



Employee Induction Handbook



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Welcome to Waste Management NZ Limited

It's great to have you on board! To help you settle into the company quickly and hit the ground running, we've prepared this induction handbook. It'll give you an idea of what we're all about, as well as answering any questions you may have.

1. Company Introduction

We are a leading provider of comprehensive environmental, waste and recycling management and facility management services in New Zealand. A comprehensive service offering built on a platform of resource recovery and responsible environmental management provides complete waste minimization and facility management solutions for customers.

The diversity and magnitude of Waste Management operations enable the company to reinforce all projects with extensive experience and resources, including systems, technical expertise, managerial proficiency, strategic partnerships, and physical resources. In addition, the company delivers robustness and stability, providing assurance of service delivery well into the future.

The New Zealand divisions of Waste Management reflect the diversity and a unique mix of technical and industrial solutions that provides clients with a comprehensive one stop service to meet a broad range of facility, waste, recycling, and industrial needs.

The Regional Divisions within Waste Management New Zealand include:

Upper North Island - Auckland and above

Lower North Island - Tauranga to Wellington

South Island - All of the South Island

Technical Services - All New Zealand

Circular Service - All of New Zealand

Safety Haumarutanga



Safety first in everything
we do.

We go home safe everyday.
We take care of each other
and our communities.
We prioritise our health
and wellbeing.

Service Ratonga



We keep our promises.

We pick up the bin when we
say we will.
We communicate proactively.
We are easy to do
business with.

Sustainability Toitūtanga



We are all responsible to
future generations.

We lead the conversation
around the circular economy
and materials recovery.
We listen to our customers
and communities to provide
sustainable solutions.

Innovation Auahatanga



We execute great
ideas well.

We solve real challenges which
add value to customers and
ourselves.
We explore, try and learn.
We foster expertise.

Together Mahi ngātahi



He waka eke noa –
One boat, same direction.

We value others' contributions.
We work together as
one team.
We treat each other with
kindness, respect and trust.

1.1 Meet the WM Executive Leadership Team 2023



Evan Maehl
Managing Director



William Ding
Chief Financial Officer



Michael McSaveney
Executive General Manager,
Upper North Island



David Howie
Executive General Manager,
Lower North Island & Acting
Executive General Manager,
Circular Services



Greg Slaughter
Executive General Manager,
South Island



Lawrence James
Chief Engineer &
Development Officer



David Perkins
Executive General Manager,
Technical Services



Guy Smith
Chief Risk Officer



Ingrid Cronin Knight
Chief Growth & Sustainability
Officer



Lena Jenkins
Chief Digital Officer



Craig Plested
Chief People Officer

1.2 Solid Waste & Recycling

Waste Management constitutes a significant component of the New Zealand operations and has established itself as New Zealand's principal solid waste and recycle operator. It delivers an extensive network of resources and expertise stemming from over 20 years' experience in the industry. This includes numerous recyclable material collection and processing operations spread throughout New Zealand.

Waste Management also encompasses the Recycle brand, providing specialist recycle collection, processing, and marketing operations for domestic and commercial recyclables throughout New Zealand. Waste Management is one of New Zealand's largest recycling operators providing considerable resources and expertise, particularly in relation to commodity marketing in New Zealand and overseas. Reprocessing of recyclable materials is undertaken in New Zealand wherever possible and viable.



Waste Management can also provide composting services through our subsidiary **Living Earth Ltd (LEL)**. The relationship between LEL and Waste Management first began in 1996, when both companies entered into a 50/50 joint venture. As of the 1st April 2015, LEL became a wholly owned subsidiary of Waste



Management NZ Ltd. LEL is New Zealand's largest commercial composting and organic waste management company with a demonstrated commitment to producing high quality saleable products and with experience in all aspects of collection, processing, composting, and marketing.

The combined strengths and experience of LEL and Waste Management enables streamlined, cost effective integrated organic management solutions.

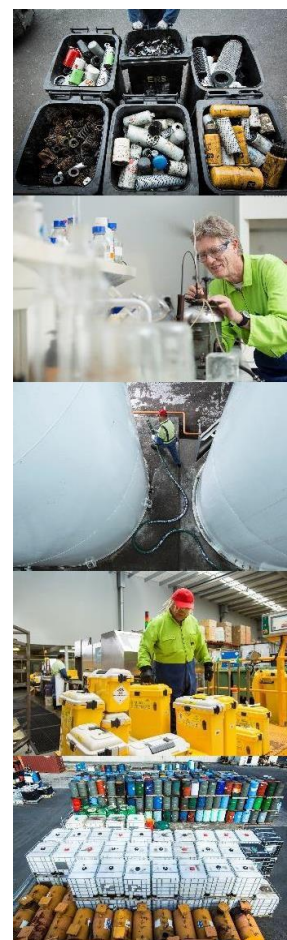
The LEL brand is a respected name in commercial, home and market gardening circles. In 2009, Living Earth commissioned the new 3,000sqm plant for Christchurch City Council which is one of the largest in Australasia. The organic waste is received, sorted, shredded, and blended within the building. It processes up to 65,000 tonnes of organic waste annually into high-quality compost, suitable for use as an alternative to traditional fertiliser for farming, horticulture and for domestic gardens.

1.3 Technical Services

Waste Management Technical Services has a proven record of collection and disposal of liquid and hazardous waste. This includes chemical identification, packaging, transport, local treatment, treatment, and disposal of intractable wastes via exportation to approved facilities. Its uncompromising attention to detail regarding the safe handling, transportation, and disposal of liquid and hazardous materials, ensures that the integrity and special care required by the wider community is in place when dealing with hazardous substances.

