

# WELCOME TO 9 CREST LANE

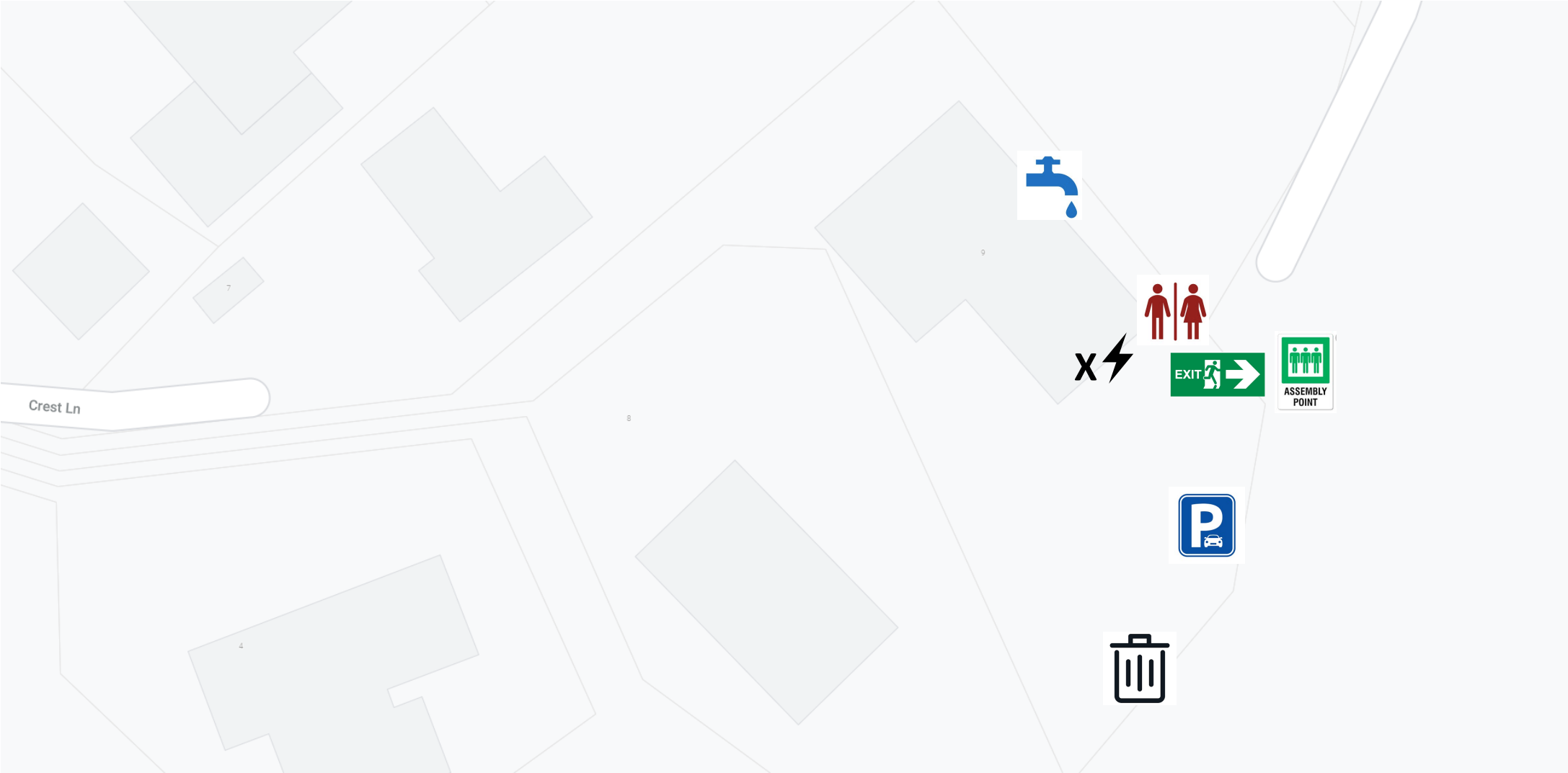
**EVEN IF YOU FLY WITH US REGULARLY PLEASE ENSURE YOU REVIEW & UNDERSTAND THIS SAFETY BRIEFING AS EACH SITE IS UNIQUE IN THEIR OWN WAY**

