowledge. Each of Tower Cranes NZ’s apprentices is required to complete the
prescribed first aid training as part of their apprentice qualification requirements. When necessary, Tower Cranes NZ will arrange for a bulk first aid training course to take place at its head office; this allows approximately 20 people to complete the course at one time.

11.7 Height and rescue training

All Tower Cranes NZ employees including crane operators and riggers are to have undertaken specific height training to enable the safe erection inspections and dismantling of tower cranes. In addition height rescue training is to be undertaken by those employees who work in apposition whereby rescue is to be conducted in emergent situations, or where emergency services are not readily available ie falls from height.

12. Hazard Identification, Hazard/Risk Assessment and Controls

Hazard identification is an ongoing and process that is expected to be carried out by Tower Cranes NZ employees and other contractors during planning, development, and execution of work in Tower Cranes NZ work areas, including offices.

Once hazards have been identified, the controller of that work area will take action to correctly manage the hazards in accordance with the hierarchy of controls before commencement or continuation the works.

The correct selection of a hazard identification tool or technique that provides adequate depth of analysis is important for the hazard identification process to provide sufficient knowledge, awareness and understanding of the hazards and so undesired outcomes can be prevented and mitigated.

The hazard identification and control process should consider all operating modes of works and facilities and all activities expected to occur in Tower Cranes NZ work areas.

12.1 Hazard Identification

Hazard identification is expected to be both effective and systematic so it can identify significant hazards and protect from and mitigate potential harm or damage to workers or property.

To be systematic, the method is to be planned and ordered so the hazards are identified by area, task, process, and occupation. Generally, a combination of these will be necessary to accomplish hazard identification.

In assessing the adequacy of the hazard identification and assessment approach adopted, the manner in which work is organised, supervised, and managed must be considered.
The identification methods are to be rigorous enough that they provide confidence that foreseeable hazards can be identified and that appropriate strategies for control can be implemented.

To identify hazards, the following are expected to be included.

- Past incidents/accidents are examined to see what happened and whether the incident/accident could occur again
- Workers are to be consulted to find out what they consider are safety issues, i.e. ask workers about hazards or near misses they have encountered as part of their work
- Work areas or worksites are to be inspected or audited to gain a real-time perspective of the workplace. Identified hazards are expected to be documented to allow further hazard owner action and monitoring
- Information about equipment (e.g. plant, operating instructions) and Material Safety Data Sheets are to be reviewed to determine relevant safety precautions

12.2 Hazard and Risk Assessment

Hazard and risk assessment involves considering the possible results of someone being exposed to a hazard and the likelihood of this occurring. It assists in determining

- The severity of a hazard/risk
- Whether existing control measures are effective
- What action should be taken to control a risk
- How urgently action needs to be taken

A risk assessment is expected to include the following:

- Identify factors that may contribute to the hazard
- Review health & safety information that is reasonably available from an authoritative source and relevant to the particular hazard
- Evaluate how severe the harm could be, including looking at the types of injuries/illnesses/harm/damage that can result from the hazard, the number of people exposed and possible chain effects from exposure to the hazard
- Evaluate how a hazard may cause harm, including examining how work is completed, whether existing control measures are in place and whether they control the harm and looking at infrequent/abnormal situations as well as standard operating situations. A chain of events related to a risk may need to be considered
- Determine the likelihood of harm occurring. The level of risk will increase as the likelihood of harm and its consequence increases. The likelihood of harm occurring may be affected by how often the task is completed, what conditions exist and how many people are exposed to the hazard and for what duration
- Identify the actions necessary to eliminate, isolate, or minimise the hazard, and to control the risk
- Identify in the necessary records to ensure the risks are eliminated or controlled

Other risk factors should also be identified as they may contribute to the hazard and risk:

- The work premises and the working environment, including their layout and condition
- The capability, skill, experience and age of people ordinarily undertaking work
- The systems of work being used
The range of reasonably foreseeable conditions

When determining how likely it is that someone could be exposed to a hazard, consider the following exposure factors:

- Do any other risk factors increase the likelihood of exposure?
- How often the person is exposed (frequency)?
- For how long is the person exposed (duration)?
- How many people are exposed?
- What is the dose (workplace exposure) to which the person is likely to be exposed?
- Consider any legislative or recommended workplace exposure levels as required by statutory authorities

Tower Cranes NZ requires workers to identify hazards, assess the risks of harm resulting from exposure to the hazards, and set a priority for corrective action by using a clearly laid out process.

12.3 Hazard Management

After identifying the workplace hazards, assessing their risks, and reviewing the existing controls, all hazards must be managed to prevent harm to people, including illness, and to prevent damage to property or asset.

Hazard management or control is expected to be undertaken with the use of the Tower Cranes NZ risk management matrix and hazard register, while using Safe Work Method Statements (SWMS) Task Analyses and health & safety inspections to formalise and manage the multiple tasks and hazards associated with works being undertaken.

The management of hazards and risks in the workplace requires hazards to be eliminated as far as possible. Where elimination is not possible, hazards should be minimised as far as possible using the Hierarchy of Controls to manage significant hazards.

12.3.1 Elimination

Eliminating the hazard is the most effective control measure. The hazard should be removed or alternate products or equipment selected to eliminate the risk. If a hazard cannot be eliminated, it should be isolated or minimised to lessen necessary control measures.

