



Health & Safety Induction Handbook Contractors



QUICK SAFETY LIST

**THIS PAGE IS QUICK REFERENCE ONLY - NOT TO BE READ IN ISOLATION
PLEASE ENSURE YOU READ THE FULL INDUCTION HANDBOOK**

- **Safety First**
- **Site Access Rules**
 - Entry via the South Gate on Saleyards Rd
 - Report to Sales Office or Workshop Office immediately
 - 10km/h speed limit
 - Walk in the 'Yellow Safe Zones' for foot traffic when possible
 - Follow CSL Staff directions (e.g. Hoist Driver) at all times
 - Exit via the North Gate on Saleyards Rd
- **Health & Safety Requirements**
 - Hi-Visibility Clothing mandatory
 - Safety Footwear mandatory
 - No cell phone use while driving or walking in the yard or workshop (offenders will be banned upon a second warning)
 - Contractors' vehicles must be road worthy at all times and have relevant and up-to-date certifications
 - No Under 16s, No Animals, No Weapons
 - No Smoking, Alcohol or Drugs on site
- **Hazards**
 - Follow all rules and directions
 - Multiple hazards on site
 - Hi-viz and safety footwear is mandatory
 - Hearing/eye protection required where necessary
- **Emergency**
 - Stay Calm and attend to the emergency
 - Contact management ASAP
 - Call 111 as required
 - Muster areas: Entry Gate or Exit Gate

WELCOME TO CSL CONTAINERS

Safety First

- CSL Containers strives to provide a safe environment for all who visit or work on our site
- While at our site, it is our expectation that you treat your own personal safety and the safety of others with paramount importance
- Our goal is zero harm. By following the policies and procedures in this induction you will be helping to keep yourself and others safe and will be assisting us to achieve our goal



Personal Protective Equipment

Mandatory Requirements On Site

- **High Visibility Vest** - compulsory in all areas (exceptions: office, car parks and lunchrooms)
- **Safety Footwear** - compulsory in all operational areas



Additional Requirements On Site

- **Other equipment** - safety glasses, ear protection etc., are task dependent and all drivers are expected to follow the relevant Code of Practice as necessary



ARRIVAL ON SITE

Sign-in & Induction

- All contractors are required to sign in and out at either the Sales/Control Office or the Workshop Office
- Inductions must be completed before any work can begin
- Personal Protective Equipment (PPE) must be worn, as required, in the yard and workshop at all times
- CSL Containers may remove and ban any person(s) from the site that do not follow site Health & Safety induction requirements



Visitors

- No children under the age of 16 are permitted on site including children in vehicles (exceptions to sales office, sales office car park and workshop car park, or by special arrangement with management)
- No animals allowed to be brought on site (except service animals such as disability assist dogs and drug detection dogs)
- No firearms, ammunition or explosives are allowed on premises
- Access to site is considered an acceptance to comply with CSL Containers Drug and Alcohol policy and you may be subject to random, post incident and/or reasonable cause, drug and alcohol testing accordingly