- ✓ Your company has a hardcopy of your SSSP on site and you have read, understood and signed onto it?  
*If not – please MCL site Foreman*
- ✓ You have/will make yourself familiar with MCL site foreman on arrival to site & continue to check in daily to review hazards & risks on site.
- ✓ You understand the importance of housekeeping and maintaining a tidy site.  
*All works conducted by yourself will not create unnecessary housekeeping risks to you or others on this site*
- ✓ You will **only** use/operate plant & equipment you are trained to use
- ✓ You agree to wear the Personal Protection (PPE) as specified & that is task specific when required
- ✓ You have reviewed or been shown the locations of the below:
  - **Site Amenities** - page 2
  - **Safety equipment** - page 2
  - **Site Access & Exit** - page 2
  - **Emergency Procedures** - page 3
  - **Safety information** - page 5

You have reviewed site hazards including identification & control

- **Site Hazards (Register)** - page 6
  - **How to identify & eliminate or minimize hazards likely to be created or encountered** – page 17
  - **The process of notification of new hazards (both introduced and identified)** – page 20
- ✓ You have reviewed and agree to follow the expected conduct and rules - page 21

# 9 Crest Lane



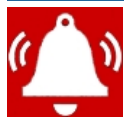
X = Tower   



# Emergency Evacuation



## In the case of ALL emergencies requiring evacuation of the Workplace:



The following warning will sound:

3 blasts from an air horn



If this warning sounds, SHUT DOWN all plant and equipment.



You should proceed immediately to the Assembly Point using the safest identifiable route



The location of the assembly point is:

Remain there until the Manager has given the Official clearance to return to the workplace.

On the street at the end of the drive



The nearest medical facilities are located:

Redcliffs Medical Centre, 03-384 1151  
180 Main Road, Redcliffs, Christchurch, New Zealand



Dial 111 for Fire, Ambulance, Police, Gas & Chemical Spills



### When calling 111, read the following:

We have an emergency at:

We need help from Ambulance / Fire ?

Our phone number is:

The medical problem seems to be ?

9 Crest Lane, Redcliffs, Christchurch, New Zealand

021 378 822



Hospital:

03 364 0640

Poison Centre:

0800 764 766

WorkSafe NZ:

0800 030 040

Power (Services):

0800 363 9898

Civil Defence:

04 817 8555

24 Hour Faults:

0800 363 9898



Workplace Manager:

First Aider:

Safety Contact:

Dax Morel  
021 378 822

Dax Morel  
021 378 822

Dax Morel  
021 378 822



The first aid kit is located:

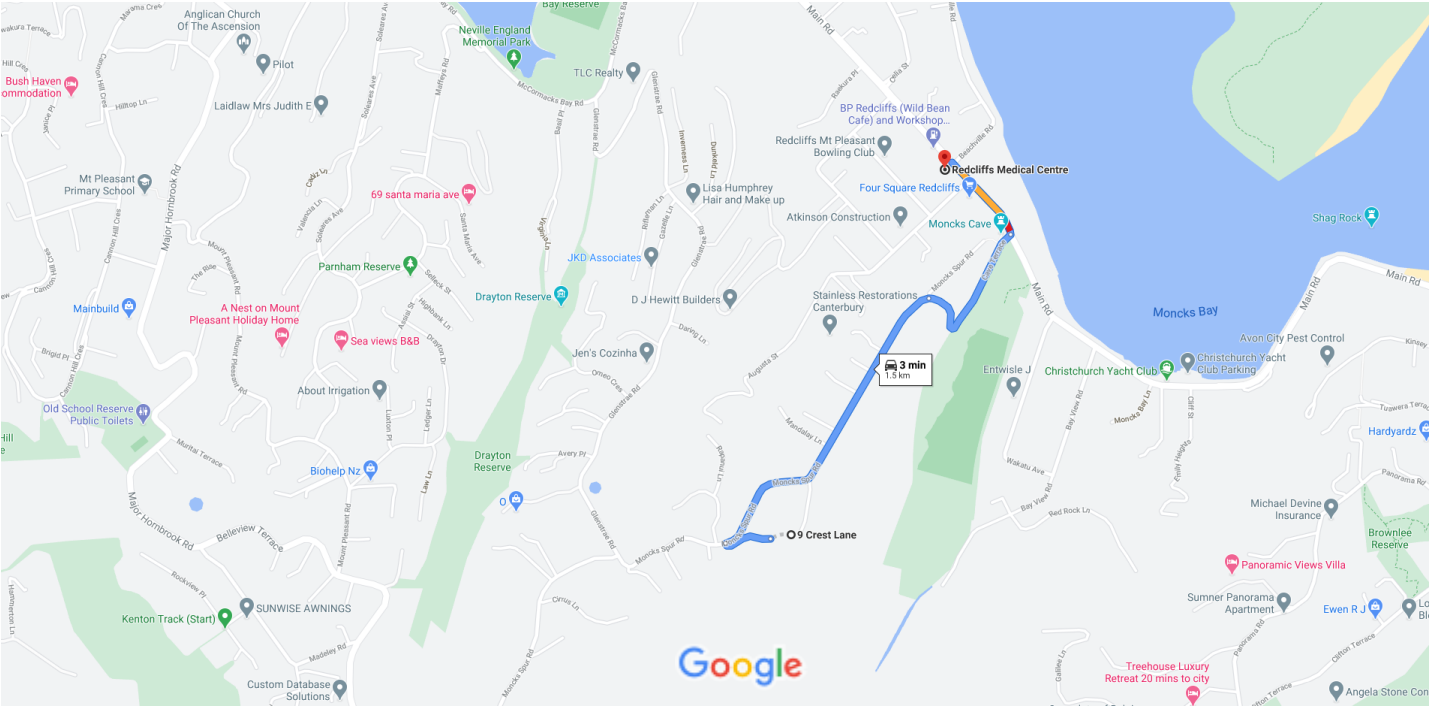
In site tower



The fire extinguisher is located:

In site tower

# 9 Crest Lane, Redcliffs, Christchurch to Redcliffs Medical Centre Drive 1.5 km, 3 min Centre



Map data ©2021 200 m

## 9 Crest Lane

Redcliffs, Christchurch 8081

- ↑

1. Head west on Crest Ln toward Moncks Spur Rd

110 m
- ➡

2. Turn right onto Moncks Spur Rd

750 m
- ➡

3. Keep right to continue on Cave Terrace

350 m
- ⬅

4. Turn left onto Main Rd

i

Destination will be on the left

220 m

ProCore is Morel's project management software which includes its H&S reporting. It is both WEB and APP based.

Sites use the APP based version on a site tablet  
*(not on all sites, paper versions are available on sites with no tablet).*

**These are the main buttons sites use.**

Further training will be provided on site on request.



Incidents

## INCIDENTS:

To report all Incidents, Accidents and Near Misses

1. Click on the +
2. Title = your name
3. Insert date & time
4. Add in a description



Inspections

## INSPECTIONS:

To complete or view and sign onto Daily PreStart



Photos

## PHOTOS:

To take project photos and view stored photos



Documents

## DOCUMENTS:

To view documents relevant to the project i.e.

- H&S docs
- Other design docs
- MSDS sheets
- Task Analysis (TAs)



Specifications

## SPECIFICATIONS:

To view the latest project specifications



Drawings

## DRAWINGS:

To view the latest and previous versions of the project drawings

## Morel Construction Ltd - Hazard / Risk Register

Hazard	Risk	IRA	Control methods	RRA	Training required	Review Date
Alcohol and Drugs - Impairment	<ul style="list-style-type: none"> <li>Loss of control of vehicles or tools resulting in injury to staff</li> <li>Aggressive or unresponsive staff or contractors</li> </ul>	12	<b>Eliminate</b> <ul style="list-style-type: none"> <li>Drug and Alcohol Policy in place including post event and just cause testing.</li> <li>Send staff home when suspected of being under the influence</li> </ul> <b>Minimise</b> <ul style="list-style-type: none"> <li>Strictly enforce a zero tolerance policy for drugs and alcohol</li> <li>Management to complete an investigation if it is suspected that an employee is under the influence</li> <li>Remedial or disciplinary action taken</li> </ul>	4		03-07-2019
Chemicals	<ul style="list-style-type: none"> <li>Ineffective or inappropriate clothing/PPE leading to chemical exposure</li> </ul>	8	<b>Eliminate</b> <ul style="list-style-type: none"> <li>Use safer alternative</li> </ul> <b>Minimise</b> <ul style="list-style-type: none"> <li>Safety Data Sheet (SDS) available for all substances</li> <li>Stored in accordance with SDS instructions</li> <li>Proper labelling</li> <li>Safe use and handling training</li> <li>Wear the appropriate PPE when using products</li> <li>Clean up any spills the may cause environmental risk</li> </ul>	4		03-07-2019

