



MARNCO



HEALTH & SAFETY INDUCTION



INTRODUCTION

Purpose

This induction will allow you to better understand Marnco's approach to:

Understand Hazards and Risks:

Learn about potential hazards and risks in the workplace and the measures in place to manage them effectively.

Incident Reporting:

Gain familiarity with the procedures for reporting accidents, near misses, and newly identified hazards or risks.

Health and Safety Management:

Understand Marnco's approach to health and safety management, ensuring a safe working environment.

Emergency Preparedness:

Be prepared for emergencies, including fires, natural disasters like earthquakes or tsunamis, or significant workplace accidents.



Marnco H & S Commitment

Key Policy Highlights

Dedication to Safety:

Our Policy aligns with the New Zealand Health & Safety at Work Act to ensure we provide a safe workplace for our employees and contractors.

We are devoted to ensuring our people's health and safety by adhering to the high standards set by the New Zealand Government.

Providing Resources

Staff Support:

We equip our staff with all necessary resources to maintain their own health and safety, as well as that of others.

We seek to empower any staff to pursue further training to progressively make Marnco's work environment safe together, as we grow

Adaptability & Improvement

Dynamic Safety Environment:

Recognizing that conditions can change unpredictably, we are committed to ongoing collaboration with our staff to enhance safety measures and address emerging risks.



01 Dedication to Safety

At Marnco, we are committed to upholding the highest health and safety standards outlined by the New Zealand Health and Safety Act 2015.

02 Resources for Safety

We provide our team and all site stakeholders with the necessary resources and clear guidelines to maintain a safe working environment for everyone.

03 Adaptability & Improvement

Acknowledging that workplace conditions can change; we are committed to continuous collaboration and safety enhancements with our staff.



Marnco's H & S Values

Stop, Think & Act

Assess Risks:

Before starting any task, pause to consider potential risks—ask yourself, "What could go wrong?"

Trust Your Instincts:

If a situation feels unsafe or uncertain, it likely is. Always trust your instincts and report your concerns to a supervisor.

Effective Communication

Prompt Discussions:

Discuss health and safety concerns with your team or supervisor immediately—don't delay.

Integrate Safety into Daily Dialogue:

Make health and safety a regular topic of conversation to ensure it remains a forefront consideration for everyone.



Partnership & Responsibility

Partnership

Mutual Support:

Ensure the safety of your colleagues by looking out for one another. If you notice any unsafe behaviour, speak up immediately.

Active Engagement:

Commit to actively contributing to the safety and wellbeing of everyone on the team.

Responsibility

Individual Accountability:

Each person is crucial to fostering a positive health and safety culture. Take responsibility and don't rely on others to address issues.

Collective Effort:

Work together to ensure the health, safety, and wellbeing of the entire team.





INCIDENT MANAGEMENT

01 Incidents

An incident can be an injury, damage to equipment, or a near miss (a potential harmful event that didn't result in harm).

02 Impact of Reporting

Reporting near misses is crucial. Statistics show that every 600 near misses lead to 30 minor injuries, 10 serious injuries, and 1 fatality.

03 Call to Action

Reporting helps us make necessary changes to prevent injuries and fatalities.



Reporting Process

Immediate Reporting

Use the Safe365 app to report all incidents, accidents, and near misses as soon as they occur.

Provide a comprehensive description of the incident, including what happened, where, and the potential risks involved.

Notification Chain

Upon reporting, automated notifications are sent to Site Operations Manager and Head of Operations.

Managerial staff will follow up to provide support and ensure appropriate measures are taken.

Post Reporting Action

Management will follow-up to discuss the incident further and plan corrective actions.

Assistance and support will be provided to all affected individuals.



01 Near Misses

Situations where no one was hurt but the potential for injury was present.

02 Equipment Damage

Any damage to machinery or property, regardless of size.

03 Minor & Major Injuries

From cuts and bruises to more serious injuries requiring medical attention.





EMERGENCY MANAGEMENT

Emergency Procedures

First Aid Resources

The New Plymouth Site is equipped with First Aid equipment that is clearly visible.

First Aid Kit Locations:

- In the Hallway
- In the Loader
- In the Marnco Ute

Medical Emergencies

All Marnco staff receive annual First Aid certification to ensure they are prepared to handle emergency situations effectively

Evacuation Points

Know where all fire exits, and Emergency Evacuation Points are.

Follow Site Evacuation Plans in case of fire, tsunami or any other natural disaster.



If a serious emergency occurs, immediately call **Emergency Services (111)**

Assist the injured person only if it is safe to do so.

Advise site Management or office staff on RT or CB.

The scene must be left untouched until **WorkSafe** or the **Emergency Services** arrive to take control.

Do **NOT** attempt to clean up or move anything.



Safe Workplace Culture

Partnership

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Site Hazards

Work Area Hazards

Congestion -

Common user and congested work areas. Main entrance and exit gate areas

Pedestrians -

Foot traffic should be restricted to designated pedestrian footpaths.

Machinery & Vehicle Hazards

Mobile Machinery -

Includes loaders, trucks, forklifts, sweepers, other Contractor and staff vehicles.

Rotating Plant -

Equipment with moving parts.

Environmental Hazards

Dust -

Exposure to airborne particles.

Noise -

High noise levels from operations.

Surfaces -

Slippery and uneven surfaces.



Additional Safety Information

Ensure personnel are correctly trained and qualified to carry out required tasks.

