

HEALTH AND SAFETY POLICY

Elite Scaffolding Limited will conduct its business in such a way as to protect the health and safety of all workers, contractors and visitors in our work environment, by identifying, eliminating or minimising all risks.

We believe that:

- No business objectives will take priority over health and safety.
- Whilst management have ultimate accountability, we all have responsibility for health and safety.
- All personnel have the responsibility to stop any job they believe is unsafe or cannot be continued in a safe manner.


To achieve this, we will:

- Comply with all Health and Safety legislation, regulations, codes of practice and industry standards.
- Challenge ourselves to continually improve our Health, Safety and Environmental Management System.
- Proactively identify risks, hazards and unsafe behaviours and take all steps to manage them as low as is reasonably practicable.
- Set targets for improvement and measure, appraise and report on our performance.
- Accurately report and learn from our incidents.
- Support the safe and early return to work of injured employees.
- Assess and recognise the health and safety performance of workers, contractors and visitors.
- Require our contractors to demonstrate the same commitment to achieving excellence in health and safety performance.
- Consult and actively promote participation with workers and contractors to ensure they have the training, skills, knowledge and resources to maintain a healthy and safe work place.
- Design, construct, operate and maintain our assets so they safeguard people and property.

Name: Blair Johnson

Date: 7/1/18

Elite Scaffolding Limited

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RISK MANAGEMENT POLICY

Purpose

Risk management is the cornerstone of the Health and Safety at Work Act 2015. This Policy applies to and is to be followed by all our workers and others in the workplace.

Elite Scaffolding Limited will consult, cooperate and coordinate with other duty holders on matters when there are overlapping health and safety duties. For that reason, this policy can also be applied when an adequate risk policy does not exist in other workplaces.

Elite Scaffolding Limited will keep a risk register and record information from the risk management process. For each identified hazard the following information will be recorded:

- The harm the hazard can cause;
- The likelihood the harm would occur;
- The level of risk;
- The effectiveness of current controls;
- What further controls are needed;
- How the controls will be implemented – by whom and when;
- Review date.

Health & Safety is everyone's responsibility and together we will keep our workplace safe and secure. To do this we will manage health and safety risks effectively by:

1. **Identifying hazards:** finding out what situations and things could cause death, injury or illness.
2. **Assess risks:** understand the nature of the risk that could be caused by the hazard, what these consequences could be and the likelihood of it happening.
3. **Controlling the risk:** implementing the most effective control measures that are reasonably practicable in the circumstances.
4. **Reviewing control measures:** ensuring control measures are working as planned, proactively identify risks, hazards and unsafe behaviours and take all steps to manage them as low as is reasonably practicable.

Roles and Responsibilities

Officers

- Ensure workers and others know about health and safety risk processes and procedures.
- Ensure that workers receive the right health and safety risk training and are aware of the risks on induction into the workplace.
- Hold and maintain the risk register for the work group.
- Inform others in the workplace of any known risk and controls in place.
- Assess risk that are reported to you.
- Consult with workers on the most effective controls to manage the risks.
- Regularly review and monitor risk and controls that are in place

Workers

- Take reasonable care of their own health and safety.
- Take reasonable care that their acts or omissions are not a risk to the health and safety of others.
- Take reasonable steps to eliminate risks when they are first identified.

- Report any risks identified to management.
- Comply with reasonable policies and procedures in the workplace.
- Comply with reasonable instruction in relation to risks given by Elite Scaffolding Limited or the PCBU they are visiting.
- Inform others of known risks.
- May cease or refuse to carry out work if they believe the work would expose them to serious risk.

Health and Safety Committee

- Facilitates co-operation between the management and the workers of Elite Scaffolding Limited in instigating, developing, and carrying out measures designed to ensure health and safety at work.
- Assist in developing any standard, rules or procedures relating to health and safety that are to be followed or complied with at Elite Scaffolding Limited.
- Make recommendations to the officers about work health and safety.

Health and Safety Representatives

- Represent workers on health and safety risk matters.
- Promote the interests of workers who have raised health and safety risks.
- Monitor risk controls undertaken by Elite Scaffolding Limited.
- Investigate complaints from workers about health and safety risks.
- After first consulting with management, issue provisional improvement notices if risks in the workplace are not managed so far as is reasonably practicable.
- Direct workers to stop work if they believe the work would expose them to a serious risk.