SITE ACCESS RULES

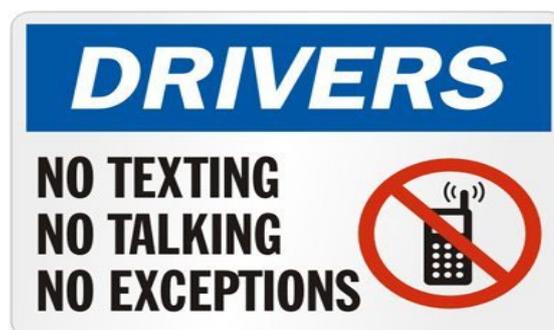
Container Yard Access and Rules

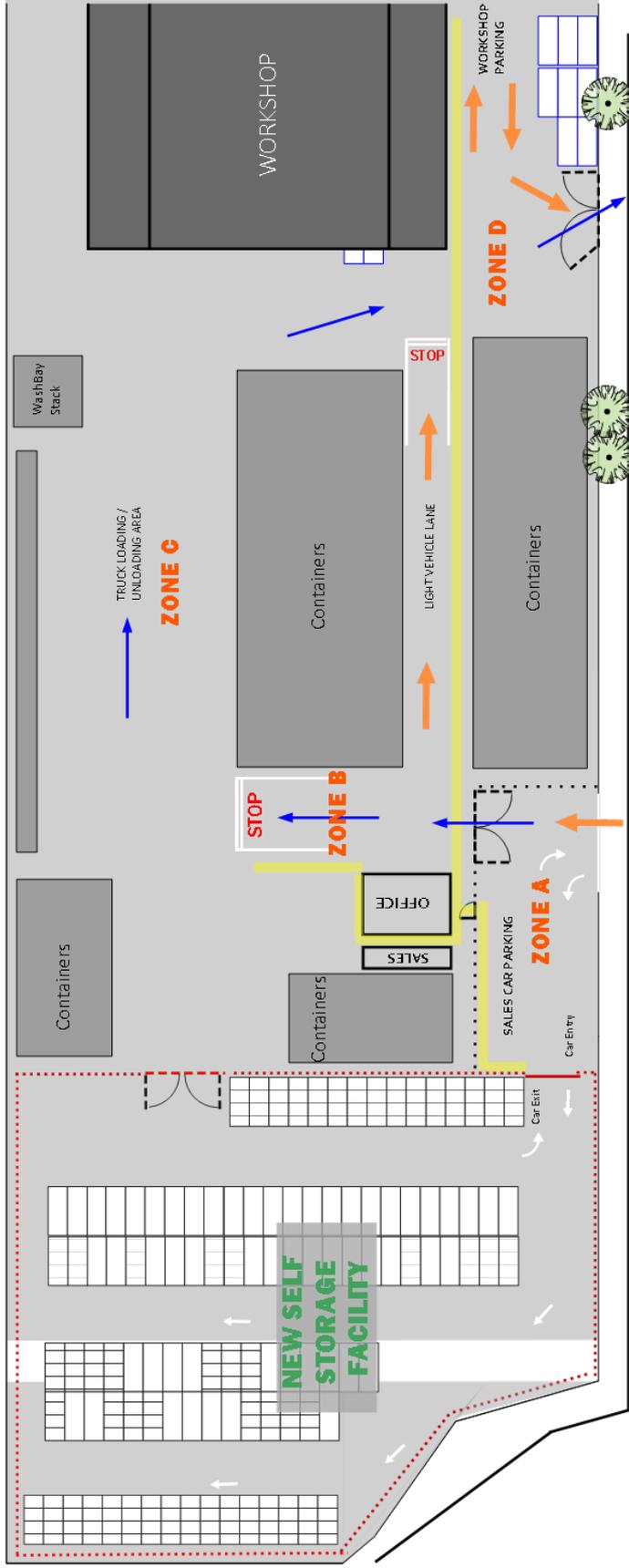
- The container yard is a hazardous area and access will only be granted to those with a legitimate reason to be in this area
- Access will only be granted after you have reported to the Sales Office or the Workshop Office and the container yard operators have been notified by radio of your visit - vehicles entering the CSL Yard must observe a 10km/h speed limit
- No access is permitted when average wind speed exceeds 50 km/h, due to the risk of containers falling from stacks – you will be advised by CSL Staff in these conditions
- Contractors should park near the Workshop Area near the exit gate (see map following), unless they have been given express permission by Management or the Yard Foreman AND must have hazard lights flashing
- Note the direction of flow of the Container Transport Trucks flow (as per the map following) and avoid blocking these areas at all times