Waste Management Technical Services is the leading collection and disposal contractor for liquid and hazardous waste in New Zealand. It is able to offer a complete, fully consented service, offering a qualified and experienced organization capable of providing full assurance and risk avoidance in the following key areas: Collection and transportation of liquid and hazardous waste

- Local Treatment and Disposal
- Collection and segregation advice
- Intractable waste disposal - Offshore
- Dangerous Goods Collections
- Dangerous Goods Redundant / Expired stock
- Spill Management
- Vacuum tanker servicing of:
- Grease traps|Storm water systems / Cesspits
- Interceptors
- Dangerous Goods holding tanks
- Flammable waste
- TS operate treatment plants incorporating the following processes:
 - Organic treatment
 - Heavy metal stabilization
 - Hydrocarbon stabilization
 - Solvent and oil recovery
 - Volume reduction and product destruction
 - Resource recovery
 - Intractable chemical repackaging



Medismart operates as a division of Waste Management Technical Services and is committed to the medical and quarantine waste business. An integral part of the company's service is the supply of Sharp smart sharps containers for the safe management of syringes and surgical instruments.

Specialist services include:

- Collection, treatment and disposal of medical and sharp waste
- Collection, treatment and disposal of quarantine waste
- Secure destruction and disposal of confidential waste

1.4 Safety, Sustainability and Service

Waste Management is steadfast in its commitment to delivering service solutions that enhance environmental outcomes and embrace sustainability. Waste Management is, in essence, an environmental services company and recognises its need to deliver environmentally successful outcomes to secure and future proof the company's position in a market of increasing environmental consciousness. Environmental principles are demonstrated in the activities of all Waste Management's trading divisions, subsidiaries and associate companies and will be applied to all service elements provided to customers. Waste Management personnel receive environmental training as part of their induction and on-going learning and development. All operations are designed to minimize environmental impacts and embrace all practicable sustainability initiatives.

The company's approach also seeks continuous improvement in performance with consideration of evolving scientific knowledge as well as client expectations and desires. Waste Management has substantial resources to apply to the investigation and development of new ways of resource recovery and impact mitigation. Correspondingly, the company actively seeks to apply its innovations in increasing diversion, reuse and improving environmental performance.

1.5 Collection Services

Waste Management provides a general waste and recyclables collection service for government, commercial and industrial clients across New Zealand, utilising its vast fleet of specialized waste collection vehicles, bins, skips and compaction units.

Currently the Waste Management Group business covers over 100 central and local government customers spanning over 112 contracts and over 3.5 million collection services are provided each week. The service record of the company in these contracts is unparalleled. Waste Management takes great pride in the knowledge that it has been continuously supplying collection services for some government customers in excess of 15 years. Considerable technical and managerial expertise is available to ensure best value waste services for customers.

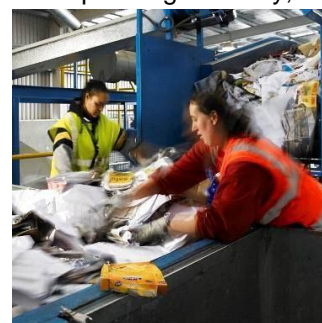
1.6 Waste Transfer

Waste Management designs, builds, owns, and operates state-of-the-art transfer stations, which provide an efficient and cost-effective method of receiving, sorting, consolidating and transporting residual waste materials to distant landfill disposal sites.

1.7 Recycling

With a view that all waste is a resource, Waste Management places a strong focus on incorporating recovery, recycling, and reuse throughout all of our operations.

Waste Management owns and operates a number of Material Recovery Facilities (MRFs) which are used to sort and recover municipal, government, commercial and industrial recyclables (i.e., Plastics, glass, metal and aluminum cans, cardboard, and paper). MRFs use a combination of mechanical separation systems and handsorting processes to separate each waste stream before they are quality checked, baled, and sold for reuse or recycling. Waste Management is a major supplier of recycled materials to local, national, and international commodities markets.



1.8 Management

Waste Management owns and operates a number of landfill sites, which are used for the disposal of municipal, commercial, and industrial residual waste materials.

These landfills include large state of the art regional facilities such as the Redvale Landfill in the Auckland Region (designed, owned, and operated by Waste Management) and the Kate Valley Landfill which services the Canterbury region. Kate Valley Landfill is owned by 'Waste Management Canterbury' which is a private/public partnership between Waste Management (50%) and five local authorities in the region (50%). Waste Management Canterbury





designed and constructed the facility and Waste Management operates the facility.

These facilities are models for environmental innovation and compliance and have changed the perceptions of landfill development and operation in New Zealand.

1.9 Energy Recovery

Waste Management is a developer, owner and operator of renewable energy projects that derive a beneficial use from waste materials. Such projects include the recovery of landfill gas, which is a gas produced in many landfills, as a result of the decomposition of organic waste materials. This landfill gas is captured, cleaned, and used to power generators to produce 'green power', which is sold back into the electricity grid.

For example, the Waste Management Redvale landfill in Auckland has nine generators currently supplying 9MWH of power to the grid. Gas collection efficiencies of 90- 95% are being achieved and the site has a potential generating capacity of 20 Megawatts. Waste Management also specializes in the collection, transportation, recycling, and re-refining of used mineral and cooking oils and fats. In line with our philosophy of recover, recycle, reuse, the energy business' primary focus is on the production of fuels, lubricant base oils and residuals such as bitumen.