## Morel Construction Ltd - Hazard / Risk Register

Hazard	Risk	IRA	Control methods	RRA	Training required	Review Date
Drop Saw / Power Tools	<ul style="list-style-type: none"> <li>Exposure to dust</li> <li>Exposure to noise</li> <li>Moving / Rotating Machinery</li> <li>Blades</li> <li>Inadequate Guarding</li> </ul>	12	<b>Eliminate</b> <ul style="list-style-type: none"> <li>Appropriate guarding, training/competency of staff</li> <li>Ensure correct operating procedures.</li> <li>Guards present and operational.</li> <li>Tagged as required.</li> </ul> <b>Minimise</b> <ul style="list-style-type: none"> <li>Use extraction systems</li> <li>Work in well ventilated areas</li> <li>Appropriate PPE supplied and worn</li> </ul>	4		03-07-2019
Dust, Airborne Matter	<ul style="list-style-type: none"> <li>Exposure to dust</li> </ul>	20	<b>Minimise</b> <ul style="list-style-type: none"> <li>Use extraction systems</li> <li>Work in well ventilated areas</li> <li>Appropriate PPE supplied and worn</li> </ul>	2		03-12-2018
Electrical Equipment / Electricity	<ul style="list-style-type: none"> <li>Exposure to an uncontrolled energy source from poorly maintained or non-industrial equipment</li> <li>Failure to utilise suitable RCD's</li> <li>Leads exposed to moisture/water</li> </ul>	15	<b>Eliminate</b> <ul style="list-style-type: none"> <li>Equipment inspection and tagging</li> <li>RCD installed at power source</li> <li>Domestic equipment banned from build sites</li> </ul> <b>Minimise</b> <ul style="list-style-type: none"> <li>Regular site inspection by Building Supervisors.</li> </ul>	3		03-12-2018

## Morel Construction Ltd - Hazard / Risk Register

Hazard	Risk	IRA	Control methods	RRA	Training required	Review Date
Fatigue	<ul style="list-style-type: none"> <li>Fatigue related issues / injuries</li> </ul>	12	<b>Minimise</b> <ul style="list-style-type: none"> <li>Keep hydrated</li> <li>Monitor working hours and rest breaks</li> </ul>	4		03-07-2019
Flammable Liquids	<ul style="list-style-type: none"> <li>Petrol generators used at operations as power supply</li> <li>Glues or adhesives</li> </ul>	12	<b>Minimise</b> <ul style="list-style-type: none"> <li>Minimise usage</li> <li>Minimise ignition sources</li> <li>No smoking on site</li> <li>Store in suitable containers</li> </ul>	4		03-07-2019
Grinding Tools	<ul style="list-style-type: none"> <li>Exposure to noise, dust</li> <li>Moving/rotating machinery/blades</li> <li>Potential for mismatched blades or blade failure during use</li> </ul>	20	<b>Minimise</b> <ul style="list-style-type: none"> <li>Use eye protection and ensure tools in safe condition</li> <li>Contain sparks, have fire extinguisher on standby</li> <li>Ensure blade correct for tool</li> <li>Appropriate PPE supplied and worn</li> </ul>	2		03-12-2017



## Morel Construction Ltd - Hazard / Risk Register

Hazard	Risk	IRA	Control methods	RRA	Training required	Review Date
Hand Tools and Plant	<ul style="list-style-type: none"> <li>Faulty or inadequate maintenance of hand tools</li> <li>Used for inappropriate purposes</li> <li>Struck by flying debris</li> <li>Lack of PPE supplied or worn whilst using hand tools</li> </ul>	12	<b>Minimise</b> <ul style="list-style-type: none"> <li>Guards and shields</li> <li>Trained operators only</li> <li>Good condition and regular maintenance</li> <li>Eye and face protection supplied and worn</li> <li>Flying debris controlled</li> <li>Use tools in accordance with manufacturers specifications</li> <li>Right tool for job</li> </ul>	4		03-07-2019
Health	<ul style="list-style-type: none"> <li>Health related issues</li> </ul>	12	<b>Minimise</b> <ul style="list-style-type: none"> <li>Clean sheds, toilets and washing facilities</li> <li>Operate a site wide No Smoking policy – ensuring a designated smoking area is allocated away from the main working and rest area/s</li> <li>First Aid kits and training</li> <li>SDS on site for all hazardous substances</li> </ul>	4		03-07-2019