12.3.2 Substitution

Substitution is when a new chemical or substance is used instead of the original. This is sometimes grouped with elimination because, in effect, the first substance or hazard is being removed. If substitution is to take place, the new chemical or substance is expected to be less hazardous than the original.
12.3.3 Minimisation

Hazards should be minimised only when elimination or isolation cannot be practicably achieved. Minimisation must be considered only as a last defence to managing hazards and risk in the workplace and can include, but is not limited to, one or a combination of the following:

- Training and inductions
- Designing work methods that reduce the amount of time workers are exposed to risk
- Visual barriers and signage
- PPE

12.3.4 Engineering Controls

Engineering controls are methods built into the design of plant and equipment or process to minimise the hazards, including intrinsically safe equipment. Engineering controls are a reliable way to control worker exposure to hazards, providing they are designed and maintained.

12.4 Hazard Monitoring and Review

Both the hazard and the method control should be monitored to ensure the control is working effectively and that exposure to the hazard is reduced or, where possible, eliminated.

Reviews are to be undertaken dependant on the duration of exposure, hazard type, and existing controls to identify areas that may require improvement, refinement or a change to the hazard identification technique being used.

Communication about the hazard and any changes to the management of the hazard and how to control them should be identified to employees, including the following:

- How the controls solved the problem
- Whether new downstream hazards have been created by the new controls
- Were the monitoring processes adequate?
- Have induction and or training programs been modified to deal with the new controls or situation

13. Safety Signage

Tower Cranes NZ's standard safety signage shall be displayed throughout the workplace including, workshops, plant yard and where required on all plant, equipment and cranes, and at all entrances to work areas where it is clearly visible to everyone entering the work area. Other signage appropriate to the work being undertaken shall also be displayed and may include the following:
– Stop & Read visitor sign in
– PPE requirements
– Informative signage as appropriate
– No Unauthorised Persons signage

Other appropriate signage in and around the area as identified on the hazard sheets shall be displayed at appropriate locations, e.g. Hard Hat Area, Hearing Protection Required, guarding of machinery.

13.1 Notice Board Requirements

General notice board(s) shall be placed in appropriate locations to display information relating to safety matters. A copy of Tower Cranes NZ’s Health & Safety Policy and Emergency Evacuation Procedures shall be displayed on the board(s).

13.2 Hazard Board

A hazard board shall be displayed at the entrance to all Tower Cranes NZ work area warning of the current hazards in that area. The hazard board shall detail the hazard, its location (as appropriate) and the means of control. All hazards listed on the hazard board shall be reviewed at least weekly and hazards added or deleted as appropriate. The board must show the date of the last review.

14. Hazardous Substances

Any hazardous or dangerous substances brought to site must be accompanied by the appropriate Material Safety Data Sheet (MSDS) so appropriate controls can be implemented. When any hazardous or dangerous substance is brought to site, the Tower Cranes NZ Safety Manager must be informed and the following forms must be completed and retained in the on-site health & safety folder:

– Hazard Control Plan – Hazardous Substance
– Hazard Control Plan – Hazardous Substances Register

The safety manager is responsible for overseeing that any hazardous substance is handled, used, stored and disposed of in accordance with the product MSDS. The safety manager will inform all personnel on site of the presence of a hazardous substance where required.

15. Pre-Start Meetings/Lift plan

Pre-start meetings are to be held prior to the start of lift whether mobile or tower crane in involved. These meetings are to be used to plan the activities of the day, review the safe work method statement or job safety analysis, and ensure that all personnel are
aware of their role in the task to be undertaken. A record of these meetings is to be documented on the crane lift plan or amended to the SWMS or JSA.

16. Safety Meetings

Formal safety meetings run by the operations manager are to be held monthly. These meetings provide a forum for all personnel to raise and discuss any health & safety concerns or issues including hazard control, task analysis, current work methods etc.

Minutes from the meeting are to be documented and disseminated to all personnel.

A safety representative from each subcontractor working on site for Tower Cranes NZ must attend these meetings.

The operations manager is responsible for communicating safety issues raised at the safety meetings to all Tower Cranes NZ employees. This will be via internal staff meetings/memos or attendance at the safety meetings. The Managing Director will attend company safety meetings, and all Tower Cranes NZ staff will have the opportunity to attend safety meetings on a rotational basis and be part of the decision-making process in regards to matters of safety.

17. Tools, Plant and Equipment

Before using any plant, tools, or equipment, a risk assessment should be undertaken identifying existing hazards or risks that may occur and how these can be managed. The following should be considered:

- Check the machine or equipment is complete, with all safeguards fitted or in place and free from defects
- ‘Safeguarding’ includes guards, interlocks, two-hand controls, light guards, pressure-sensitive mats, etc. The supplier must provide the right safeguards and inform buyers or users of any risks (‘residual risks’) that could not be designed out and those users must be aware of and manage
- Produce a safe system of work for using and maintaining plant or equipment
- Maintenance may require the inspection of critical features where deterioration would cause a risk. Also, look at the residual risks identified by the manufacturer in the information/instructions provided with the plant or equipment and make sure they are included in the safe system of work
- Ensure every static machine has been installed properly and is stable (usually fixed down)
  Note: New machines and equipment should be accompanied with operating instructions in English, safety labelling, log books (where required) and Certificate of conformity to the standard to which it has been manufactured.

Make sure you also identify and deal with the risks from
– Electric, hydraulic or pneumatic power supplies
– Poorly designed safeguards.