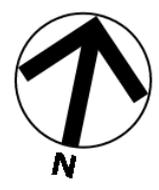
General Traffic Rules

- Site speed limit is **10 km/h**
- Stop at all Stop signs
- Talking & texting on cell phones while driving is not allowed, unless hands free
- Give way to heavy vehicles such as large forklifts and container transporters. Remember they can have restricted visibility so maintain a safe distance
- Park in the designated parking areas
- Do not drive underneath containers being carried by forklifts
- Take extra care when approaching blind corners





NEW ENTRY
SALEYARDS ROAD
 NEW EXIT



ZONE A	New Entry - Shared zone with Cars, Trucks & Pedestrians		Transport Truck Flow
ZONE B	Truck Stop zone. CONTAINER TRUCKS ONLY		Workshop Vehicle Flow
ZONE C	Truck (Un)Loading zone CONTAINER TRUCKS ONLY		Storage/Sales Vehicle Flow
ZONE D	New Exit - Shared zone with Cars, Trucks & Pedestrians		Foot Traffic Walk Ways

Contractor Driver Specific Rules

ENTRY (ZONE A) – South Gate

- All Contractor drivers are to enter CSL via the South Gate on Saleyards Road, where you can:
 - Either turn immediately left and park in the Sales Office Visitor's Car Park
 - Or, turn immediately right and drive down the 'light vehicle' access route to get to the Workshop Car Park (you must stop where indicated before entering Zone D)
 - If you park in the Visitor Car Park, ensure you sign in on arrival and out before leaving.
- Note especially that in the Entry Gate area (Zone A) other vehicles may be attempting to enter and leave the visitor's carpark and the CSL Self Storage facility.
- Avoid parking in the Zone A entry driveway whenever possible. This is a shared vehicle area, primarily for transport truck entry but also other vehicles driving through (in and out) to the sales office parking, storage facility and workshop, as well as pedestrians.
- **WARNING:** Care must be taken when entering the South Gate as cars may be exiting

TRUCK STOP AREA (ZONE B)

- This area is ONLY for Container Transport Trucks – Do not enter Zone B at any time.

TRUCK LOADING/UNLOADING AREA (ZONE C)

- This area is ONLY for Container Transport Trucks – Do not enter Zone C at any time.

EXIT (ZONE D) – North Gate

- Contractors can enter Zone D to reach the Workshop and the Workshop Car Park.
- Ensure you sign in on arrival and out before leaving CSL
- Exit via the North Gate
- Avoid parking in Zone D driveway whenever possible. This is a shared vehicle area, for truck exit as well as vehicle access (to and from the workshop), and also pedestrians. Trucks coming from your left, from Zone C in the main yard should be given right of way at all times.
- **WARNING:** Care must be taken when exiting in Zone D as trucks may be arriving from your left or light vehicles exiting from in front of you

Vehicle Driver Rules

- No person should operate any equipment without holding the correct license, e.g. Forklift Operator's Certificate of Competence
- Seat belts must be worn when provided in a vehicle
- Passengers are not permitted to ride on vehicles without proper seating
- Pre-start checks should be performed prior to operating any machinery
- All cars/trucks/utility vehicles on site must have a current NZ Warrant of Fitness

Pedestrian Rules

- Follow designated (yellow-marked) walkways wherever possible
- Use of phones while walking in the yard is not permitted
- Stay clear of operating machinery
- Do not walk behind or approach any vehicle from blind spots - only approach the vehicle once the driver has sighted you and acknowledged your presence
- Do not walk through crush zones in the vicinity of working equipment
- Avoid walking down gaps between containers
- Listen for vehicle reversing alarms or horns
- Use of iPods, MP3s or headphones are not permitted in any operational areas
- Wearing of hoodies is not permitted on site (except on jackets in wet weather)



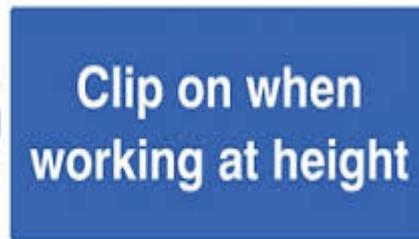
CSL SITE HAZARDS & CONTROLS

In normal circumstances, contractors will likely come into areas with site hazards other than the truck loading and unloading processes.