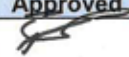
Visitors

- Take reasonable care of their own health and safety.
- Take reasonable care that their acts and admissions are not a risk to you or the health and safety of others.
- Take reasonable steps to eliminate risks when they are first identified.
- Comply with any reasonable instruction given by Elite Scaffolding Limited in relation to risk.

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WORKPLACE INJURY AND INCIDENT MANAGEMENT AND REPORTING POLICY

Purpose

Incident management is key to any workplace health and safety system/processes. Incident management requires a business wide approach with very clear points of accountability for reporting and feedback. The purpose of this policy is to:

- Outline the principles of incident management.
- Standardise the incident management process.
- Ensure consistency in definitions.
- Outline roles and responsibilities for incident management.

Scope

This policy applies to and must be followed by all of our workers and others at Elite Scaffolding Limited. Elite Scaffolding Limited will consult, cooperate and coordinate with other duty holders on matters when there are overlapping health and safety duties. For that reason, this policy also applies where an adequate risk policy does not exist in other workplaces.

The principles of accountability, obligation to act, and collaboration should be applied at each step of the incident management process. The six steps include identification, notification, classification, investigation, action and evaluation.

1. **Identification:** it is important for all workers to recognise when an incident or near miss has occurred. Workers need to act immediately to make sure those who are involved are safe and that the workplace poses no further risks. You may need to apply first aid. First Aiders are available to immediately assist anyone who has suffered an injury or illness while at work.
2. **Notification:** Workers must notify management when an incident or near miss occurs. Management uses the incident notification form to document the incidents. Management are required to investigate incidents lodged by their workers to ensure action is taken. All incidents and notified events including near misses must be reported.
3. **Assessment:** Management need to assess the level of incident that has occurred. When a "Notifiable injury or illness" and/or "Notifiable Incident" happens, Worksafe NZ must be contacted. This is called a Notifiable Event.

The site must be kept preserved to allow Worksafe NZ to inspect it.

4. **Investigation:** The investigation of incidents is an essential component of incident management.

All incidents, including notifiable events, should be investigated to identify the causes. Following the investigation, corrective actions to prevent similar incidents and injuries happening again are identified and implemented as soon as possible after the event.

5. **Actions:** Actions are developed for each recommendation. Actions may be in the form of putting in place risk controls. The Health and Safety Representative, the affected

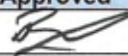
worker and others may be consulted about the actions. Accountability will be given to a person in the work group. Progress on implementation of the controls will be monitored regularly.

6. **Review:** The review steps monitor whether actions have been successful in preventing further incidents. Actions that have been made must be regularly monitored and reviewed to ensure they are effective. The risk register should be regularly reviewed to identify trends and patterns that could lead to further risk.

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INDUCTION, TRAINING AND INFORMATION POLICY

Purpose

To provide new and existing workers with information and training in health and safety, including their responsibilities and rights to a safe and healthy workplace.

Health and Safety is everybody's responsibility. Effective health and safety engagement requires the involvement of all Elite Scaffolding Limited workers.

Inductions

Workers:

- All new workers must have an induction before commencing work at Elite Scaffolding Limited. This will include the identification of: risks and hazards within their work area.
- Appropriate risk control procedures.
- The risk register which will be provided to be read and signed by the worker.
- Relevant Elite Scaffolding Limited Policies and Procedures for reading.
- Emergency procedures (location of first aid kits, fire alarms and firefighting equipment, emergency exits).
- An introduction to health and safety representatives and those trained in first aid.

The manager is responsible for ensuring the worker's induction checklists are completed.

Health and Safety Training

Compulsory health and safety training for all workers includes:

- Fire drills.
- Safe Work Procedures.
- Other training as directed by the manager, necessary to ensure risks associated with specific work are managed in a safe manner. This could include First Aid training, hazardous substances (workers who handle chemicals must meet the training requirements of the Hazardous Substances and New Organisms Act 1996 (HSNO) and regulations).

Contracted Workers

Inductions: Elite Scaffolding Limited will provide health and safety inductions, as appropriate including:

- Risks, hazards and controls within their areas and scope of work.
- A walkthrough of emergency procedures.
- Relevant health and safety procedures.