17.1 Emergency Equipment

All Tower Cranes NZ sites, cranes, and vehicles, are to be fitted with appropriate emergency equipment, including first aid kits and fire extinguishers and rescue recovery where required.

First aid kits are to be kept in the offices of Tower Cranes NZ or in the crane on site and accessible to Tower Cranes NZ workers. First aid kits are to be reviewed monthly or as required for completeness and restocked as required.

When erecting, dismantling, maintaining, or inspecting cranes, TCNZ workers are to be equipped with fall rescue equipment in the event of a fall by a worker.

If a vehicle is to be driven outside of the main centres, it must also be fitted with an emergency triangle.

17.2 Fire Extinguishers

Fire extinguishers must be available on all sites, cranes, and vehicles for use in the event of a fire emergency. They should be kept fully charged and display a notification of when they were last inspected.

All Tower Cranes NZ workers must be trained in the use of fire extinguishers and able to recognise potential fire hazards on construction sites and correctly select extinguisher types.

All cranes and vehicles are to be equipped with the appropriate type of fire extinguisher. If in doubt of the type to use, seek advice from the supplier or the local NZ fire service.

17.3 Mobile Cranes

17.3.1 Mobile Crane Erection And Dismantling

Prior to the crane erection and dismantling, consultation with the crane hirer client will be undertaken, including a visit to site, assessing and confirming the following including:

– Crane type and size
– Temporary works required (bases, ties etc.)
– Access issues
– Physical restrictions on operations
– Environmental restrictions on operations
– Restrictions caused by adjacent undertakings/structures
– Responsibility for associated activities i.e. road closures, liaison with
neighbours/traffic police – etc.

17.3.2 Safe Work Method Statement

A safe work method statement is developed for each crane and type to
include the safe erection, dismantling, and testing. This is to risk assess each
stage of the crane erection identifying the hazards and controls brought by
each stage.

Hold points are included in the method statement at critical points in the
operation and should not be proceeded beyond until checks have been made
by the supervisor and signed off in the method statement.

17.4 Tower Cranes

17.4.1 Tower Crane Erection And Dismantling

Prior to the crane erection and dismantling, consultation with the crane hirer
client will be undertaken, including a visit to site, assessing and confirming the
following including:

– Crane type and size
– Temporary works required (bases, ties etc.)
– Power supply
– Access issues
– Physical restrictions on operations
– Environmental restrictions on operations
– Restrictions caused by adjacent undertakings/structures
– Responsibility for associated activities i.e. road closures, liaison with
neighbours/traffic police – etc.

17.4.2 Safe Work Method Statement

A safe work method statement is developed for each crane and type to
include the safe erection, dismantling, and testing. This is to risk assess each
stage of the crane erection identifying the hazards and controls brought by
each stage.

Hold points are included in the method statement at critical points in the
operation and should not be proceeded beyond until checks have been made
by the supervisor and signed off in the method statement.
17.4.3 Testing

All tower cranes are to have current test certificates and have undergone and passed inspection by a suitability qualified equipment inspector prior to use.

Following immediately after erection, the crane assembly, and configuration is to be recorded on the Erection Certificate from qualified erection supervisor that the crane has been erected in accordance with the manufacturer’s recommendations, including the vertical alignment tolerances of the tower and test weight certificates.

The load moment limit device will be load tested weekly by the designated crane operator or competent person, using test weights on site for that purpose and the results shall be documented.

17.4.4 Maintenance / Service

All TCNZ tower cranes are subject to a maintenance management schedule and are maintained in a safe condition and in accordance with the manufacturer’s requirements. All safety-related faults are to be reported to TCNZ and immediately repaired. Maintenance records all, procedures, drawings, specifications and instructions are kept up to date with the specific crane folder.

17.5 Electrical Tools and Equipment

All electrical tools and leads are to be inspected by a competent person prior to each use to ensure they are not damaged. All electrical tools and leads are to be tested and tagged according to colour code for that period. Any damaged tools and leads are to be removed from service and either repaired or replaced and identified on the tools register.

All temporary electrical tools and equipment used on Tower Cranes NZ sites shall comply with the requirements of the Electricity Act 2010. All portable electrical equipment and tools are to be tested and tagged every three months in accordance with AS/NZS 3012.

Reference AS/NZS 3012, clause 3.6 and Table 2 (inspection and testing intervals on construction and demolition sites).

Reference AS/NZS 3012 and 3760: compliant equipment shall be fitted with a durable, non-reusable, non-metallic tag or other indicator, which shall provide:

- The name of the company and person who performed the test
- The test or inspection date, and the retest date.

The inspection frequency and testing of relocatable premises are to be in accordance with the Electricity Act 2010 and inspected and tested every four years, or where faults are identified or alterations to the electrical system are made.
18. Personal Protective Equipment (PPE)

The purpose of PPE is to minimise the effects of hazards on all personnel. All personnel working on or visiting Tower Cranes NZ yard or construction sites where Tower Cranes NZ is operating shall use the appropriate PPE as designated for that site. Tower Cranes NZ staff are to have the required PPE made available to them. Subcontractors are to provide and wear their own PPE when entering Tower Cranes NZ yard on construction sites where they are operating.