1.10 Organics and Remediation

Waste Management collects, transports and processes green waste, food scraps, wood waste and inorganics, to create high quality soil conditioners. These products are distributed for agricultural, horticultural, and landscaping applications. Waste Management also collects transports and treats bio solids waste generated by sewage treatment plants, and other organic waste such as grease trap, food waste and waste generated by abattoirs. Strictly regulated, these wastes can be beneficially used for soil conditioners, potting mixes, composting, land rehabilitation, landscaping, forestry, and agricultural purposes.

Waste Management 's site remediation teams specialize in the removal and treatment of contaminated soils from industrial sites, gas works, landfills, agricultural sites, and oil refineries. Treatments for contaminated soils may include chemical fixation and solidification, thermal desorption, vapour extraction and bio-remediation.

1.11 Parent Company

Igneo Infrastructure Partners, previously known as First Sentier Investments have been managing infrastructure investments for almost 30 years. Igneo Infrastructure Partners has portfolio assets within Europe, Australia, New Zealand, and North America.

"Our philosophy is very simple. We are constantly searching for high quality businesses and when we acquire them, we will work relentlessly with them to create long-term sustainable value through innovation and Environmental, Social and Governance (ESG) led proactive asset management"

As owners of infrastructure assets, we believe sustainable operating models are integral to delivering attractive investment returns. Proactive ESG-led management within our portfolio companies allows us to identify ESG risks and opportunities. Most importantly, our ESG commitment aligns the interests of our clients with the communities that our businesses serve.

Igneo Infrastructure Partners have established Five Minimum Standards for ESG that apply to all their portfolios, these are as follows:

- Health and Safety
- Environmental performance
- Diversity
- Governance
- Employee engagement

2. Staff Training & Development

We are committed to maintaining a safe and healthy environment for employees and others, as well as providing a level of service and product quality that completely satisfies customer needs and expectations. Waste Management recognise that training is an integral component to quality business management. The competencies, skills and knowledge possessed by our employees are key factors in the success of our operations. Employee development and training opportunities are made available on an equitable basis in consideration of the benefits for individuals and operating divisions.

Workplace training and development programs are organised in consultation with operational managers, supervisors, and employees, and in alignment with operational business plans. Where a workplace hazard and associated risk has been identified, all relevant persons will be provided with specific information and training to eliminate or minimize exposure.

Waste Management's Workplace Training Policy includes a commitment to:

- Conduct training needs analysis for all employees to determine the training requirements for positions and tasks undertaken.
- Develop core training elements, skills and knowledge that employees require now and, in the future, to satisfy the requirements of individual position descriptions and organisational goals, objectives and targets.
- Allocate adequate resources and time for employees to participate in training programs both internally and externally where identified as applicable and practicable.
- Ensure that the content of the training is appropriate to meet the trainee's language, literacy and numeracy skills, level existing knowledge and level of details.
- Meet accountability requirements by recording and documenting all training and development activities.
- Continuously monitor and review effectiveness of workplace training and development activities to ensure organisational goals, objectives and targets are met.

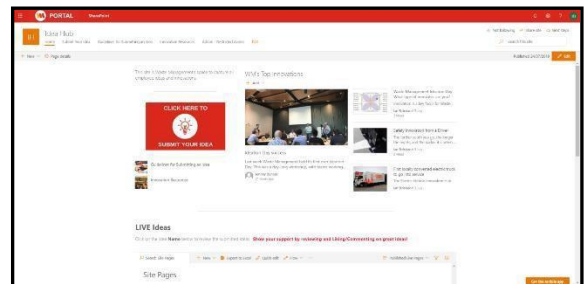
2.1 The Ideas Hub

Waste Management is always striving to be better as a business and we highly value staff suggestions as to how we can improve.

Located within the Portal is our Ideas Hub. This is the center for all innovation at Waste Management, where staff members can submit their ideas on how to improve our business and processes. It's also where our team can learn about innovation initiatives currently being trialled, find a library of innovation resources, and read and comment on other submissions.

All new staff are encouraged to visit the Ideas Hub to see what ideas have been submitted and are being trialled. If you have a new idea for the company, please submit it through the form provided. We also welcome you to give feedback on existing ideas by leaving a comment in the designated section,

Staff who do not have access to a computer cab can access the Ideas Hub by approaching their manager and asking for access to the Ideas Hub.



3. Raise - Employee Mental Health & Wellbeing Program

Do you need help with:

- | | |
|---------------------------------|---|
| ▪ Work Relationships | ▪ Personal Relationships |
| ▪ Career Counselling | ▪ Stress/Depression/Anxiety |
| ▪ Conflict Resolution | ▪ Substance Abuse, Addictions, Gambling |
| ▪ Workplace bullying/harassment | ▪ Grief, Loss, Bereavement |
| ▪ Discrimination | ▪ Financial Stress |



The Employee Mental Health & Wellbeing Program is provided through RAISE (previously EAP Works) in New Zealand offers confidential, professional, and free counselling with support to all employees and their immediate family members.

Counsellors have many years of experience in helping people deal with both personal and work related issues.

Take that positive step forward!

Contact a counsellor for an appointment in complete confidence. **0800 735 343** for 24/7 on call access to personal telephone support or visit [RAISE](#)

4. Employee Benefits



Health and Safety

Safety is critical to the health and wellbeing of our people, our businesses, and our communities. That's why we take a continuous improvement approach to Health and Safety.