Criteria for Health and Safety Trainers

To ensure our workers and external trainers have appropriate qualifications and experience to teach health and Safety in their field of expertise, it is the responsibility of the manager to check the following:

- Qualifications of the trainer.
- Industry experience.
- Current competency and registrations.
- Person specifications for the role, as described in the position description/profile and expectations for each worker.

Monitoring

- Completion of training is reported and recorded.
- Manager or nominee monitors renewal/refresher needs for first aid and fire warden training.

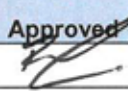
Review and Assessment

The effectiveness of information and training programmes will be assessed at the same time as a part of the annual review. The assessment will determine whether:

- Programmes are effective and still appropriate.
- Any updates are required.
- Further topics should be added.

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CONTRACTOR & SUB-CONTRACTOR POLICY

1. Commitment

Elite Scaffolding Limited is committed to providing all contractors and their workers with an environment that is without risk to health and safety insofar as is reasonably practicable.

2. Purpose

The purpose of this policy is to assist in providing a workplace that protects the health and safety of the workers of Contractors and Subcontractors, as well as other workers of Elite Scaffolding Limited.

To ensure contractors contracted by Elite Scaffolding Limited are responsible for taking all necessary steps to protect persons, including workers, visitors and property from any harm during the course of the contract.

All work will be performed to the Elite Scaffolding Limited health and safety standards, and in accordance with Health & Safety at Work Act 2015 legislation, regulations and guidelines.

The purpose of these requirements is to ensure that all reasonable practical precautions are taken:

- for the protection of workers; and
- so that Elite Scaffolding Limited is duly diligent in their duties and responsibilities under the Act.

3. Policy

It is Elite Scaffolding Limited Policy that accident prevention be a prime concern to all of us. It includes not only prevention of wasteful and inefficient operations, damage to property and equipment, but foremost the safety and well-being of all workers of the Contractor, its Subcontractors, and the Owner.

This policy applies to all Contractors and their workers, including vendors, deliveries, and Subcontractors, who perform work, provide services, or are in the workplace while work is in progress. It also applies to contractors who design, manufacture, import and supply plant, substances and structures as well as installing, constructing or commissioning plant or structures.

4. Reference

New Zealand Health & Safety at Work Act 2015.

5. Responsibilities & Accountabilities

5.1 Elite Scaffolding Limited Duties & Responsibilities:

Elite Scaffolding Limited will:

- Be aware of and comply with applicable legislation, regulations, bylaws, and guidelines.
- Ensure all contractors and their workers are aware of their H&S responsibilities.

- Ensure all contractors and their workers are competent to carry out their defined tasks including the operation of any related equipment.
- Provide appropriate instruction and information to all contractors and their workers.
- Ensure all contractors and their workers comply with the Elite Scaffolding Limited safety policies and procedures.
- Consult, co-ordinate, and co-operate with other PCBU's and their workers in the workplace and client sites in relation to health and safety matters.
- Ensure injury management provisions are maintained at a high standard including first aid equipment.
- Ensure contractors and their workers understand safety and being 'Fit for work' which means that an individual is in a state (physical, mental and emotional) that enables the individual to perform assigned tasks competently, and in a manner which does not compromise or threaten the health and safety of themselves or others.

5.2 Contractor Duties, Responsibilities & Accountabilities:

All contractors, sub-contractors and contractor workers engaged to perform work, or enter any Elite Scaffolding Limited workplace must comply with the requirements of this policy.

The Contractor will:

- Be aware of and comply with applicable legislation, regulations, bylaws, and guidelines.
- Work in accordance with Elite Scaffolding Limited health and safety policies, procedures and practices as required.
- Provide health & safety information to Elite Scaffolding Limited that is relevant to the contract when requested.
- Successfully complete a Health & Safety induction.
- Consult, co-ordinate and co-operate with other PCBU's and workers in the workplace.
- Take reasonable care that the acts or omissions of the contractor do not adversely affect the health and safety of others.
- Report any incidents, injuries or non-compliance to Elite Scaffolding Limited management.
- Identify, eliminate and manage risks associated with the workplace.
- Use systems of work that are safe.
- Provide and receive adequate instruction, training and supervision.
- Ensure the contractor's workers have appropriate personal protective equipment, skills, abilities and qualifications to perform the agreed work.
- Ensure plant, substances and structures which the contractor is responsible for in supplying, manufacturing importing, designing, installing, constructing or commissioning don't create a risk to the health and safety of people in the workplace.