## Morel Construction Ltd - Hazard / Risk Register

Hazard	Risk	IRA	Control methods	RRA	Training required	Review Date
Knives	<ul style="list-style-type: none"> <li>Laceration from slip or broken blade</li> </ul>	9	<b>Minimise</b> <ul style="list-style-type: none"> <li>Ensure correct use</li> <li>Keep blades sharp</li> <li>Cut away from the body</li> <li>Ensure waste blades are disposed of correctly</li> </ul>	3		03-07-2019
Ladders	<ul style="list-style-type: none"> <li>Fall from ladder</li> <li>Ladder unrestrained poorly positioned</li> <li>Over reaching</li> <li>Inadequate design of step stool/non-industrial ladders</li> </ul>	15	<b>Minimise</b> <ul style="list-style-type: none"> <li>Ensure ladders are checked and used in a safe manner</li> <li>Secure ladders near top, foot at bottom</li> <li>Maintain 3 points of contact whilst climbing ladder</li> <li>Ladder to extend 900mm past step off point</li> <li>Angle for ladder to be 4:1 ratio</li> <li>Ladder must be industrial grade</li> </ul>	5		03-12-2018
Manual Handling	Muscular stress	16	<b>Minimise</b> <ul style="list-style-type: none"> <li>Break loads down</li> <li>Regular housekeeping</li> <li>Keep load as close to body as possible</li> <li>Plan the activity before beginning</li> <li>Stretch and warm up</li> <li>Take regular rest breaks and don't work to exhaustion</li> <li>Lift in accordance with Code of Practice</li> </ul>	4		03-12-2018

## Morel Construction Ltd - Hazard / Risk Register

Hazard	Risk	IRA	Control methods	RRA	Training required	Review Date
Nail Guns and Staplers	<ul style="list-style-type: none"> <li>Laceration by sharp object</li> <li>Noise exposure</li> </ul>	16	<b>Eliminate</b> <ul style="list-style-type: none"> <li>No volatile or combustible gas (including oxygen) to be used to power up tool</li> </ul> <b>Minimise</b> <ul style="list-style-type: none"> <li>No volatile or combustible gas (including oxygen) to be used to power up tool</li> <li>Eye and hearing protection must be worn</li> <li>Beware when nailing dry framing</li> <li>Never point or fire in the direction of any person</li> <li>Maintain safe work practices</li> <li>Maintained in accordance with manufacturers instructions</li> </ul>	3		03-12-2018
Noise	<ul style="list-style-type: none"> <li>Exposure to noise over time causing Noise Induced Hearing Loss (NIHL)</li> </ul>	16	<b>Minimise</b> <ul style="list-style-type: none"> <li>Wear appropriately graded hearing protection</li> <li>Keep radios below 85dB</li> <li>Move / Work away from loud noises</li> </ul>	4		03-12-2018

## Morel Construction Ltd - Hazard / Risk Register

Hazard	Risk	IRA	Control methods	RRA	Training required	Review Date
Overhead Hazards	<ul style="list-style-type: none"> <li>Falling tools or objects</li> <li>Strike head on scaffold / building materials</li> </ul>	<b>16</b>	<b>Eliminate</b> <ul style="list-style-type: none"> <li>Work in an area away from overhead work</li> </ul> <b>Minimise</b> <ul style="list-style-type: none"> <li>Isolate working area</li> <li>Appropriate PPE (hard hat) supplied and worn at all times</li> </ul>	<b>4</b>		03-12-2018
Powder Actuated Fastening Tools	<ul style="list-style-type: none"> <li>Noise exposure</li> <li>Struck by projectiles</li> </ul>	<b>12</b>	<b>Minimise</b> <ul style="list-style-type: none"> <li>Routine inspection prior to use</li> <li>Trained / competent operators</li> <li>Do not use wet or damaged powder chargers</li> <li>Tagging to requirements</li> <li>Repairs by qualified persons only</li> <li>Use of RCD's</li> <li>Ensure safe storage of equipment and cartridges</li> <li>Appropriate PPE supplied and worn at all times</li> </ul>	<b>3</b>		03-07-2019

## Morel Construction Ltd - Hazard / Risk Register

Hazard	Risk	IRA	Control methods	RRA	Training required	Review Date
Power Tools / Leads	<ul style="list-style-type: none"> <li>Lack of regular maintenance</li> <li>Lack of regular certification</li> <li>Use in moisture / water</li> <li>Poor / inappropriate repair by non-certified persons</li> <li>Struck by flying debris</li> </ul>	15	<b>Minimise</b> <ul style="list-style-type: none"> <li>Guards fitted and in good working order</li> <li>Use of protective devices (RCD)</li> <li>Routine inspection prior to use</li> <li>Tagging to requirements</li> <li>Repairs by qualified persons only</li> <li>Use in accordance with manufacturers specifications</li> <li>Trained / competent operators only</li> <li>Maintain safe work practice</li> <li></li> </ul>	4		03-12-2018
Reinforcing	<ul style="list-style-type: none"> <li>Lacerations</li> <li>Impalement on protruding steel</li> </ul>	12	<b>Minimise</b> <ul style="list-style-type: none"> <li>Use of starter caps or similar protection</li> <li>Remain aware of surroundings</li> <li>When cutting surplus tie wire eliminate any sharp ends by bending over</li> <li>Appropriate PPE supplied and worn at all times</li> </ul>	4		03-07-2019

