Contractor
Health and Safety Induction

“Home Safe Everyday”
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1. Welcome to Damar Industries

Damar Industries Limited operates a Major Hazard Facility (MHF) (lower tier) manufacturing site at Eastgate Business Park Rotorua. Stored on the site can be up to:

- 65 tonnes of LPG (Liquid Petroleum Gas)
- 370,000 litres of bulk flammable liquids
- 1.4 million litres water capacity of aerosols, and
- 2.2 million litres of flammable liquid finished goods

There are also small volumes of hazard class 5.1 (Oxidizer) and larger volumes of Class 6.1 (Toxic), Class 8 (Corrosive) and Class 9 (Ecotoxic).

These substances are used to manufacture a variety of paints, aerosols, road marking paints, cleaning products and liquid fill products for storage and distribution throughout New Zealand and overseas export markets.

The volumes in use and stored on the site, create Hazardous Atmosphere Zones and Controlled Zones as defined in the Hazardous Substances Regulations 2017, in all production and storage areas. In that regard Damar Industries Ltd is obliged by the following legislation to ensure that workers, contractors and visitors are informed of the hazards that could be encountered when entering the plant and the controls necessary to manage these risks.

- Health and Safety at Work Act 2015 (HSWA);
- Health and Safety at Work (Major Hazard Facilities) Regulations 2016, and
- Health and Safety at Work (Hazardous Substances) Regulations 2017
2. Arriving on Site

- Damar Industries Ltd is a Ministry of Primary Industries (MPI) Transitional Facility
- To comply with regulations for the above, this is a secure site with authorised access only
- During normal hours, the security gate at the entrance to site is open to allow our visitors access to the reception area in the Administration building
- Contractors should park in the allocated visitor car parks outside reception
- Report to reception and ask for your site contact

**NOTE:** ANIMALS ARE NOT PERMITTED ON SITE
This is a MPI requirement for transitional facilities

- If you need to bring your vehicle onto site - Once signed in, your site contact will instruct you on the procedure for admittance, notify our Logistics team that you will be entering through the security gate and meet you at the designated parking area
- When travelling through the site, adhere to speed limit of 5km - headlights must be on
3. Sign in Requirements

- Your site contact will meet you in Reception and ask you to sign in either:
  - The visitor register held in reception, or if you are bringing your vehicle around the buildings
  - The visitor register held at the Permit to Work Station in the Liquid fill Hall

- Contractors **must** read the MPI Transitional Facility notice posted in the sign in registers and acknowledge acceptance by ticking the indicated (shaded) column of the Sign In Sheet

- You must sign in and out **every time**, even if you’re temporarily leaving site as these registers form part of our fire roll for other persons on site in the event of an emergency

- If entering a production area while on site, your site contact will also check:
  - You are wearing or have the correct PPE, and
  - That you are aware of the restrictions placed on sources of ignition and mobile phone use
4. Evacuation Procedure

- If alarm sounds (siren), move steadily to the nearest exit and gather at the Emergency Assembly Area (all security gates will automatically open)
- The Emergency Assembly Area is located in the staff carpark across the road

Once at the Assembly Point:

- Assemble in your work groups (Admin if signed at Reception or Contractor if signed in at Permit to Work Station in Liquid Fill Hall)
- Report to your area warden and make sure your name gets checked off
- **Do not smoke**
- Do not leave the Emergency Assembly Area
- Do not stand on the driveway
- Do not use your mobile phone unless directed to do so by the Head Warden
- Do not re-enter the buildings until cleared to do so by the Head Warden or Facility Emergency Controller
5. Emergency Evacuation Route

NZ Fire Service National Training Centre

Damar Industries Staff and Visitor Car Park

Emergency Assembly Area

MAIN GATE
6. Facilities

Toilets are located:
- In the Main Building just inside the entrance door to the left, and
- In the corridor between the GMH and Factory areas

Tea/Coffee making facilities:
- The main lunch room is inside the entrance door to the right in the main building

7. Personal Protective Equipment (PPE)

- Compulsory PPE required in production areas:

<table>
<thead>
<tr>
<th>High Visibility Clothing</th>
<th>Eye Protection</th>
<th>Protective Footwear</th>
<th>Hearing Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cotton Overalls/Vest or</td>
<td>Safety glasses – Plain, Prescription or over-glasses</td>
<td></td>
<td>Additional in Aerosol Hall only (and task specific)</td>
</tr>
<tr>
<td>Anti-static vest</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Other PPE when specified as a control on JSA/SWMS/Permit to Work e.g. Safety Harness
### Contractor Induction