Employee Wellness

Our people are our most important asset. That's why we offer our team gym membership discounts, a free flu jab and annual health check, access to a Wellness platform and professional counselling through the Employee Assistance Programme (EAP).



Work-life Balance

We understand how important it is to have the right balance, so we have a flexible working policy to support our view that flexibility helps retain skilled people and enables people to stay in work.



Development

We recognise investing in people is investing in our success. We have a wide variety of learning programmes (including a higher education fund) to support your personal and professional development.



Rewards and Recognition

We believe in honouring, recognising and celebrating our team member's length of service through our 'Years of Service Programme'.



Spotter Referral Programme

We value your opinion when looking for the best people to join our team. Get financially rewarded by successfully recommending your friends and family for Waste Management roles.



Health Insurance

Medical bills can be unexpected and expensive. We provide our team with discounted Southern Cross ‘Wellbeing One’ insurance to help you always prioritise your health.



Banking

We’ve leveraged off our banking and financial relationships to create special deals on personal loans, home loans, insurances, term deposits, credit card account and banking accounts for our team.



Deals and Discounts

Our benefits don’t stop here. We have numerous other deals and discounts from banking to air flights, car rentals to accommodation and an n3 benefits card.

5. Health and Safety

5.1 Accident Reporting Procedure

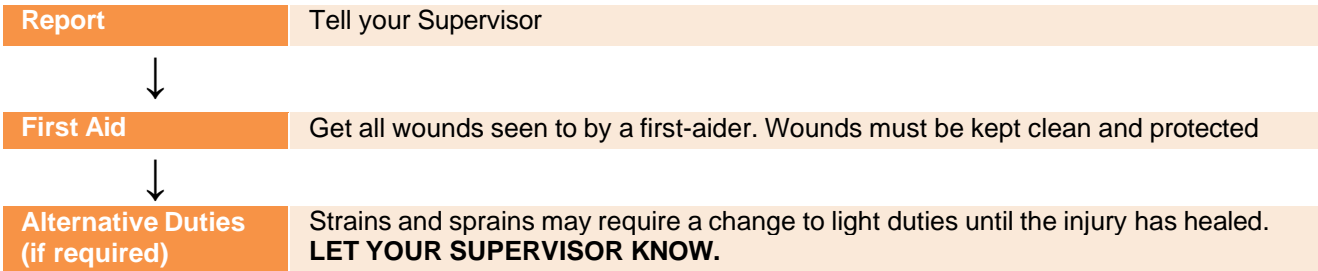
We operate our accident investigation, rehabilitation, and reporting programme under the ACC Partnership Programme. This means that the company pays the full cost of all ACC claims and uses Gallagher Bassett to manage all work-related injury accidents instead of being dealt with by ACC. To ensure this programme works correctly it is important that the following procedure be closely followed. This procedure deals with accidents that result in personal injury.

Accident Procedure

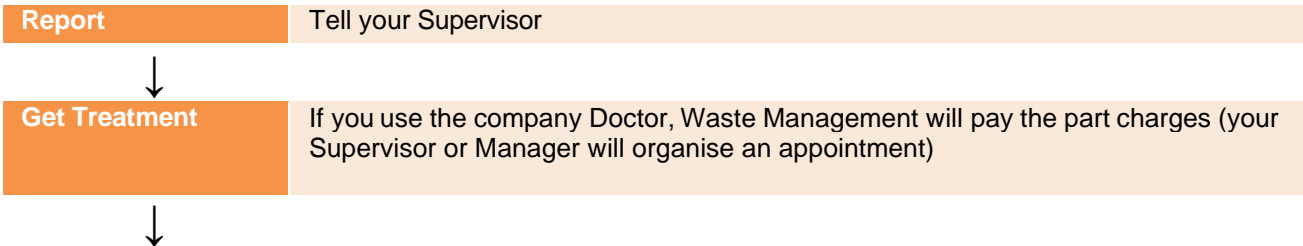
YOU MUST REPORT ALL ACCIDENTS OR INCIDENTS TO YOUR SUPERVISOR IMMEDIATELY.

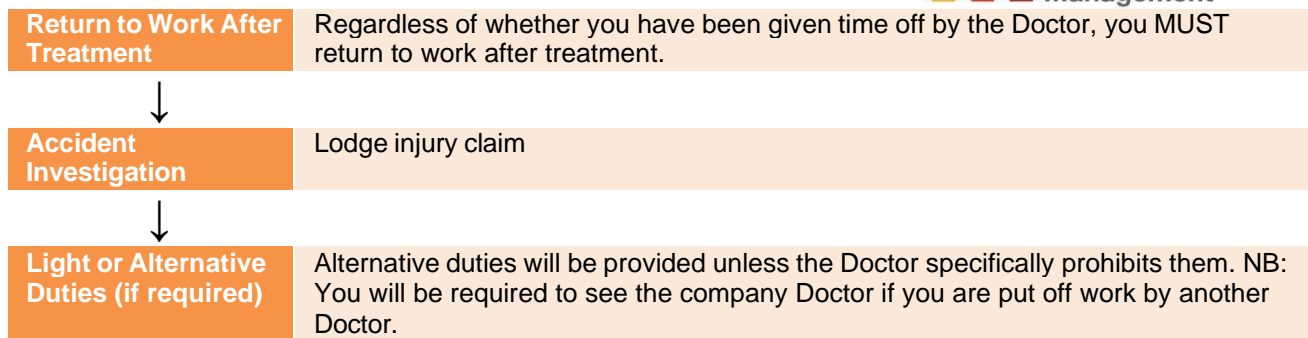
- Failure to report a work accident or an incident is treated as serious misconduct.
- Falsely claiming a non-work injury as a work injury may be treated as theft.