Tower Cranes NZ requires all personal to wear the following minimum PPE at all times when present in the yard or on construction sites:

- Head protection: hard hat (to AS/NZS 1801)
- Foot protection: safety shoes/boots (to AS/NZS 2210.3:2009 standard)
- Hi-visibility: vests/jackets outerwear (to AS/NZS 4602 class D/N)
- Hearing protection: muffs/plugs as appropriate and when required
- Eye protection: safety glasses/goggles (to AS/NZS 1337:1992) as appropriate and when required
- Fall arrest and restraint harnesses and equipment: (AS/NZS:1891 1-4)

Individuals undertaking specific tasks or specific may require additional PPE. These additional requirements will be contained in the relevant Method Statement and/or task prestart meeting record.

PPE has a limited life and is subject to damage. All PPE must be inspected at regular intervals and after incidents where damage may have occurred. Replacement of the PPE shall be in accordance with the manufacturer's recommendations, but PPE shall always be replaced where damage is suspected or is evident.

The supervisory staff must ensure PPE is appropriate, available and in good condition. The wearer must ensure the PPE remains in good condition and immediately report any damage.

18.1 PPE Procurement and Replacement

On commencement of employment, the new employee will be provided with the following standard approved items: a hard hat, safety shoes/boots, hi-visibility vest, ear muffs, and safety glasses. The Operations Manager or Health & Safety Manager will arrange for these items to be supplied. The wearer must ensure the PPE is maintained and remains in good condition.

PPE which the validity period has expired on shall be returned and Tower Cranes NZ shall replace with new.

For example, a hardhat (AS/NZS 1801) has a lifespan of 2 years from the date of sale.
19. Permit to Carry Out Work

The ‘Permit to Carry out Work’ system is intended to ensure authorisation has been given to control high-hazard and high-risk activities by Tower Cranes NZ via a formal management process.

Permits to Carry out Work are to enable hazard and risk assessments and to specify control measures that are to be put in place to control the hazard and reduce the risk of harm to anyone in the workplace.

A ‘Permit to Carry out Work’ is to be undertaken when work, by either its hazardous nature or its location, requires specific control measures to be in place.

The designated authority will issue a permit prior to any at-risk works being undertaken.

When the completion time stated on the works permit is reached, the same authority that signed off the permit will check to confirm the work is complete; if so they will sign the termination portion of the permit. If the work is not complete, the time period on the works permit will be altered and the same checking process will occur at the completion of the revised time. This will continue until the work is completed and the termination portion is signed off.

Permits may be required before any of the following work is undertaken, dependent upon the hazard or nature of the task and the safety risk involved in carrying out such works:

- Lifting activities - issued by the controlling authority on the construction site
- Confined Space Entry
- Hot work (welding, grinding, gas cutting, etc.)
- Isolations/lockouts (electrical etc.)
- Storage of Dangerous Goods on Site (flammable liquids, volatile fuels, etc.)
- Working at height above 2 meters (other than accessing or working off standing scaffold, or within the confines of edge protection)
- Any work identified as requiring special safety precautions and control

19.1 Notifiable Works

Any notifiable works (as defined in sections 2 and 26 of the HSE Regulations) must be notified to WorkSafe New Zealand 24 hours before the commencement of such work. Tower Cranes NZ Operations Management must notify project work which falls within the definition of notifiable work.

20. Company Vehicles

Company vehicles are a place or work in transitory sense and rules apply to a Tower Cranes NZ vehicle.
21. Drugs and Alcohol

Tower Cranes NZ has a comprehensive Drug and Alcohol Policy, as attached to this Health and Safety Manual.

Tower Cranes NZ requires all workers or anyone entering a Tower Cranes NZ workplace to be fit for work. Tower Cranes NZ recognises that alcohol and/or other drugs, including illicit and prescribed drugs, may adversely affect a worker's ability to work safely and will thereby put themselves and/or others at risk of harm. No illicit drugs are permitted in the workplace at any time; this includes synthetic cannabis.

No worker(s) under the influence of alcohol and/or other drugs that may adversely affect a worker's ability to work safely are permitted in the workplace.

Workers taking prescribed medications that may inhibit their safety and the safety of others must disclose this to Tower Cranes NZ senior management. Tower Cranes NZ may wish to take further advice as to the suitability of the task being performed while taking prescribed medications, e.g. some medications advise against machinery operation.

From time to time, Tower Cranes NZ may hold authorised site-based functions where alcohol is present. The consumption of alcohol within the workplace outside of these functions is strictly prohibited.

Additional requirements are found in the TCNZ Drug and Alcohol Policy

22. Emergency Preparedness and Response

Planning and preparedness for emergencies is essential to ensure all necessary mitigation measures are in place if an incident occurs. Emergency management is an integral part of the Tower Crane NZ planning process. Emergency response plans are documented, accessible, and clearly communicated across all workplaces.

Before commencing work in an area, the Crane Manager will identify the location of emergency equipment and procedures, including fire extinguishers, emergency alarm points (where established), safe exit routes to nominated assembly areas and nominated wardens (where applicable).

Emergency response procedures, including evacuation routes and assembly points, are included in the induction process and are posted at locations around the workplace.

22.1 Emergency Response

Drills will be coordinated by the Operations Managers for credible scenarios as identified through the risk and hazard registers. All Tower Crane NZ personnel and subcontractors are to comply with emergency procedures and to ensure they are familiar with the
procedures, alarm signals, and assembly points when working on construction sites or in Tower Crane NZ premises.