All contractors and their workers must comply with the requirements of this policy. This includes complying with any relevant aspects of Elite Scaffolding Limited Health & Safety Management Plan. Failure to do so will be considered a breach of the contract and would be viewed as grounds for termination of the contract. Any visitor that does not comply with relevant safety directions will be asked to leave the workplace immediately.

5.3 Contractor's Workers Duties, Responsibilities and Accountabilities:

Accountability for providing a safe work environment rests with every individual. All individuals have duties and responsibilities within the workplace.

Contractor's workers will:

- Take reasonable care of their health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of others.
- Follow all reasonable policies, procedures or instructions.
- Identify, eliminate and manage risks associated with the workplace.
- Participate in training, meetings and health and safety discussions.
- Wear and maintain personal protective equipment as required or directed.
- Promptly report all work-related injuries and illness.

All workers will comply with any reasonable instruction from persons responsible for the control of the workplace. Failure to do so will be considered a breach of the contract and could be viewed as grounds for termination of the contract. Any worker that does not comply with relevant safety directions will be asked to leave the workplace immediately.

6. Contractor Selection

When selecting a contractor, it is important to consider and be satisfied that the contractor is competent to safely and capably perform the work being contracted for.


Elite Scaffolding Limited will do this by:

- Checking that the contractor is a well-established and competent business.
- Checking for ACC accreditation.
- Checking that the contractor has robust health and safety management systems in place.
- Checking whether the contractor has any required certificates of competence for workers.

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DRUG AND ALCOHOL POLICY

Elite Scaffolding Limited is committed to creating a drug and alcohol free workplace to safely achieve its business objectives.

This commitment:

- Creates a workplace free from alcohol and other drugs.
- Promotes workers' wellbeing, health and safety.
- Creates a work environment where workers feel safe.
- Aims to reduce the number, type and costs of accidents.
- Improves business performance including management of business risk and associated costs.
- Supports the requirements to comply with this Policy.

The Drug and Alcohol Policy and Procedures will apply to all workers employed or directly engaged by Elite Scaffolding Limited as well as contractors and sub-contractors.

Elite Scaffolding Limited will support its workers in achieving this goal through the following initiatives:

- **Pre-employment Testing**

New appointments may be contingent on applicants returning a negative drug test. This includes changing jobs from a non-safety-sensitive to a safety-sensitive role within the same company/employer (referred to as an internal transfer).

- **Post-Accident / Incident Testing**

Workers may be tested for the presence of drugs and/or alcohol when they are involved in an incident or accident where their actions may have contributed to the event. Certain serious incidents will result in mandatory testing.

- **Reasonable Cause Testing**

Workers may be tested for the presence of drugs and/or alcohol where their actions, appearance, behaviour or conduct suggests drugs and/or alcohol may be impacting on their ability to work effectively and safely.

- **Random Testing**

Workers may be randomly selected for testing for the presence of drugs and/or alcohol.

- **Serious Misconduct**

Workers observed taking, selling, supplying or being in the possession of drugs and/ or alcohol at work will be disciplined according to Elite Scaffolding Limited's serious misconduct procedures (refer HR Policy). Workers refusing to consent to undertake drug/alcohol testing may also be dealt with as above.

Scope

- All individuals working at Elite Scaffolding Limited are expected to report fit for duty for scheduled work and be able to perform assigned duties safely without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.
- Off the job and on the job involvement with alcohol or drugs can have adverse effects upon the workplace, the integrity of our work, the safety of other workers, the wellbeing of our workers' families and the ability to accomplish the goal of an alcohol and drug free work environment. Elite Scaffolding Limited therefore wants to emphasise that it has zero tolerance for workers who arrive at work under the influence of alcohol or drugs and/ or whose ability to work is impaired in any way by the consumption of alcohol or drugs, or those who consume alcohol or drugs on company property.
- Elite Scaffolding Limited strictly prohibits the use, making, sale, purchase, transfer, distribution, consumption, or possession of drugs or alcohol on company property. To

this end, Elite Scaffolding Limited reserves the right to conduct searches for drugs or alcohol including, but not limited to, searches of lockers, desks, packages, etc. which are on the property or in a Elite Scaffolding Limited vehicle. Any drugs or alcohol found as a result of such a search will be confiscated and the occupant or user of the object searched may be subject to disciplinary action, up to and including termination of employment.