## Morel Construction Ltd - Hazard / Risk Register

Hazard	Risk	IRA	Control methods	RRA	Training required	Review Date
Scaffolds	<ul style="list-style-type: none"> <li>Poor installation or design of scaffold</li> <li>Failure to certify scaffold</li> <li>Protruding bars or struts from scaffold</li> <li>Incorrect use of scaffold</li> <li>Unauthorised adjustment of scaffold</li> <li>Fall from height</li> <li>Falling objects/tools</li> </ul>	15	<b>Minimise</b> <ul style="list-style-type: none"> <li>Guard and mid rails installed</li> <li>Toeboards to be used at all times to reduce the risk of falling objects</li> <li>All scaffolds correctly braced and stabilised</li> <li>Proper platform (675mm) or full width of the scaffold</li> <li>Scaffolds above 5m to be erected by competent / qualified person</li> </ul>	5		03-12-2018
Slips / Trips / Falls	<ul style="list-style-type: none"> <li>Poor housekeeping creating trip and fall hazards</li> <li>Power leads/cables</li> <li>Inadequate lighting</li> <li>Open excavations</li> <li>Uneven surfaces</li> </ul>	9	<b>Minimise</b> <ul style="list-style-type: none"> <li>Ensure all items are kept in a tidy and orderly manner</li> <li>Maintain good housekeeping at all times</li> <li>Put signage in place as required</li> <li>Watch footing outdoors (uneven ground and rocks)</li> </ul>	4		03-07-2019
Sun Exposure	<ul style="list-style-type: none"> <li>Sun burn</li> <li>Heat stress</li> <li>Dehydration</li> <li>Skin cancer</li> </ul>	15	<b>Minimise</b> <ul style="list-style-type: none"> <li>Promote use of sunblock and hats</li> <li>Encourage use of breathable shirts / long trousers and shirts</li> <li>Remain hydrated (drink lots of water)</li> </ul>	3		03-12-2018

## Morel Construction Ltd - Hazard / Risk Register

Hazard	Risk	IRA	Control methods	RRA	Training required	Review Date
Weather	<ul style="list-style-type: none"> <li>High winds</li> <li>Snow</li> <li>Rain</li> </ul>	6	<b>Minimise</b> <ul style="list-style-type: none"> <li>Ensure materials are left secure or weighted down</li> <li>Maintain good housekeeping standards</li> <li>Monitor weather forecasts take appropriate action based upon these</li> </ul>	2		03-07-2019
Working at Heights	<ul style="list-style-type: none"> <li>Fall from Height</li> </ul>	20	<b>Eliminate</b> <ul style="list-style-type: none"> <li>No one to ride on mobile scaffold frames</li> </ul> <b>Minimise</b> <ul style="list-style-type: none"> <li>Install handrails above 3m or lower if injury occurs from falls</li> <li>Build scaffolds to the Best Practice Guidelines</li> <li>Mobile scaffold used on flat surface and wheels chocked or locked</li> <li>Use approved roof anchor bracket</li> <li>EWP to be used in accordance with training and manufacturers specifications</li> <li>Only competent employees to use EWP's</li> </ul>	4		03-12-2018

## Morel Construction Ltd - Hazard / Risk Register

Hazard	Risk	IRA	Control methods	RRA	Training required	Review Date
Visitors	<ul style="list-style-type: none"> <li>Physical injury</li> <li>Property Damage</li> </ul>	6	<b>Eliminate</b> <ul style="list-style-type: none"> <li>Animals and children under 15 prohibited from site at all times</li> </ul> <b>Minimise</b> <ul style="list-style-type: none"> <li>Visitors to be inducted onto site and accompanied by an inducted person (this includes homeowners/customers)</li> <li>Visitors must have appropriate PPE – Hi-vis vest and appropriate closed in footwear</li> <li>Visits should be in conjunction with a building supervisor/foreman</li> </ul>	2		03-07-2019



## Identification of Hazards and Risk Control Policy

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Morel Construction are required to have in place an effective program for the identification of hazards, assessment of risk and effective controls in place which meets the requirements of the Health and Safety at Work Act 2015.