Minor Injuries (e.g., cuts, bruises, sprains, strains)



Medical Treatment Injuries





5.2 Non-Work Injuries

Clearly tell your doctor that the injury is not work related. The paperwork will then be correct when we check the invoices in our accounts department.

If you use the company Doctor for non-work injuries, Waste Management will pay the ACC part charge. Your Supervisor or Manager has further details.

5.3 Case Management

All injured employees will be assigned a Case Manager by Gallagher Bassett. This person is responsible for all claim administration and rehabilitation co-ordination that is required for any work related injuries. This includes the payment of medical costs incurred in relation to the injury and verifying that the claimant is receiving all income compensation entitlements specified in the Accident Insurance Act.

5.4 Confidentiality

All information exchanged and obtained by Gallagher Bassett will meet the requirements of the Privacy Act 1993 and the Health Information Privacy Code.

The staff at Gallagher Bassett are trained and understand the importance of these requirements.

You will be made aware of the reason the information is required and your rights to its disclosure. This will be by phone (at the initial interview) and in writing.

5.5 Rehabilitation

This section gives a brief outline of the company's rehabilitation policies and procedures.

- When the Case Manager from Gallagher Bassett contacts you, they will offer you rehabilitation assistance and advise you of any additional support and entitlements that are available.
- This may involve a rehabilitation plan developed in consultation with yourself, your Supervisor and Safety Representative or support person if you so wish.
- You will be required to sign this plan.
- During the period that you are absent from work the Case Manager will maintain regular contact. This will enable the Case Manager to understand your needs and requirements.
- It is also your responsibility to contact the Case Manager and your Supervisor to advise them of any change in your condition.
- Notify them of further medical certificates or changes in your circumstances. This is important to the communication process so that your income compensation and other entitlements are not interrupted or discontinued.
- The Case Manager will consult with you Doctor and Supervisor to arrange alternative work duties or partial return to work.
- Your progress will be reviewed constantly.
- If you have any concerns regarding your progress under the rehabilitation programme you should discuss with your Case Manager, Doctor, Supervisor or Safety Representative.
- The rehabilitation programme is designed to set realistic and achievable goals, which are time framed and reviewed so that you may return to work as quickly as possible.



5.6 Dispute Resolution

If you are unhappy with any decision made in regard to your ACC cover, contact your Case Manager, Supervisor or Manager to discuss the problem.

One of the reasons Waste Management joined this programme is that it allows us greater flexibility than ACC has. Even if technically, you are not covered for an injury under the Act, in the interest of getting you fit and back to work the company can contribute to your medical costs and provide you with a rehabilitation programme. Your Manager decides these on a case-by-case basis. You have the right to have cover decisions reviewed by an independent review body; full details of these rights are provided when you lodge an ACC claim.

5.7 Permanent Incapacity and Retraining

The Act allows for lump sum compensation payments should you suffer a permanent injury that causes more than 10% incapacity. ACC determines the amount of incapacity suffered by doing an “assessment of incapacity”. You will be advised of the process should you suffer such an injury.

Should you suffer an injury that stops you from doing your normal job a vocational assessment is carried out to determine what type of jobs you are capable of performing. The company will then help in retraining you.

Make it your business to know the hazards and dangers of your job and work safe. Prevention is better than cure!

5.8 Waste Management Safety

These rules and policies are laid down for the benefit of the company, all employees and those affected by our activities.

Remember, breaches or willful disregard of these rules may lead to disciplinary action. This may be by way of warnings, dismissal or prosecution depending on the severity of the circumstances.

The safety rules and policies in this handbook have been formulated to protect people and apply to all activities that Waste Management organisations are involved with.

5.9 Safety Is No Accident

The Health and Safety Employment Act places considerable responsibility on both the employer and the employee to protect themselves and others from their activities. To meet this responsibility effectively, safety management involves the co-operation of the policies set out in this handbook are essential.

The Golden Rule is: If you are uncertain about anything do not proceed. **Ask First!**

- Always carry out regular safety checks for hazards.
- Be on the lookout for any new hazards.
- Always correct a hazard you may notice. If you cannot correct the hazard, tell your Supervisor.
- Always report accidents, near misses, discomfort or injury to your Supervisor.
- Always report accidents you witness.
- Always read a substance “Material Safety Data Sheet” first. Never use any chemical or substance unless you know what it is, what risks are associated with it, how to handle it correctly, and the first aid treatment and emergency procedures.
- Never work without wearing correct protective clothing or without using the proper safety equipment.
- Always operate and maintain all vehicles and machinery in a safe and correct manner and within the law.
- Always use an isolating transformer or earth leakage breaker when using any electrical tool or appliance.
- Always comply with warning signs.
- Always keep work areas clean and tidy.
- Never run or indulge in practical jokes.
- Never work while affected by alcohol or drugs.



- Never ever assault, abuse or harass any fellow employee or member of the public.
- Always use lockout procedures before working on plant or machinery and never by-pass safety lockout systems.
- Never operate a machine or piece of plant with the safety guards off.

Never carry out a task, or use any plant or equipment, or use any chemical or substance unless you have been trained in its safe use or unless someone who has been trained is supervising you.