Roles & Responsibilities

It is the responsibility of all workers to identify concerns about an individual's immediate ability to perform their job, and take appropriate steps. Where necessary, they will advise the manager who will remove any contractor's worker who is suspected of breaching this policy from Elite Scaffolding Limited premises, pending investigation and a decision on appropriate consequences including potential disciplinary action.

Guidance on how to administer this policy follows, however not every situation can be predicted.

1. If a worker, visitor or contractor arrives at the workplace (on Elite Scaffolding Limited property) and there is reasonable cause to suspect that they are under the influence of alcohol or drugs, the manager shall immediately remove him/her from the work environment. If there is any doubt about whether they are or are not impaired, managers should err on the side of caution and remove him/her from the work environment.
2. Unexpected circumstances can arise when an off-duty worker is requested to work. It is the worker's responsibility to refuse the request and ask that the request be directed to another person if the individual feels unfit due to the influence of alcohol or other drugs.
3. Workers who are taking prescribed medication are expected to ask their doctor if the medication will have any potential negative effect on job performance. They are required to report to their manager if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment and provide appropriate medical verification on any restrictions in the performance of their duties.
4. If a worker or contractor believes an employee in a more senior position is in violation of this policy, they are encouraged to get a second opinion where possible. They are also expected to notify their manager.
5. In support of those who may have developed or are developing chemical dependence, all workers and contractors are required to document and report any violations of this policy. Any worker or contractor not complying with this is enabling the dependence. Enabling behaviour leads to ongoing health and safety concerns for an addicted individual and those around him or her.


Disciplinary Procedure

The process of disciplinary action should commence with an investigation, and a resulting decision on appropriate consequences could include potential disciplinary action up to and including termination of employment (refer Elite Scaffolding Limited HR Policies for the appropriate process).

Refer to the Employee Assistance Policy for counselling services.

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STRESS AND FATIGUE POLICY

The Health and Safety at Work Act 2015 recognises workplace-related stress and fatigue as hazards that can cause physical or mental harm to a worker. Stress may be caused by factors both inside and outside the workplace.

Stress is recognised in the Act in two ways:

1. *Stress may be the result of hazards in the workplace*

Employers and others must have systems in place to monitor the work environment and ensure that hazards in that environment do not cause employees either physical or mental harm.

2. *Stress may cause hazards in the workplace*

The Act requires employers, employees, and others in the workplace to control hazards so that people are not harmed as a result of work. This includes harm caused by work-related issues and hazardous behaviour caused by certain temporary conditions, such as mental fatigue or traumatic shock.

The Act does not require employers to monitor all employees' stress levels and it points out that employers are not responsible for matters that they do not or could not reasonably be expected to know about.

However, monitoring may be required if an employee is consistently unable to fulfil their work obligations due to causes outside the workplace - to ensure they are able to carry out their work activities in a safe and healthy way.

Stress-related issues at work should be managed in the same way as a performance issue. The employer's concerns should be raised with the employee to seek an agreed resolution. Employees also have an obligation to take care of themselves at work, and should inform employers if they are not coping or if they are feeling anxious.

Elite Scaffolding Limited goal is to get the balance right to provide a positive, well-designed, organised and managed workplace to contribute to engaged, productive and healthy employees.

Elite Scaffolding Limited will be proactive about working through the problems of employee stress or fatigue if they arise, and seek to resolve or minimise any harm to the people affected by stress or fatigue.

Conflict Among Employees in the Workplace

Bullying or harassment will not be tolerated within Elite Scaffolding Limited.


Employees have an obligation to work co-operatively with colleagues and treat fellow workers with the same respect and consideration that they wish to be shown.

Should employees find themselves having an issue with another employee or colleague they must contact the manager immediately. If employees feel this is not appropriate they may seek independent assistance via the Employee Assistance Programme (EAP).