### Definitions

Hazard means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm; and includes:

- A situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person; and
- Without limitation, a situation described in subparagraph (i) resulting from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour.

### Hazard Identification

The following hazards should be considered:

- Mechanical: e.g. being caught in or by machinery or equipment, tools.
- Kinetic: Being struck or striking something on same level (e.g. hit by vehicle)
- Falls: Fall from heights, being hit by falling objects.
- Electrical: Electric shock/fire.
- Chemical: Vapour, mist, gases, dust, fumes, smoke, solvents, acids, pesticides, metals, paints, resins, wastes, spray, by-products, aerosols, flammability, explosives, corrosives, alkalis.
- Temperature: Extremes of heat or cold, local or whole body. (e.g. hot objects/cold weather).
- Noise: (e.g. Power tools)
- Vibration: Can be whole body (e.g. mobile plant) or local (e.g. power tools)
- Biological: Fungi, bacteria, mites, yeasts, enzymes, infected material, viruses, body fluids, blood.
- Psychosocial: This includes stress, fatigue, drugs and alcohol, work patterns.
- Environmental: This includes heat, temperature, light, distractions, dust, and air-movement.
- Hazardous to the Environment: This includes anything which can pollute the air, land, water or enjoyment of the environment (e.g. nuisance noise or dust).

Morel Construction require all workers to identify the hazards before doing any job or task. This may include a routine, or non-routine task. The hazards must be identified particularly when:

- There is a new project or contracted works
- New materials/substances, services or work processes are used.
- New, modified or hired equipment is used.
- Processes/practices are to be modified.
- There are changes which may have modified known hazards or risks.

### **Risk Control**

All Morel Construction sites use iTrak and use this system to document how risks are to be managed on site. iTrak houses a Site Specific Risk Register which identifies and documents the specific risks for the site and the works to be conducted.

Sub-Contractors may in addition have their own Risk or Hazard Register, however they must add any new hazards or risks not yet identified on site into Morel Construction's Site Specific Risk Register.

Where the hazard is recorded in the Risk Register as the potential for 'Major' or above severity, the controls must be adhered to where practicable.

Where all the controls cannot be implemented in their entirety or the hazard is not listed in the register, the hazard, risk assessment and controls to be used must be documented (e.g. in a Task Analysis or similar) and signed by those involved and a copy provided to Morel Construction for consideration and inclusion to the Risk Register where applicable.

The Risk Register and/or Task Analysis (TA) where applicable must be available to all workers who are involved in the task.

Where significant changes to the Risk Register are required (e.g. inclusion of a new risk or addition/removal of significant controls), this must be documented within iTrak.

### **Risk Controls**

The control hierarchy of preferentially trying to eliminate a risk, if not possible then to minimise it. The agreed controls must be implemented to be effective. If the hazard or risk cannot be eliminated, there will generally be some form of ongoing minimisation procedures to control the risk to an acceptable level.

Minimising the risk should include consideration and application of where applicable:

- Substitution for a safer alternative.
- Isolation, e.g. physical barriers/guards.
- Engineering controls, e.g. interlock guards, safe by position controls.
- Administrative controls, e.g. training, procedures.
- Personal Protective Equipment, e.g. hard hat, hi-vis, safety footwear, gloves.

All risks must be controlled to the highest extent practicable once they have been identified. If a risk is scored as Catastrophic, discontinuing the operation until additional controls are implemented to reduce the risk should be considered as an option.

#### Risk Review

If a hazard has a 'Major' or 'Catastrophic' rating, the controls must be reviewed no less than 6 monthly and further controls considered to reduce the risk to as low as reasonably practicable.

		Severity				
		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Likelihood	Almost Certain	5	10	15	20	25
	Likely	4	8	12	16	20
	Possible	3	6	9	12	15
	Unlikely	2	4	6	8	10
	Very Rare	1	2	3	4	5



## HAZARD IDENTIFICATION

**You are obliged to report any possible unidentified hazards to Morel's site management.**

By reporting unidentified hazards, we can ensure the hazard board is updated and introduce further control methods to eliminate or minimize the hazard.