Ensure you are using appropriate PPE gear for the task at hand and that it has current certification.

All Incidents must be reported to Marnco Staff **IMMEDIATELY**



Incident Reporting

Contractor Compliance:

All incidents and/ or accidents must be reported to Marngo Staff Immediately.

Marngo Staff will:

- Act immediately to minimise any potential danger.
- Promptly complete an incident report/ near miss report.
- Notify relevant Work Safe, HSE authorities when necessary.



Site Rules

Site Restrictitons

Vehicle Restrictions:

No unauthorized vehicles are allowed inside the main store.

Mobile Phone Restrictions:

Cell phone use is prohibited while operating vehicles. No cell phone use inside restricted areas of the facility Main shed.

Work Areas:

Contractors are to stay in the designated area where work to be carried out and should not be found wandering the facility.

Site Entry & Navigation

Sign-In Required:

All visitors and contractors must sign in at the site office upon arrival.

Initial Contact:

Contact the Operations personnel in the office before proceeding to any operational areas.

Intended Works:

Your intended site visit/work within the site should be prearranged, as accompaniment may be required in certain areas. Please do not be offended if entry is refused due to your visit/work being unscheduled.

General Safety

Foot Traffic:

No running allowed on site, to ensure safety – visitors, contractors and employees must travel along designated walkways.

Age Restrictions:

No persons under the age of 16 years old is permitted on site.



TRAFFIC MANAGEMENT

One-way system for all vehicles

Loaders may drive against the flow but only with **warning over RT and CB**

Only **authorised vehicles** allowed in the shed

Entry to working areas of shed only permitted after **RT communication** with the loader operators have been achieved.



Contractors Onsite

Contractor Compliance:

Contractors must comply with all Marnco safety rules and procedures while onsite.

Induction Requirements:

Contractors must complete a Marnco induction before entering the facility.



Contractor Site Communication

RT – CH 01

Primary Communication:

Contractors and site visitors can communicate with the Office and Loader driver via **RT on channel 01**

Shed Operational Floor:

Contractors/Visitors are to make contact with Loader Operators, informing them of which door they are entering and how many are in the group before heading into shed operational area.



Evacuation Alarm

An alarm which:

01

Has a constant High and Low sounding pitch.

02

Proceed to the:
NEAREST, SAFEST EXIT.

03

Assemble at the closest, safe: **“Emergency Evacuation Point”**.

04

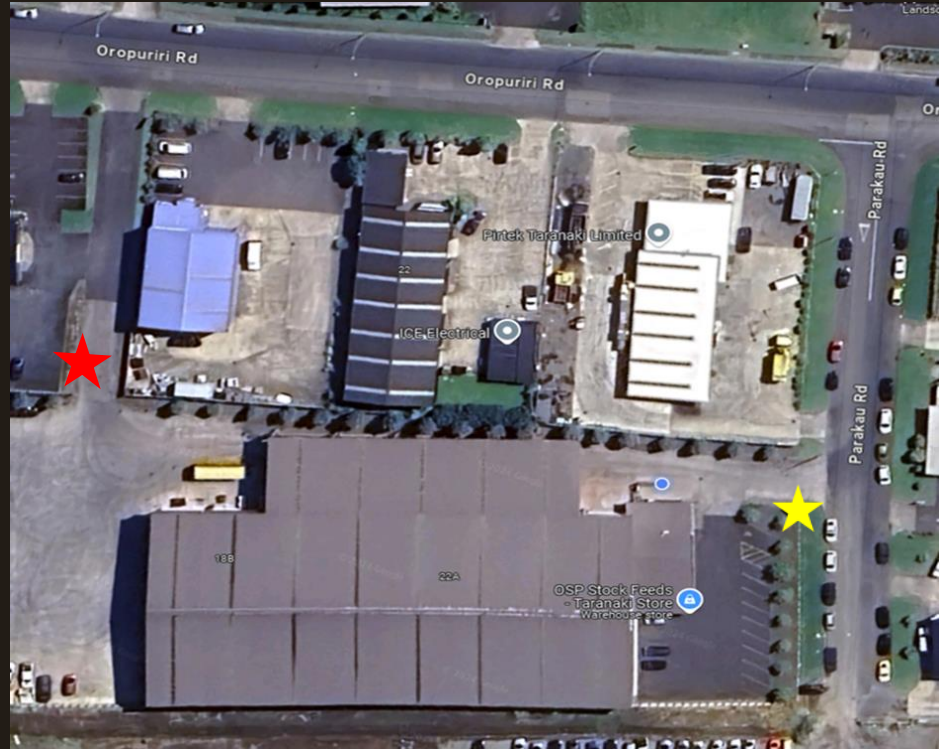
If you can NOT meet the Main assembly point:
Contact site management on RT and inform them: **WHO, HOW MANY AND WHAT ASSEMBLY POINT YOU ARE AT, THEN WAIT FOR INSTRUCTIONS**



Emergency Evacuation Points

01 ★
Northern Evacuation Point:
- On grass area by car parks
outside main gate

02 ★
West Evacuation Point:
- At The Site Exit Gate



Drug & Alcohol Policy

Notify **Marnco** Staff if you believe someone on site is under the influence.

NO SMOKING OR VAPING ON SITE

THIS IS A DRUG AND ALCOHOL-FREE SITE



THANK YOU.

TOGETHER, LET'S GROW