



Whitford Landfill Site Induction: Contractors

Waste Disposal Services (WDS) Whitford Landfill Induction and Health, Safety and Environmental rules

You are required to sign in at the Weighbridge on arrival and on departure sign out.

Whitford Landfill has many hazards, below are the top 10 risks identified. Report all incidents, injuries and near misses to site management however small or insignificant they may appear.

Top 10 Critical Risks

1. Collisions	6. Falls from heights
2. Exposure to Hazardous Substances	7. Overcome by fumes or gases
3. Loss of Control	8. Drug or alcohol impairment
4. Exposure to Uncontrolled Energy	9. Explosion
5. Electricity / Arc Flash	10. Drowning

Before any non-routine work can start a JSEA must be completed and signed off by site management who are organising the specific work to be completed.

Health and Safety

- Contractors must comply with WDS's Health and Safety policies while on site, copies of policies are available on noticeboards and in the smoko room.
- **All restricted works** (must have an appropriate issued work permit and authority form approved by site management):
 - trenching,
 - working at heights,
 - confined spaces,
 - hot works (including grinding or any work creating sparks),
 - working near water bodies,
 - isolation of energy,
 - high voltage etc.
- The online Waste Management (WM) company induction must be completed prior to works commencing and a copy of the certificate sent prior or brought to site.
- Do not use cell phone while driving or in any operational areas.
- Flashing beacon must be on while on site, hazard lights are not an alternative, contractors are expected to provide their own beacons.
- Do not walk behind reversing plant or vehicles, ensure to make eye contact with driver/operators before approaching plant/vehicles, and follow the 5 metre rule.
- Seatbelt must be worn at all times.
- Lock out, tag out procedures must be followed and any electrical equipment used on site must be Tested and Tagged.
- WDS staff to site licences where applicable.
- All personnel on site must be drug and alcohol free and subject to WM's Drug and Alcohol policy. A copy of the policy is available on request.
- No children or animals are allowed on site or in vehicles



Restricted Areas (access by authorisation only and to be accompanied by WDS employees)

- active tip face,
- flare site,
- leachate pond,
- pump shed,
- irrigation fields

Operating Hours

Monday to Friday: 7:30 am - 4:30 pm

Saturdays: 7:30 am - 12:00 pm

No work is to be completed outside of the operating hours unless arranged prior and signed off by site management. No lone working, WDS staff must be available to supervise.

Personal Protective Equipment

- Minimum PPE requirements for all operational areas are;
 - Hard hat, Hi-Visibility vest, Safety boots, additional PPE required is task dependant (safety glasses, gloves, ear protection etc.)

Smoking (including electrical smoking devices)

- No smoking on site or in vehicles

Road Rules

- Standard road rules apply everywhere on site. Obey all signage. If in doubt, give way.
- Maximum allowable speed on site is 30km/hr unless otherwise indicated.
- Maximum 15km over weighbridge

Entry to the Landfill from Whitford-Maraetai Rd

This area has been subject of truck roll overs, due to speed; please follow the below procedures when entering the landfill from the road

- Signal early
- Slow to at most 10kph - be prepared to stop
- Ensure you have good visibility of oncoming traffic
- Do not try to beat oncoming traffic; be aware traffic from Clifton road (road opposite entry).

Instructions from WDS Landfill Staff

- All instructions given by the Weighbridge Attendant or landfill staff must be strictly adhered to.
- You must make eye contact with the spotter before entering the tip-pad and obey his/her directions. The Spotter is there to ensure your safety as well as all others on the tip pad.

Chemicals

- All chemicals brought on to site by contractors while conducting work shall comply with the HSNO Act, containers must be correctly labelled, secured, and banded where appropriate with SDS available.
- If any fuel, oil or other substance is spilled, please contain the spill and contact site management immediately. Spill kits are located in the workshop and will be shown to you by your WDS contact.



Housekeeping

- Drinking water is only available in the main office, smoko room and weighbridge.
- Bathroom facilities are located by the smoko room.
- Park in designated car park, all parking on site is reverse parking.
- All rubbish is to be disposed of in a rubbish bin – this is a landfill and waste disposal is strictly controlled.

Status/Scope of work

- All contractors before departing site must let the relevant job supervisor know of the progress or completion of work.
- If work is not completed appropriate lockouts/tags are to be used and communicate to WDS staff before leaving site.
- Scope of work is to be agreed prior to commencing of works.
- Working onsite outside of operating hours must be agreed upon prior to work commencing.

Thank you for completing the site induction. Any violation of the induction or rules stated in the induction may result in instant removal from site at Management's discretion.

Contacts: Whitford Weighbridge

Tel: 09 530 8774

EMERGENCY AND SITE EVACUATION PLAN

Assembly areas (locations are marked by signage)

Primary: Emergency Evacuation Point A: Between the office and weighbridge

Alternate: Emergency Evacuation Point B: Fulton Hogan Quarry car park

Site Alarms

Air horn, office alarm, shouted warnings, site RT system, a vehicle driving around the site sounding the horn continuously, with headlights flashing. On the roof of the vehicle will be a flashing red light.

Procedure

1. If an emergency incident occurs on site such as a fire, warn others nearby and contact site management immediately, then make your way to the assembly area.
2. On hearing or sighting any alarm, move to the assembly area as quickly and safely as possible. Make sure all equipment and suspended loads are made safe before leaving the work area.

Obey all instructions given by the Warden or Emergency Controller.

First Aid and Fire Extinguishers

A list of all first aid personnel is on the safety noticeboard. First aid kits and fire extinguishers are located in the office, workshop area, smoko room.

All Clear

When it is safe to resume work, the **All Clear** will be given by the Emergency Controller or Emergency Services Staff.

THE EMERGENCY CONTROLLER IS JASON MONSON



Whitford Landfill Induction and Site Rules

Confirmation of Contractors Induction to Site

NAME:

EMPLOYER:

I have read & understood the Whitford Landfill Induction and Site Rules for Contractors of Whitford Landfill and agree to comply with them.

SIGNED: **DATE:**

INDUCTED BY: **DATE:**

PPE Check List

Contractors are expected to provide their own PPE.

All Tasks

Required

Hard Hat

Hi-viz clothing

Safety Boots

Task dependant

Gloves (litter picking, manual tasks)

Safety glasses

Wet weather gear

While WDS does stock a small number of spare PPE items, anyone who turns up without the correct PPE should expect that they will not be permitted to start work until they have the correct PPE, **any such delays will not be at the expense of WDS.**