5.10 Employee Participation and Representation

All employees are expected to be actively involved in ensuring safety in our work places. This requires that you report unsafe equipment or practices and correct/or report hazards that you notice. Regular toolbox meetings are held at each work site to provide you with an opportunity to discuss safety issues.

Each site has an agreed employee participation system that is reviewed annually. Some sites have designated staff safety representatives while other sites have total representation. Your Supervisor can advise you on what system is operating in your work area.

Always report safety issues immediately. Don't just wait to the next meeting. Emergencies, Accidents, Fire, Spills, Injury Accidents

If an Emergency or Accident occurs:

- Stay calm.
- If necessary, evacuate to a safe location as per the emergency plan.
- Call for assistance.
- Call the appropriate emergency service or use the radio to contact base.
- Stay with any injured person.
- Arrange immediate first aid.
- Call the site safety supervisor/warden.
- Secure the site. The scene of the accident must not be disturbed (unless authorized by an Worksafe Inspector) except to save life; prevent further harm or damage to property; or relieve the suffering of person/s.

Remember: All accidents/incidents, not just those causing injury must be reported. This includes 'near misses' where no one is injured. You need to report non-work accidents to us to ensure you are correctly paid.

5.11 Housekeeping

- Keep plant and materials in areas that do not cause obstructions.
- Store material in an orderly way that will prevent falling and spreading.
- Clean up spills of oils etc. as soon as they occur (even if you didn't spill it).
- Keep defined access ways clear at all times.
- Put things back where they came from.
- Switch things off before you go home.
- Place rubbish in the correct designated areas.

Accidents do not just happen. Untidy workplaces contribute to them.

5.12 Personal Safety Tips

- Workers should avoid bending over or lifting immediately after driving.
- You should stretch your body after any driving time.
- Never jump down from trucks or plant.
- Drivers should frequently adjust their postures, (e.g., stretching).
- Twisting while driving should be avoided and arrange seats so that not much bending to the side is required.

- Decrease vibration as much as possible and report defective seats.
- Whenever possible push the load—and always avoid leaning forward over the load.
- Whenever you have to pull, bend your knees and take short, steady steps.
- Don't be reluctant to ask for help from your workmates when you need to lift or move a heavy load. Share the effort or getting a lifting device.
- Hooded jackets limit your vision on the sides, use a hat.

5.13 Hygiene

- Maintain normal hygiene standards. Wash hands before and after toilet use and before eating.
- Keep body and clothing clean. Quite serious infections can enter even a minor scratch.
- Keep “smoko” and wash up facilities clean.
- Do not urinate anywhere other than a designated toilet.

5.14 Dogs

Dogs are **NOT** allowed on any work sites.

5.15 Public Safety

Take good care to ensure the safety of the general public. They are often not aware of dangers and do not understand what may happen. Children under the age of 15 years are not allowed on any site for any reason. This is a Health and Safety regulation that must be adhered to.

5.16 Practical Jokes and Horseplay

There is nothing wrong with having a bit of fun, but practical jokes and horseplay that went wrong have killed people. Therefore, forget them. The industry has enough hazards without making more.

5.17 Care of Vehicles and Plant

- No vehicle or plant shall be started at the beginning of the day unless the daily maintenance checks have been completed.
- No vehicle or plant shall be started at any time unless the driver is seated at the controls and passengers are seated in purpose installed passenger seats.
- All vehicles and plant must be properly maintained and kept clean and tidy.
- Seat belts and restraints must be worn if fitted to the vehicle.

5.18 Operating Vehicles and Plant

Only authorized drivers in possession of the relevant class of driver's licence are permitted to drive company mechanical vehicles. Alternatively, you may be authorised to drive the vehicle while undergoing instruction from your Supervisor or trainer.

Always use the '5 Metre Rule' Truck & Mobile Plant Operators

If plant, people, or structures come within five metres of your vehicle

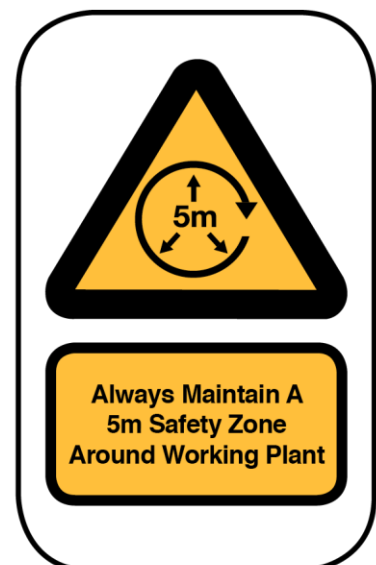
STOP!

Until they have left the zone, you have a spotter to guide you

Or

Eye contact has been indicated and clear instructions given.

It is forbidden:





- To carry passengers unless the vehicle has been fitted with a purpose installed passenger seat
- To ride on trailer drawbars or running bards
- To ride in the bucket of any equipment
- To be in the bucket of equipment that has not been locked out with the bucket placed so that it cannot move
- To ride in the articulated area of any vehicle
- To join or leave a moving vehicle
- Operate plan item with the guards removed
- To bypass safety lockout systems
- To jump down from mobile plant

An employee who is or may be disqualified from driving must notify Management immediately as they become aware of the pending or actual disqualification. Failure to provide this information is regarded as serious misconduct and could result in termination of your employment.

If disqualified from driving, employees could face suspension or loss of employment if alternative work cannot be found, and they are unable to fulfil the conditions of employment. In this industry it is very difficult to find work for someone who cannot drive.