22.2 Trial Evacuation

Evacuations are to be undertaken no less than six monthly in Tower Crane NZ premises. When on construction sites, trail evacuations will be in accordance with the construction site requirements.

RAISE THE ALARM immediately in the event of any emergency situation involving injury, property damage, or threats to the environment.

In the event of an emergency situation that is not able to be controlled, contained, or otherwise managed with first aid-type equipment, including fire extinguishers, call emergency services by dialling 111 and requesting Police, Ambulance or Fire.

22.3 Emergency Procedure

Tower Cranes NZ management team must develop emergency procedures for the Home premises and when working on construction sites that contains the following information:

- Actions required in the event of fire or earthquake
- Emergency services phone number (111)
- Emergency routes and assembly points
- Emergency wardens – home premises
- Fire extinguisher/first aid kit locations
- Method of alarm and all clear signals
- Contact details for the nearest doctor
- Site address and telephone number – when working on construction sites
- Other information as appropriate

The procedure shall be displayed on site notice boards, crane cabs and other prominent places, including smoko sheds, offices, and entrance and exit ways to the premises and is to form part of the induction process.

All personnel on hearing the evacuation alarm will make their work area safe and report to the designated assembly area. Any subcontractors working at the TCNZ premises will account for their own employees and report to the Tower Cranes NZ Operations Manager that all employees are accounted for. Tower Cranes NZ Operations Manager will account for their employees and people registered in the visitors log book. Everyone must remain at the assembly point area until the ‘All Clear’ is given.

22.4 Emergency Training

Emergency evacuation alarms may be tested weekly at a predetermined and notified time on constructions sites. It is not practical to testing portable air horns on a weekly basis; therefore, the site might engage the crane siren/horn as a secondary measure to alarm the site dependant on the site location. An emergency evacuation drill should be held
regularly at least once every 12 months for fixed buildings, with Constructions site practicing every 6 months.

Refer to Emergency Plan Procedure.

22.5 First Aid Facilities

Every site must have first aid facilities that are appropriate to the type of work being undertaken and located in quickly accessible areas. The assessment of appropriate facilities shall consider the type and duration of work, the number of people employed and proximity to medical and ambulance services.

First aid kits must be available to every Tower Cranes NZ worker and be appropriate to the work, numbers of people are available. First aid kits are to be available in vehicles and crane cabs, and regularly reviewed for expired or replacement items, replacing these where required.

All subcontractors working on Tower Cranes NZ sites are required to provide their own first aid kits customised appropriately for the work being undertaken and the number of personnel employed. These will be inspected by Tower Cranes NZ site management during routine inspections and audits.

All subcontractors are also required to have on site at least one person with a current first aid certificate from an approved provider.

Any injuries must be reported immediately to Tower Cranes NZ site management no matter how minor. Refer to the ‘Accident Reporting and Investigation’ section of this manual.

23. Measure and Evaluation

23.1 Health Monitoring

If a Tower Cranes NZ worker is exposed to a hazardous substance, environment or action with the potential to cause immediate or ongoing health problems, he or she will receive the necessary health monitoring by an outside professional, such as Tower Cranes NZ’s designated health & safety professional, an occupational safety & health (OSH) nurse, specialist industrial health clinics and/or general practice medical providers.

Health monitoring may be required after exposure to the following potential hazards if the necessary controls have not been strictly adhered to:

- Noise
- Chemicals
- Fumes
- Toxic, corrosive or poisonous substances
- Organophosphates
- Adhesives and solvents
- Paints (spraying and/or mixing)
- Compressed gases (other than air)
- Petroleum spirits and fuels
- Any other substance that may be otherwise hazardous by inhalation, ingestion or skin absorption.

Health monitoring is required where a worker is exposed to a substance or hazard that can affect their health. Health monitoring should also be carried out when an employee is suffering from a complaint that may be related to outside the workplace so the condition is not aggravated.

If the results from any health monitoring indicate harm has occurred, the employee shall be referred to their general practitioner (GP) (if they have not already seen the GP by this point). If the GP refers the employee to a specialist, the specialist's report shall determine whether WorkSafe New Zealand should be notified.

When health monitoring is required, these procedures are to be followed:

- The employee to be monitored shall be referred to the company's designated health & safety professional or to an OSH nurse.
- The employee shall be monitored on a regular basis for as long as that person is exposed to that hazard.
- The results of any testing shall always be made available to the employee.
- All employee health monitoring reports shall be held by Tower Cranes NZ's H&S Manager and shall be kept confidential and secure.
- The employee shall allow Tower Cranes NZ management to view the report.
- Tower Cranes NZ will take all reasonable preventive action(s) to avoid the employee being exposed to further injury.
- The employee agrees to follow Tower Cranes NZ's advice on protection from unnecessary exposure to the hazard.

23.2 Baseline Monitoring

The principle of Tower Cranes NZ's baseline monitoring is that all new employees are tested to determine any health problems, so these deficiencies can be isolated from Tower Crane NZ's work activities and processes.

Tests on all new employees will be conducted by a qualified person such as a doctor or OSH nurse.

A pre-employment questionnaire must be completed to establish the physical health and medical history of any new employee.

The results from any baseline monitoring tests for new employees or health monitoring for existing employees will be provided to the employee. These results will be kept confidential and will not be accessible by any unauthorised person.
24. Incident Investigation, Corrective and Preventive Action

24.1 Accident Reporting and Investigation

Tower Cranes NZ will initiate an investigation of all incidents that are more than minor, as soon as practicable following the event.