8. Area Restrictions

<table>
<thead>
<tr>
<th>Restricted in all production areas</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="No Ignition Sources" /> No Ignition Sources</td>
<td><img src="image" alt="No Mobile Phones" /> No Mobile Phones</td>
</tr>
<tr>
<td><img src="image" alt="No Smoking" /> No Smoking</td>
<td><img src="image" alt="No Long Hair" /> No Long Hair</td>
</tr>
<tr>
<td><img src="image" alt="No Eating or Drinking" /> No Eating or Drinking</td>
<td><img src="image" alt="No Hoods" /> No Hoods</td>
</tr>
</tbody>
</table>

**Food Grade Restrictions – Do not enter if you have been unwell**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><img src="image" alt="Keep Hair Covered" /> Keep Hair Covered</td>
<td><img src="image" alt="Wash Hands Regularly" /> Wear Gloves</td>
</tr>
</tbody>
</table>
9. Hazards

• A hazard is anything that can cause harm
• There are many different hazards on site, today is an overview of some of the hazards that contribute to our critical risk profile and the controls we have in place to reduce that risk
• All work will require a work permit to be issued to you and will identify specific hazards for the work activity you are too undertake

10. Fire or Explosion

• Large quantities of flammable liquids and other combustible material on site

Controls include: Restrictions on sources of ignition

• No smoking
• No cell phones or other electronic devices permitted in operations areas
• Intrinsically safe plant and equipment

NOTE WHERE THE FIRE EXTINGUISHERS ARE IN YOUR WORK AREA
11. Static

- A static spark can start a fire
  (and our most likely cause of fire on site)

Controls Include:

- Cotton or anti-static high visibility clothing only
- Make sure earth straps are attached when operating equipment and BEFORE pouring or mixing any solvents
- Notify the Engineering team if you get any static shocks in a production area

12. Chemicals

- **Eye splash** – Wear safety glasses at ALL times in ALL production areas. Contact lenses shouldn’t be worn in production areas as the soft lenses may absorb irritants & all lenses concentrate them. Where practical, contractors should wear prescription lenses as an alternative to contact lenses, where this is not practical; goggles will be worn over contact lenses.
- **Skin contact** – Wash off unknown chemicals immediately
- **Inhalation & ingestion** – Report any effects

Controls include: PPE (is necessary but it’s also the last line of defence), we also provide;

- FVD and VOC monitoring systems, Extraction and ventilation systems
13. Hazardous Substances

Chemical classes held on site include:

- Class 2 Flammable Gas
- Class 3 Flammable Liquid
- Class 4 Flammable Solids
- Class 5 Oxidisers
- Class 6 Toxic
- Class 8 Corrosives
- Class 9 Ecotoxic

Chemical Classes not held on site:

- Class 1 Explosives
- Class 7 Radioactives

For further information on chemicals, see the:

- Label
- Chemwatch Safety Data Sheet (SDS)
- Technical Staff (Laboratory/Quality Control)
- Certified Handlers
14. Forklifts, Reach Trucks and other Mobile Plant

There are many forklift/mobile plant movements on site

- Only trained authorized Personnel are permitted to operate Forklifts

Controls include items listed below.

At all times:

- Give way to forklifts and reach trucks – they have the right of way
- Keep to marked walkways where available
- Look and Listen for forklifts and reach trucks, especially when approaching corners
- Use the convex mirrors located opposite doorways in the Linkway to check for approaching forklifts/reach trucks before crossing any open doorway
- Whenever an operator is in the cab or in control of any mobile plant, you must communicate either vocally or by hand signals your intended direction of travel with that operator, and wait for confirmation from the operator before proceeding

Never ride on a Forklift as a passenger

Never walk under a raised load
15. Exclusion Zones
Controls - Always observe Exclusion Zones when in place and remain at least 2m away when:
• In the Transit Depot and Tanker Delivery areas on the roadway around site when loading and/or unloading is underway
• Overhead gantry cranes are in use in the Batching Factory
• A forklift/reach truck has a load at height

16. Other Vehicles
Controls - When driving on the one way roadway on site, expect and be prepared for:
• Delivery trucks
• Solvent and flammable gas tankers
• Private and contractor vehicles
• All drivers must observe the site speed limit of 5km per hour

AT ALL TIMES - REMEMBER THE RISKS ASSOCIATED WITH A VEHICLE ACCIDENT OR IMPACT INCIDENT ON SITE, THIS INCLUDES THE POTENTIAL FOR:
• Personal injuries
• Fire and explosion of flammable gases and liquids
• Loss of containment and environmental damage
### 17. Other Hazards

Include but are not limited to:

<table>
<thead>
<tr>
<th>Tools and Equipment</th>
<th>Electrical</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Permission is required to use Damar equipment</td>
<td>• Electrical equipment must be tested and tagged by electrician</td>
</tr>
<tr>
<td>• Tools must be in good condition</td>
<td>• RCD’s required in all circumstances at power source</td>
</tr>
<tr>
<td>• Observe Permit to Work conditions when using tools in Hazardous/Controlled areas</td>
<td>• Do not run cords across floors</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Housekeeping</th>
<th>Manual Handling</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Keep access ways clear for emergency exits and appliances at all times</td>
<td>• Use best practice lifting techniques</td>
</tr>
<tr>
<td>• Clean up spills immediately</td>
<td>• Ask for assistance when required</td>
</tr>
</tbody>
</table>
18. Permit to Work System

Work Permits

• Work Permits ensure work activities are performed in a controlled and coordinated manner, identifying and controlling hazards associated with the work, to reduce the risk of accidents and incidents

• Work Permits are required for all work unless otherwise agreed and must be issued before work starts

• Work Permits are legal documents covering both contractors and Damar and are subject to audit

Permit to Work Certificates

• Additional documentation and certificates are required for work that involves confined spaces, hot work, work at height, excavation, live work and intrusive work

• Your site contact will work with you to arrange and fill out your Work Permit/certificates

• A copy of Damar’s Permit to Work Procedures Manual (MHF-HSMS-6400) is available at each of the two Permit to Work Stations on site:
  ➢ Inside the Liquid Fill Hall, and
  ➢ In the Linkway outside the entrance to the Aerosol Hall
19. Isolation/Lock Out Tag Out

- All Isolations must be undertaken in accordance with Damar Industries procedures as listed in Section 12 of the Permit to Work Procedures Manual (MHF-HSMS-6400)
- Personal locks and lock out tags are issued at the Permit receivers or users discretion
- Red and White Lock Out Tags are available at each of the two Permit to Work Stations.

Other Tags

- Damar does not permit the use of yellow ‘Warning’, ‘Caution’ or other tags on site
- If you are identifying defects in operational plant, notification must be received both verbally and in writing, stating Asset Number and/or description.
- **DO NOT ATTACH TAGS AS IDENTIFYING MARKERS FOR FUTURE WORK**
20. Drugs and Alcohol

• Damar has a Zero Tolerance for Drugs or Alcohol in the work place and enforce a strict Drug and Alcohol Policy

• All contractors are subject to testing for drugs and alcohol for the following reasons:
  ➢ Post accident/incident – If you are involved in any significant accident or incident you will be tested immediately
  ➢ Reasonable Cause – We suspect drug and/or alcohol use
  ➢ Random Testing – Occurs on an unannounced basis

21. Reporting Events

• All events (hazards, incidents, injuries and near misses) must be documented and reported to your site contact – this includes plant or property damage

• All events must be entered into Vault via Damar’s intranet and risk assessed BEFORE leaving the site, your site contact will assist you with this

• Where requested, you may be required to assist in an investigation

• Notifiable Injuries must be reported to site management immediately

• The accident/incident scene must remain undisturbed unless the movement of vehicles, objects, etc. is necessary to administer first aid, save life, prevent further injury, allow access for emergency services or prevent serious property damage
## 22. Golden Rules

<table>
<thead>
<tr>
<th>ALWAYS</th>
<th>NEVER</th>
<th>ALWAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work with a valid work permit</td>
<td>Bring a source of ignition into a production area</td>
<td>Use the prescribed Personal Protective Equipment (PPE)</td>
</tr>
<tr>
<td>Interfere or tamper with Safety Equipment and Safe Systems of Work</td>
<td>Plan for an Emergency</td>
<td>Operate mobile plant unless you are trained and authorised to do so</td>
</tr>
<tr>
<td>Follow earthing and bonding procedures</td>
<td>Work under the influence of Drugs and/or Alcohol</td>
<td>Obey the rules when driving</td>
</tr>
</tbody>
</table>
23. Failure to Follow Damar Rules

- Subject to investigation, a contractor may be removed from site, or may be stood down for a period.
- Cancellation of the contractors site induction and/or refusal to allow the contractor back on site may be an additional consequence of not abiding by site rules.
- Any incidents of failing to adhere to Damar rules will be formally communicated to the Damar business partner the contractor represents.

24. Induction

- On completion of your Induction, your name will be placed on our Damar Inducted Contractor list, which will remain valid for a period of 12 months from the initial date of Induction.
- You will be required to follow the sign in process when entering the Damar site.
- All contractors are required to complete the Induction paperwork to gain access on site.
25. Contacts

John van Dort  
Manufacturing and Operations Manager

Ken Brown  
Engineering Planner

David Cronshaw  
Health Safety and Compliance Manager

Karla Mendiburu  
Health and Safety Coordinator