Unless specific permission has been given, only company personnel may be carried as passengers in trucks or plant.

Always Buckle Up — You must always use the seat belts provided.

Whereas a result of negligence or carelessness it is proven you are responsible for damage to vehicles or plant (whether owned or hired by the company) you may be held liable for direct or indirect costs incurred by the company.

5.19 Common Hazards and Controls

The following information concerns some of the general hazards that may be encountered whilst working for Waste Management. This is not an exhaustive list and is only general guideline. More detailed information should be obtained from your Supervisor.

Make sure you know the work hazards and risks associated with your work area.

Workshops

There are many hazards within and around the mechanical workshops. For this reason, the general rule is that you should not enter a workshop without permission. If you do have permission, then you should stay within the designated areas and wear the appropriate safety equipment. This includes safety footwear, eye and hearing protection.

Electrical Safety

- Safeguards must be used with portable tools. The electrical codes of practice must be followed at all times.
- Either an isolating transformer, or an earth leakage breaker, should protect all outlets. These protect people from faults in plugs and leads, protection that does not come from double insulated tools.
- When working in the vicinity of overhead power lines extra caution should be taken. There are a number of issues that are detailed in electrical regulations, and these should be followed.
- Care should also be taken when working near poles or wire supports.

Heavy Mobile Plant

- Truck tailgates are a common cause of injury. They are heavy and can often jam fingers causing serious injuries.
- All heavy mobile plants are potentially dangerous. Unless you are operating plant or assisting, you should keep clear, particularly when vehicles are reversing, and the driver's vision is obscured.
- If it is necessary to approach the machine or remain in a potentially hazardous position, make eye



contact with the operator before approaching and ensure that they know you are there. Stay within their line of vision at all times.

- It is the responsibility of the operator to know what specific requirements, precautions and work area hazards exist and to discuss these with the job Supervisor.
- The greatest safety device on any machine is a careful operator.
- Falls while climbing onto or off mobile plant is the single most common cause of injury at Waste Management. Always use the handholds and steps and maintain three points of contact with the vehicle at all times.

Climb down, don't jump!

Working on the Road

Working on the road has been classified as a significant hazard. Work activities need to be properly managed and administered to avoid accidents.

Working at Heights

- Serious injuries can occur from falls, even from heights as low as one metre. This means that accessing or leaving any piece of plant or machinery exposes you to possible injury.
- Report any work area where access to or existing from is difficult or unsafe. These areas are serious hazards and must be fixed.
- Remember when using a ladder, to always ensure it is tied off at the top and is standing on a hard level surface.

Minor Plant and Machinery

- Improper usage and poor maintenance cause most accidents with minor plant and equipment. Only those who have been instructed in safe working procedures and plant hazards are permitted to use minor plant and equipment. All equipment should be cleaned, tested and inspected regularly. Worn and damaged parts should be replaced or repaired before use.
- Misuse of equipment such as compactors, balers, high pressure water blasters, angle grinders, chainsaws, motor mowers and pneumatic tools can cause severe damage to eyesight, hearing and body parts. When using such equipment protective clothing and equipment should be worn at all times. Compressed air and electrical equipment need to be handled with particular care.

Noise

- Noise is any unwanted sound.
- If you use any machinery such as a chainsaw, tractor, heavy machinery and power tools, your hearing needs protection.
- If the noise is so loud that you have to shout to be understood by someone standing at arm's length, you need hearing protection.
- At about 115 decibels and without protection, your hearing can suffer instant, long-term damage.

| Hearing Protection | Equipment | Noise Level (Decibels) | Exposure to Damage Hearing |
|-----------------------------|----------------------------|------------------------|----------------------------|
| Grade 5 | Chainsaw | 115 | 30 seconds |
| Grade 4 | Tractor | 105 | 4 minutes |
| Grade 3 or Ear Plugs | Pneumatic Drill Lawn Mower | 100 | 15 minutes |
| | | 95 | 60 minutes |
| Grade 2 | Heavy Truck Busy Street | 90 | 2 hours |
| | | 80 | |

Noise below 85 decibels over an 8-hour day does not require hearing protection. Loud noise physically damages delicate hearing cells inside the ear. Repeated exposure will permanently damage your hearing.

If possible, reduce the effects of noise in the work area by isolating machines or putting baffles on them. Always wear proper hearing protection.



Manual Handling

Many of the injuries in the industry relate to handling and lifting. The most common injuries are to peoples' backs. These can be reduced by remembering you are not superman or superwoman.

Think before you lift. Is there a better way to get the load lifted? Do I need help? Use mechanical lifting whenever possible. It is better to wait for the correct lifting device or for help than to suffer a serious injury. If you have to lift, use the correct lifting techniques.

Learn to lift correctly.

- Get as close to the load as possible
- Bend your knees so you can lift using your legs
- Try to keep the hollow in your back
- Do not use your back like a crane

Climatic Conditions

Working outside has its own set of hazards. Climatic conditions can pose several potential hazards.

Examples of hazards to be aware of from climate are:

- Extreme cold (fatigue, reduced work capacity, illness, colds, flu, hypothermia and pneumonia)
- Extreme heat (fatigue, reduced work capacity, illness and heat stroke)
- Rain (fatigue, reduced work capacity, illness, colds, flu and pneumonia)
- Sunlight (fatigue, reduced work capacity, heat stroke, sunburn, skin cancer)
- Wind (fatigue, reduced work capacity, eye damage, injury from flying objects)
- Always wear appropriate PPE and clothing for the conditions and sun block for the summer sun. Remember to stay hydrated at all times, regardless of the weather.