Any complaints of bullying or harassment shall be investigated at the earliest opportunity, a conclusion on the complaint reached, remedial action taken where required and the affected employee be kept informed (as appropriate) throughout the process.

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ENVIRONMENTAL POLICY


Elite Scaffolding Limited is committed to conduct its operations in a manner that ensures a safe and healthy workplace for our workers, and minimises our potential impact on the environment. Elite Scaffolding Limited will operate in compliance with all relevant environmental legislation and we will strive to use pollution prevention and environmental best practices in all we do.

Elite Scaffolding Limited will:

- Integrate the consideration of environmental concerns and impacts into all of our decision making and activities.
- Promote environmental awareness among our workers, suppliers and contractors, and encourage them to work in an environmentally responsible manner.
- Train, educate and inform our workers about environmental issues that may affect their work.
- Commit to the protection of natural resources through the management of environmental practices.
- Eliminate or reduce to the maximum practical extent, the release of contaminants into the environment.
- Minimise waste and the consumption of raw materials and energy, wherever practical.
- Strive to continually improve our environmental performance and minimise the social impact and damage of activities by periodically reviewing our environmental policy in light of our current and planned future activities.

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VEHICLE POLICY

1. Allocation and Use

- a) Elite Scaffolding Limited vehicles are not available for private use.
- b) Elite Scaffolding Limited vehicles are not available for third-party hire.

2. Approved Drivers

- a) Workers or other individuals who drive a Elite Scaffolding Limited vehicle must have:
 - Read, understood and accepted this policy.
 - A current, unrestricted, New Zealand Drivers Licence for the appropriate vehicle class.
 - Specialist vehicles (eg, tractors, forklifts) must not be operated by workers unless they have received the required training or have an accepted level of experience in the operation of that particular type of vehicle.
- b) The approved driver is responsible for:
 - the vehicle when in use.
 - advising their manager if their licence has been cancelled or has restrictions imposed.
 - ensuring that they are familiar with the operating procedures for the vehicle and that they are competent in this regard.

3. Fines and Infringements.

- a) The approved driver is responsible for any penalties or fines imposed, including speeding, traffic and camera infringements, and parking fines that they incur as well as any further charges incurred by the Elite Scaffolding Limited as a result of non-payment of fines.

4. Health and Safety

- a) Smoking is not permitted in any Elite Scaffolding Limited vehicle at any time.
- b) The use of mobile phones is not permitted in any Elite Scaffolding Limited vehicle while the vehicle is being driven unless being operated through a handsfree device.
- c) Drivers must not be intoxicated or under the influence of any illegal substance.
- d) All drivers must be aware of safe driving practices in relation to:
 - Driving in hazardous conditions.
 - Towing.
 - Carriage of hazardous substances.
 - Traffic Law Compliance.
- e) Elite Scaffolding Limited vehicles may only be used if they are fit for purpose. Some Elite Scaffolding Limited vehicles may not be suitable for the transport of all equipment, on all terrains or in all weather conditions.

5. Maintenance

- a) All approved drivers are responsible for ensuring their vehicle is in good and safe working condition for driving, and are additionally responsible for the safety of any passengers they may transport. For example, this means that approved drivers must satisfy themselves that standard safety features such as seatbelts and headlights are functioning prior to commencing a journey.
- b) Elite Scaffolding Limited vehicles should be well maintained and returned in a clean and tidy condition. All approved drivers must ensure that maintenance needs, faults or damage are reported promptly to the manager.
- c) Any personal items left in a vehicle are left at the risk of the owner. Elite Scaffolding Limited will not assume responsibility for any loss or damage to personal items.

6. Accident Reporting

- a) In the event of an accident, ensure reporting procedures required by law for motor vehicle accidents are carried out.
- b) In the event of a vehicle accident on a public road in which injury or harm to a worker, or another person occurs, the first responsibility is to provide help and report to Police.

*Important: Dial 111 for emergency services. Dial *555 to report traffic accidents.*

- c) If the event of a motor vehicle accident happening on Elite Scaffolding Limited property, the required Elite Scaffolding Limited Health and Safety procedures are to be followed in reporting the accident whether or not any serious injury has occurred.

*Important: Dial 111 for emergency services.
Dial 0800 030 040 to report an accident to WorkSafe.*

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