# MCL EXPECTED CONDUCT AND RULES ON ALL MCL SITES

## HAZARD IDENTIFICATION

**You are obliged to report any possible unidentified hazards to your immediate manager to ensure the Hazard Board is updated.**

## HAZARD REGISTERS: SITES

All Morel Construction work sites have Site Specific Safety Plans (SSSP) in place with current Hazard Registers

- this can be found in ProCore under the documents button
- or a hard copy in the red folder.

## YARD/OFFICE

- this can be found on the shelf in the yard by the door to the kitchen.

## AND MSDS:

An electronic version can be found in ProCore under the documents button

## STOP WORK AUTHORITY

We actively promote a stop work authority where there is unsafe work conditions or practices. All persons on site have the authority to stop work if they believe the working environment or conditions have become inherently more dangerous.

Please assist MCL Foreman who may issue a formal direction for work to cease where it is unsafe.

Work will not recommence until corrective actions have been implemented to deem the workplace or activity safe.

## ACCIDENTS, INCIDENTS AND NEAR MISSES

All accidents, incidents and near misses shall be reported to site management. reporting must take place:

- via ProCore app under the incidents button
- or if no tablet is on site, the accident, incident and near miss form or in ProCore under 'incidents'

and the report must be filled in by the individual involved.

An investigation shall be carried out by management if required to do so.

## ALCOHOL, DRUGS and ILLEGAL SUBSTANCES POLICY

All of the following are prohibited activities and will be viewed upon as serious misconduct, involvement in such activities would lead to removal from site and the use of the disciplinary process.

- The use of drugs, alcohol or illegal substances while at your place of work
- Reporting for work under the influence of drugs, alcohol or illegal substances
- Selling or receiving of any drugs, alcohol or illegal substances while at work or on work premises

## **RADIOS/MP3 PLAYER POLICY**

The volume of radios on all work sites must be kept to a reasonable level  
MP3/Personal Music Players/Head Phones must not be worn working, the dangers of not being aware of your surroundings while listening to a personal music player poses too much risk to yourself and others on site.

## **LEAVING SITE**

Ensure you **sign out** before leaving, this is essential in the case of an emergency.

## **SMOKING**

**All Morel Construction have a designated smoking area.**

There is NO smoking in company vehicles or plant, no smoking around any flammable liquid, gas, plant, offices or storage unit facilities.

Please be considerate and smoke in the designated areas only and if a bin is not supplied, clean up you butts.

## **PLANT AND EQUIPMENT (P&E) PROCEDURE**

- Damaged plant or equipment must be tagged out with the **red tag** system as soon as they are deemed damage or fault is identified – see MCL staff for tag
- Never wilfully damage, destroy or steal any property
- Use safe start up and shut down procedures
- Only trained competent employees to operate equipment, safe start up and shut procedures to be followed at all times
- Check all P&E before using
- Follow standard operating systems (S.O.P)
- Use only what you are trained to operate

## **CONDUCT**

- Never engage in any verbal abuse or disorderly conduct with any MCL staff, subcontractors, suppliers or visitors within the organisation
- Abide by the law at all times
- Be courteous at all times

## **GENERAL RULES**

- Wear and use PPE as required
- Never alter any safety devices
- Machinery must not be operated without guards or damaged guards
- Inspect equipment for Safety Hazards before use
- Report any hazards immediately
- Maintain eye contact with operators of plant and machinery at all times when in close proximity
- Follow recommended procedures for handling hazardous materials
- Apply appropriate safe lifting practices
- Plant and equipment must only be operated by suitably skilled persons
- If any machinery is damaged it is not to be used
- Report all unsafe acts or imminent dangers to your Site Foreman
- Report all accidents and incidents, including new misses

**Any breach of the above and you will be asked to leave site immediately and your employer will be contacted.**

- ✓ You will see MCL site foreman if you are conducting any hot works on site  
*You will need to complete a hot works permit and obtain authorisation prior to commencement of the works*
- ✓ You will notify the MCL site foreman of any impairment incapacity, handicap or disability that could affect your performance of duties, or has potential to put yourself or others at risk - *(including special treatment, medication etc)*
- ✓ You have reviewed MCL's procedure & instructions on reporting accidents, incidents & Near misses
- ✓ You acknowledge you have reviewed and understand all items on this site induction and I am aware of my responsibilities & conditions of continuing obligations
- ✓ I agree to sign in AND out via the QR code on site

IF YOU HAVE ANY QUESTIONS ABOUT THIS INDUCTION, PLEASE CONTACT OUR  
OFFICE ON 03 423 1904

THANK YOU