Chemicals

Chemicals can be dangerous, toxic and explosive. From time to time, you may be called on to use chemicals or other hazardous substances for special purposes.

Never use any chemicals unless you:

- Read the label on the chemical
- Positively identify the type of chemical
- Know what the chemical does
- Know of any potential hazards associated with it
- Are trained in its use
- Have the correct equipment to apply it and protective clothing to safely handle it

Most of the information on a chemical can be obtained from a Materials Safety Data Sheet (MSDS). This should be read.

Asbestos

Asbestos is extremely dangerous and is only to be handled by **TRAINED** operators.

IF YOU ARE NOT TRAINED STAY WELL CLEAR OF ASBESTOS AND DO NOT TOUCH

If trained to handle asbestos;

- Always wear appropriate PPE. Protective clothing, gloves, hi-visibility vests
- When picking up loads Stop Look Assess Manage
- Do NOT manually handle unless absolutely necessary
- Keep an eye out for the not so obvious Asbestos containing material

Asbestos containing material is;

- Fibrous cement material, pipes, vinyl flooring

- Gaskets, brake shoes, clutch plates
- Loose ceiling material, demolition timber, metal roofing
- Grey or white rope, string, fabric
- Fire damaged material
- Transporting Asbestos;
- Must be double wrapped in a 250 micron sheet and each layer must be wet
- Package must be sealed with heavy duty tape every 500mm
- This is repeated again to make 4 layers of protective wrapping

If Asbestos is not correctly packaged, reject the load, do not allow load to be tipped, and contact your supervisor or manager.

Over Exposure

Over exposure can be caused by absorption through the skin, inhaling fumes or dust, or swallowing the chemicals. Inhalation is one of the fastest ways of being poisoned as the chemical passes quickly into the bloodstream from the lungs.

Skin contact is the most common form of poisoning, with the eyes and hands most at risk. Many chemicals will pass easily through the blood stream although the victim is unaware of being contaminated.

Personal Contact

Immediately discard any contaminated clothing and wash the skin thoroughly using soap and water, not solvents. The label will give instructions for first aid. Symptoms of poisoning include nausea, headache, skin irritations, diarrhoea, dizziness and weakness.

If you suffer from any of these, please seek medical advice and take the container or label with you. If contact is with the eyes, flush with large amounts of water for 15 minutes.

5.20 Basic Protective Clothing and Safety Equipment

All employees when working must wear protective clothing. Your Supervisor will advise you on what protective clothing and equipment you may require. It is the responsibility of all employees to wear the required safety equipment—failure to do so may result in dismissal. You are expected to maintain the equipment issued to you in good condition. All equipment issued remains the property of the company. If the equipment has become damaged or if you do not have the correct equipment, please see your Supervisor.

Make sure you name your personal protective equipment.

Note 1: The equipment issued is not a substitute for common sense and proper efforts to eliminate or isolate hazards.

Note 2: All safety equipment is supplied by the company free of charge upon commencement of employment or upon returning it worn out or damaged. Repeated and/or unnecessary damage or loss may result in you being charged for the replacement.

LOOK AFTER YOUR GEAR.

Be Safe, Be Seen

All employees working on or near the road, or sites must wear a Hi-Viz or overalls meeting this requirement on site at all times. At night, vests with additional reflectorized tape and fabric, which meet the required New Zealand Standard, must be worn. The vest must meet the Transit Code of Practice for Temporary Traffic Management and must be worn done up at all times.

Footwear

Suitable footwear should be worn on worksites at all times. This means boots, shoes or gumboots with durable uppers, steel caps and non-slip (oil resistant) polyurethane or rubber soles.



Staff operating mobile equipment or working on unstable ground must wear boots providing a high degree of ankle support. Slip on type boots are not permitted in these work areas.

Hard Hats

It is compulsory to wear protective hard hats on site, which have been designated hard hat areas, for example, landfill sites. They should be worn where workers could be struck on the head by falling or flying objects when lifting objects overhead and where there is a danger of workers striking their heads.



Eye Protection

Remember that once eyes are damaged, they are hard to repair. Eye protection should be worn whenever workers are exposed to flying particles such as:

- Handling products where there is a danger of liquid entering the eyes
- Using a chainsaw
- Driving earthmoving machinery under windy conditions
- Chipping concrete, rock, paint or scale
- Spray painting
- Cutting and/or grinding metals
- Hammering
- Working in the workshop
- And dusty environment



Work Gloves

Suitable protective gloves should be worn when handling rough, sharp edged or abrasive materials, or when the work may subject hands to laceration burns or irritation caused by contact with chemicals or fuels.



Protective Clothing

Protective clothing should be worn in place of ordinary clothing where the conditions of work are such that the protection from ordinary clothing is inadequate.

Certain activities that require special attention and protection include (this list is not exclusive):

- Asbestos
- High pressure water activities
- Confined space
- Handling chemicals
- Working at heights
- Hot works



Lung Protection

When working in very dusty conditions or in confined spaces or spray-painting booths, lung protection such as masks or appropriate respirators should be worn.



Fire Extinguishers

If you use an extinguisher for any reason, you are responsible for returning it to the workshop and getting a replacement. An empty fire extinguisher is no good to anyone.

There should be an extinguisher in every work place, for example the foreman's van and on-board company trucks. If it is missing report, it to your Supervisor.