Any subcontractors to Tower Cranes NZ will be expected to actively undertake or participate in any incident investigations Tower Cranes NZ deems appropriate.

All investigation reports will be based on factual information ascertained during the investigation process. Conclusions as to the cause of the incident will consider management, organisational and workplace factors, failed defences, and individual and team factors that may have contributed to the incident.

From these findings, an informed determination of root causes and contributing factors that led to the incident will be made. Only factual information supported by evidence should be reported; opinions and/or speculation will not be included in conclusions.

Findings will be used to improve the “H&S Management Process” and be distributed back to Tower Cranes NZ workers and subcontractors where applicable.

24.2 Notifiable Injury

In the event of an injury, illness, or incident that constitutes a notifiable event, Tower Cranes NZ will advise the Regulator (WorkSafe New Zealand) in the prescribed manner as soon as possible after the event, by whichever means available and in writing if so requested within 48 hours.

Under impending legislation, notifiable injuries are as follows.

- Any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):
  - Amputation of any part of the body
  - A serious head injury
  - A serious eye injury
  - A serious burn
  - The separation of skin from an underlying tissue (such as de-gloving or scalping)
  - A spinal injury
  - The loss of a bodily function
  - Serious lacerations

- An injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment
− An injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance
− Any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work
  − With micro-organisms; or
  − That involves providing treatment or care to a person; or
  − That involves contact with human blood or bodily substances; or
  − That involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses or animal waste products; or
  − That involves handling or contact with fish or marine mammals
− Any other injury or illness declared by regulations to be a notifiable injury or illness

24.3 Notifiable Incidents

Under current legislation, notifiable incidents are as follows:

− an escape, a spillage, or a leakage of a substance
− an implosion, explosion, or fire
− an escape of gas or steam
− an escape of a pressurised substance
− the fall or release from a height of any plant, substance or thing
− the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations
− the collapse or partial collapse of a structure
− the collapse or failure of an excavation or any shoring supporting an excavation or tunnel
− the interruption of the main system of ventilation in an underground excavation or tunnel
− a collision between two vessels, a vessel capsize, or the inrush of water into a vessel
− any other incident declared by regulations to be a notifiable incident

24.4 Notifiable Events

Under current legislation, notifiable events include the following:

− The death of a person (fatality)
− A notifiable injury or illness
− A notifiable incident

24.5 Near Miss Events

The Safety Manager shall record in the incident register all high-potential near miss events that could have, or had the potential to, cause harm. The findings, lessons learnt and corrective actions from the findings will be communicated and discussed at toolbox talks, safety meetings, H&S meetings and other relevant forums as required.
24.6 Reviewing/Analysing of Incident Reports

All current reports shall be tabled at the regular safety meetings for awareness and action as appropriate. The incident reports shall also be discussed at the Toolbox Safety Meetings. This aim is to raise awareness of the hazard that led to the event and to reduce the likelihood of a reoccurrence. When the incident involves a subcontractor, the subcontractor’s safety representative will be asked to report on remedial action taken to prevent a reoccurrence of the event.

All incidents shall be reported to Tower Cranes NZ’s H&S Manager, who will ensure they are entered into Tower Cranes NZ’s health & safety incident register. This process will allow Tower Cranes NZ to identify and monitor any trends in hazards that relate to one to more incidents. If when a hazard trend is identified, Tower Cranes NZ can then take the necessary action to minimise the hazard.

Discussion of the causes and trends shall form part of the all-company health & safety meeting agendas.

The Operations manager shall review all incident reports and report to Tower Cranes NZ’s senior management on the remedial action to be taken.

24.7 Incident Investigation and Preventive Action

The objective of completing an incident investigation is to determine the primary (or root cause) and secondary cause of the incident. The root cause identifies any flaw in the process behind the event; this relates to a flaw in the planning, motivation, supervision, and knowledge or experience and training stage. What went wrong at the root level that allowed the people (the secondary cause) to act in a way that meant they were then harmed, e.g. by coming into contact with an electrical source or slipped, tripped or fell.

The amount of detail in the report should reflect the seriousness, or potential seriousness, of the accident, i.e. a near miss that could have resulted in serious harm or death must be thoroughly investigated.

All notifiable incidents are to be investigated and a comprehensive report compiled that includes a summary outline, statements from the victim, the victims employer and/or supervisor and any witnesses. The report should conclude with recommendations for preventive action in the future. Notifiable incident investigations shall be performed by personnel trained in the investigation process.

24.8 Rehabilitation

Tower Cranes NZ has a firm commitment to bring injured workers back into the workforce as soon as possible. It will take all practical steps to ensure that this happens, bearing in mind the capability of the injured person. Tower Cranes NZ will use the assistance of professional outside service providers to achieve this aim. Procedures are as follows:
– The injured person’s abilities will initially be assessed by a medical practitioner, the ACC case officer and then by (where required) an occupational health professional.
– Once the activities the injured person is capable of doing have been established, Tower Crane NZ will determine how they may best be integrated back into the workforce.
– Once the injured person is back at work, Tower Cranes NZ will continue to assess the employee, ensuring the integration is successful.
– An assessment committee, made up of the H&S Manager, other senior management as appropriate, ACC case officer and (where required) a health professional, shall be responsible for maintaining a watching brief over the planned integration of the injured employee.
– The above committee shall make written reports to the Managing Director and ACC detailing the progress of the rehabilitation plan for the injured employee.
– Tower Cranes NZ is committed to ensuring all employees are familiar with the rehabilitation process.