In many areas of the workshop and yard, the following hazards exist and summarised below.

Working at Height Hazards

- Harnesses must be used when in man-cages or scissor-lifts
- Any working at height equipment used on site must have current certification...
 - Harnesses - 6 monthly inspection tag
 - Man cages - Annual certificate
 - Scissor lifts - 6 monthly certificate
 - Cranes - Annual certificate
- Working at height training is required for work on roofs



Hazardous Substances

- Prior to handling, ensure you understand the chemical about to be used and have read the Material Safety Data Sheet (MSDS) and wearing the correct PPE
- All containers must be clearly labelled with contents and stored in a secure location
- Familiarise yourself with location of nearest emergency equipment such as eye wash stations and spill kits



Hearing and Eye Hazards

- Suitable hearing protection must be used when in locations where signage indicates necessary
- Eye protection must be used where signage indicates necessary and areas where there are obvious hazards like welding equipment use, sparks or flying material from grinders
- Hearing and eye protection must be worn when using power tools



Electrical Hazards

- Electrical work must be done with proper equipment and the correct safety standards
- Workers must be properly trained and qualified on the use of any electrical equipment
- Switch off any electrical equipment when not in use



Smoking/Fire Hazards

- CSL Containers has a **no smoking policy**. No smoking permitted in the yard, inside buildings or inside any vehicles
- No fires are to be lit or rubbish burnt at CSL Containers



CSL EMERGENCY PROCEDURES

Fire

- If the fire cannot be dealt with by using a fire extinguisher or firehose then **dial 111** and ask for the Fire Service
- Give your name and tell them the emergency is at:
Container Sales & Leasing, 43 Saleyards Rd, Otahuhu
- Go to the muster area located near the **Exit Gate** or **Workshop Carpark**



Earthquake

- Stay indoors and take cover
- When shaking stops check yourself and those around you and treat injuries
- Put out any fires and turn water & electricity off
- Go to the muster area located near the **Exit Gate** or **Workshop Carpark**



First Aid

- CSL Containers has First Aid kits and trained First Aid Responders. Make yourself aware of these facilities and personnel prior to starting work
- CSL Containers First Aiders are:
LANCE BEVERIDGE and JEREMY SKELTON
- In the event of an accident **STAY CALM**. After attending to a patient's first aid needs, isolate the scene of the accident and notify CSL management as soon as possible



Environmental Spills

- Spills should be contained, isolated and cleaned up immediately
- For any significant oil spill contact **Auckland Council Pollution** (09 377-3107) and alert CSL management



Biosecurity

- Although CSL Containers is no longer an MPI Transitional Facility, it is possible that CSL is a place of first arrival for vessels from overseas countries
- If you see any suspected exotic pest please contain (if safe to do so) and report to a manager immediately
- Phone **Biosecurity NZ (0800 80 99 66)** directly
- Look for: egg masses, snails, insects, rotten timber packaging, soil/mud, grass or leaves, grain or seeds, spider webs, nests, other live or dead animals
- Any debris found inside shipping containers should be placed in the Ministry of Primary Industries approved bin



Accidents, Incidents and New Hazards

- In the event of a serious accident, ensure your own safety first and then activate emergency procedures
- Please report all accidents, incidents and hazards verbally to the area supervisor as soon as possible and provide a written report within 24 hours



Induction Complete – Congratulations!

You have successfully completed the CSL Containers' Site Induction.

Please fill in your details below and give a copy of this page to CSL Container Management

PLEASE PRINT CLEARLY

Full Name

First Name: _____

Surname: _____

Contact Mobile and/or Email

Mobile: _____

Email: _____

Company Represented

Emergency Contact Name and Number

Contact Name: _____

Phone Number: _____

Date: _____

Signature
