

Operations Policy - Site Access

Reason

This policy protects company property and the safety of all people on site.

Rules

Employees

All employees are permitted on site to undertake authorised activities.

Employees may be on site after hours, or at locations other than their normal work place, if authorised by their immediate superior. Employee vehicles will not be permitted on site unless authorised and a condition of entry is that the vehicle may be searched at any time.

Non Employees

Sales persons will not be permitted on site without authorisation.

Delivery vehicles will:

- report to security

Visitors will:

- depending on area visiting, report either to main reception or Lumber reception (security after hours)
- not walk or drive around the site unless prior arrangements have been made

Children will:

- not be permitted on site if under the age of 12 years unless accompanied by an adult in the following areas:
 - i. main administration building
 - ii. cafeteria
 - iii. pulpmill/sawmill administration buildings and security building for children of company employees only
 - iv. elsewhere, as a visitor, on a special tour, or occasion authorised by the Managing Director
- at all times be under the direct supervision and control of an adult who shall be responsible for the safety of the child or children
- not enter or congregate about the entrances to production or other work areas, on site vehicle parks or workshops unless part of a special tour, or occasion authorised by the Managing Director

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Contractors will:

- supply to the Pan Pac supervisor responsible for the contract, the names of any other person/employee/sub contractor who requires access to the site under the terms of the contract
- ensure all personnel under their control, requiring access to the site, have undergone the Pan Pac safety induction
- park their private vehicles outside the main gate unless permitted on site to transfer goods to or from the work vehicle
- sign in at security

Designated Restricted Access Areas

All operational areas of the site are designated restricted access areas. Free access into these areas is restricted to employees who normally work or provide supervision within these areas. For other persons, prior permission to enter these areas must be obtained by following the designated rules for that area.

Responsibilities

The Managing Director will:

- authorise any special tour or occasion involving children

Managers, superintendents/co-ordinators and supervisors will:

- ensure contractors and their employees have received a safety system induction
- monitor and ensure compliance with safety policies and procedures by the contractors

Contractors will:

- sign an acknowledgment of receipt, explanation and understanding of the safety systems
- ensure all staff under their control have received the Pan Pac safety induction training