24.9 Notification Timeframes

In the event of an Incident, it is of the utmost importance that the known facts are communicated to management as quickly as possible to enable efficient coordination of appropriate responses.

Any incident resulting in:

– Fatality: (immediately) notify Managing Director, Operations Manager and H&S Manager
– Notifiable injury: (immediately) notify Managing Director, Operations Manager and H&S Manager,
– Notifiable incident: (immediately) Managing Director, Operations Manager and H&S Manager
– Notifiable event: to WorkSafe NZ as soon as possible after becoming aware that a notifiable event has occurred, by means of phone call, email or other electronic means. Where required by the Regulator, written confirmation may be required within 48 hrs of the event
– Lost time injuries: (as soon as it becomes clear that an injury is a LTI) Crane operations Manager and H&S Manager
– Medical type injury: (within 2hrs) Notify Crane Operations Manager and H&S Manager
– First aid type injuries: (within 4 hrs) notify H&S Manager
– Any event that, in different circumstances, could have resulted in such an incident (i.e. near miss) (24hrs) notify H&S Manager.
25. Safety Management System Audit

25.1 Performance Monitoring and Measuring

Tower Cranes NZ is continually striving to improve the quality of its health & safety system by effectively and efficiently measuring the company’s performance on a day-to-day basis. This process aims to ensure good practice is occurring on site and that any deviations can be identified and managed accordingly, prior to a potential accident or incident occurring. Tower Cranes NZ uses the following systems to monitor and measure its health & safety performance.

25.2 Safety Inspections

Safety inspections in the form of self-safety audits are to be carried out weekly. These inspections should be completed prior to a safety meeting, allowing the results to be discussed and any corrective action taken as soon as possible. The safety inspection is to be carried out by the H&S Manager or a person delegated by the Operations Manager.

The Weekly Safety Inspection form is to be used for the inspection. Controls noted on the hazard sheets/board should be incorporated onto the inspection report as appropriate. Any hazards identified during the inspection that are not already recorded on the hazard sheet/board must be added.

25.3 Safety Audits

Tower Cranes NZ personnel and external assessors independent of the project shall carry out safety audits at regular intervals as determined by Tower Cranes NZ senior management. The audits shall check the on-site safety management programme and be followed by a report to the Crane Operations Manager, Crane Manager and H&S Manager.

- The H&S Manager will arrange for the independent safety audits to be undertaken.
- The H&S Manager (or delegate) is to be made aware of any safety issues identified by the audit prior to the auditor leaving the site so immediate action can be taken to correct any safety issues.
- The auditor is required to have a valid Gold Site Safe Passport qualification (as a minimum).
- The frequency of the audits will be set at the project commencement meeting but generally will be monthly.
- Audits shall be summarised by the area in which the audit took place and discussed at the H&S meeting to identify any trends and recommended actions.

Follow-up action resulting from the audit is the responsibility of the Operations Manager or delegate. Where corrective action is required as a result of the audit, a follow-up audit should be carried out as soon as possible following the corrective action implemented.
25.4 Health & Safety System Audit

A system audit of Tower Cranes NZ’s H&S Management System is to be carried out annually. The purpose of the audit is to ensure Tower Cranes NZ continues to meet its health & safety responsibilities under the legislation and in its goal of ‘zero harm’ to any employees or communities in which it operates. The H&S Manager and the Operations Manager are responsible for ensuring the audit is carried out.

Where necessary, Tower Cranes NZ will seek the assistance of an independent party to review its H&S Management System.

26. Management Review

Tower Cranes NZ senior management will, on an annual basis, review the Health & Safety management plan against current legislative requirements, codes of practice, standards, best practice guidelines, and/or ACC WSMP programme relevant to the accreditation level.

Through the safety communication procedures, Tower Cranes NZ management will review the site-specific safety management plan, risk register and incident register, ensuring consistency and accuracy against all findings, improvements and or industry best practices, and ensuring that these are incorporated in the safety management plan and policy document and communicated back to relevant workers and other stakeholders.

The safety policy statement will be reviewed at least annually, where the objectives will be reviewed against safety performance over the previous period. From this, the aims, targets, and goals will be reviewed for consistency and planning for the coming period.

27. Subcontractor Management

27.1 Subcontractor Pre-Qualification

All subcontractors engaged by Tower Cranes NZ must have been reviewed and have met the requirements of Tower Cranes NZ’s Construction Subcontractor Pre-Qualification and Performance Assessment. This assessment covers a number of health & safety requirements and verifies that the subcontractor has an acceptable health & safety system in place.

27.2 Subcontractor Project Commencement Requirements

The subcontractor’s safety representative, supervisor, or person in charge must ensure the following is carried out.

