

Procedure for Safety Systems Induction - Contractors

Purpose and Scope

This document shows the procedure for the contractor safety systems induction. The following procedure will apply to all contractors requiring access to the site.

References

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| MGO-POL-M03 | Management Standards Policy - Safety & Health |
| MGO-POL-M04 | Management Standards Policy - Smoke Free |
| MGO-POL-O06 | Operations Policy - Site Access |
| MGO-POL-P11 | Personnel Policy - Personal Protection Equipment |
| PPP-PRO-S15 | Personal Protection System (Lockout) |

Forms

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| PPP-FRM-016 | Safety Systems Induction - Contractor Checklist |
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Appendices

None

Responsibility

The General Manager - Human Resources is responsible for the regular (at least annual) review of this procedure

Revisions

6 November 1996
4 March 1997
15 April 2002
16 July 2012

Procedure for Safety Systems Induction - Contractors

Introduction

The contractor is to supply to the Pan Pac Supervisor responsible for the contract, the names of any person/employee/subcontractor who will be requiring access to the Pan Pac site under the terms of the contract.

Procedure

Prior to the contractor, his employees or subcontractor commencing work on site the Pan Pac supervisor responsible for the contract will ensure that the Safety Systems Induction (if not given previously) is carried out. The Safety Systems Induction will cover the following, where applicable;

Issue of the Safety Handbook or Information Card and explanation of

- The Safety And Health Policy
- The Smoke Free Policy
- The Site Speed Limit
- Emergency Procedures Including
 - Evacuation Procedure
 - Fire Equipment
 - First Aid
- Personal Protection Equipment Including
 - Hard Hats
 - Eye Protection
 - Ear Protection
 - High Visibility Clothing
 - Safety Footwear
 - Task Specific Protective Equipment
- Personal Protection (Lockout) System and Out of Order Cards
- Isolation Guidelines (MP2 – Safety Notes)
- Reporting of
 - Accidents/Incidents
 - Hazards Identified By Contractors
- Permits Including
 - Confined Spaces
 - Hot Work
 - Gas Work
 - High Fire Risk Hot Work
 - Steam Work
 - Before Excavation (Permit to Dig)
- Hazards In The Area
- Scaffolding - Site Standard
- Contamination/Housekeeping
- Restricted Access Including
 - Log Yard Entry
 - Lumber Yard Entry
 - Pulpmill one way system
- Work Outside 8:00 AM to 4:30 PM Monday to Friday
- Prohibited Items
- Other Specific Rules/Policies That May Apply

Procedure for Safety Systems Induction - Contractors

- Children on site
- Safety Induction Video

Each contractor/employee/subcontractor is to sign an acknowledgment of receipt explanation and understanding of the safety systems induction (see PPP-FRM-016 Safety Systems Induction - Contractor Checklist).

The Pan Pac supervisor will forward the signed Safety System Induction - Contractor Checklist to the HR Administrator so these details can be included in the contractor induction register in Vault. (Personnel>Contractors>Contractors>Induction)

All refresher induction training must be updated in Vault against the contractors induction record to ensure their records remain current and they are not declined access to the site.

The Pan Pac supervisor will actively monitor and ensure compliance with the site safety policies and procedures.

Refresher Safety Systems Training

Permanent contractors will receive refresher safety systems training as deemed necessary by the relevant Pan Pac supervisor.

Non-permanent contractors will receive refresher safety systems training annually.

Vehicle Passes

Contractors will obtain, from security, a numbered dashboard vehicle pass. This is to be returned to security each day on leaving the site.

Parking

Refer to Operations Policy - Site Access (MGO-POL-006)

Delivery Vehicle Site Access

A delivery vehicle is a vehicle, where the driver does no work on site, other than the supervising of or actual loading/unloading of that vehicle.

Delivery vehicles wanting access to the site do not need to go through the safety systems induction but must in the first instance report to security. The driver will be issued with vehicle pass. Security is to ensure the driver understands that the most direct route is to be taken and no detours are permitted. On completion of the delivery the driver will return to security via the most direct route.