- Prior to commencing work on site, provide Tower Cranes NZ management with a copy of their SSSP for the project
– Prior to commencing work, provide a register identifying staff competency levels and training received
– Prior to commencing work, attend a safety induction
– Prior to commencing work, liaise with the Tower Cranes NZ manager and arrange for each contractor to attend a site safety induction (as per Tower Cranes NZ’s site induction policy). Each contractor is required to complete the induction form as part of the induction process
– Ensure that all the subcontractor’s employees are holders of either a current Site Safe Passport or Site Safe Gold Card or higher
– A safety representative from the subcontractor must agree to attend Tower Cranes NZ’s weekly safety meetings. This is a requirement of Tower Cranes NZ’s Standard Conditions of Subcontract. As stated previously, these meetings allow site personnel to raise and discuss any health & safety concerns or issues
– The subcontractor’s supervisor must liaise with the Tower Cranes NZ manager to arrange the scheduling of the subcontractor employee induction sessions. This contact is to take place at least a week prior to the contractor commencing work on site to allow enough time for the induction process to be carried out

27.3 Subcontractor’s Reviews and Key Performance Indicators

Each subcontractor will be given a list of the Key Performance Indicators (KPIs)' they are expected to achieve during the course of the contract. The subcontractor must work towards achieving the required Tower Cranes NZ health & safety KPIs in addition to adhering to the requirements of their own health & safety system.

A review of the subcontractor’s health & safety KPIs will be undertaken annually or at the completion of their contract (whichever occurs first) to determine whether the KPIs have been achieved. This review will be carried out by the Operations Manager and H&S Manager in conjunction with the subcontractor. If any of the KPIs have not been achieved, the subcontractor must actively improve its system. It must inform the Tower Cranes NZ site manager of these improvements.

28. Appendixes

Tower Cranes NZ Vehicle Policy

Tower Cranes NZ management is committed to road and vehicle safety. TCNZ recognises that the use of motor vehicles including pilot vehicles, mobile cranes, large transport trucks pose a significant Health and Safety risk to members of the public and therefore must be managed accordingly. It is important that employees are aware of these risks and their responsibilities in relation to vehicle use.

Company vehicles are an extension of the workplace in a transitory sense, and the same rules apply to a vehicle on company business as they do to the place of work.
Tower Cranes NZ vehicle drivers in order for a worker to drive a Tower Crane NZ vehicle must have:

- Read, understood and accepted this policy
- Hold a current, unrestricted, New Zealand Drivers Licence for the appropriate vehicle class.

Note: Overseas licences will be accepted only in accordance with NZTA guidelines.

The driver is responsible for:

- The Tower Cranes NZ vehicle when in use and driven by him/her
- Advising their supervisor and the Health and Safety Coordinator if their licence has been cancelled or has restrictions imposed
- Ensuring that they are familiar with the operating procedures for the vehicle and that they are competent in this regard. Particularly mobile crane operators.
- Ensuring that they follow the rules of the road
- Operating vehicles in a safe manner at all times, including being operated within New Zealand road rules

Fines and Infringements

The driver is responsible for any penalties or fines imposed, including speeding, traffic infringements and parking fines that they incur and any further charges incurred by Tower Cranes NZ as a result of non-payment of fines.

Smoking is not permitted in any Tower Cranes NZ vehicle at any time

Drivers must not be intoxicated or under the influence of any illegal substance

Drivers must ensure they wear appropriate protective clothing (PPE) such as high visibility vests, hard hats when operating (i.e. loading / unloading) around the vehicle.

All drivers must be aware of safe driving practices in relation to:

- Towing
- Travelling long distances and fatigue
- Stowage of equipment
- Driving in hazardous conditions
- Level crossings
- Carriage of hazardous substances

Road Code Compliance

Note: LTNZ’s website has further advice on safe driving
Tower Cranes NZ vehicles may only be used if they are fit for purpose. Some Tower Cranes NZ vehicles may not be suitable for the transportation of sensitive, expensive or hazardous equipment and materials. Correct selection and planning of vehicle for the task is to be made prior to works proceeding.

**Maintenance**

All Tower Cranes NZ drivers are responsible for ensuring that the vehicle they are driving is in safe working condition for their own safety along with any passengers they may be transporting and members of the public. For example, this means that drivers must satisfy themselves that standard safety features such as brakes, seatbelts, headlights etc. are functioning prior to using the vehicle.

In addition, the driver is responsible for ensuring the vehicle:

- Has a current Warrant of Fitness
- Has a current Registration
- Has sufficient Road Users Kilometres for the journey (necessary for a diesel vehicle)
- Is maintained on a regular basis (as per the vehicles maintenance schedule)
- Contains a fire extinguisher that is current
- Contains a first aid kit relative to the size of the vehicle
- Is kept tidy, clean and clutter free

The vehicle must be made available for inspection by the Operations Manager of Tower Cranes NZ or another nominated person as and when required.

**Parking & Security**

Tower Cranes NZ vehicles must be locked when parked. Under no circumstances are keys to be left in an unattended vehicle

Drivers are to remove all valuable items from the vehicle whilst parked or ensure valuables are placed out of sight to remove temptation from would-be thieves.

If a Tower Cranes NZ vehicle is broken into or stolen, the theft is to be reported to the Police and Tower Cranes NZ Operations Manager as soon as possible. A Motor Vehicle Insurance Claim form is to be completed as soon as possible.

**Vehicle & Loading**

All drivers must ensure that their vehicle is loaded in a safe and secure manner as per the New Zealand Transport Agency rules and guidelines for carrying loads. Consideration should be given to ensuring that loads don’t impair the drivers vision, that loose packages, tools and material are safely secured (a safety mesh barrier may be required), and that items extending past the length of the vehicle are appropriately marked.
The drives of Tower Cranes NZ trucks must ensure that the loads are loaded and secured as per the New Zealand Transport Agency document, the Official New Zealand Truck Loading Code.