

# Risk Management Plan

## *1. Purpose*

It is Towcraft's intention to provide, so far as is reasonably practicable, a safe and health working environment in accordance with the Health & Safety at Work Act (HSWA) 2015 came into effect on 4th April 2016. This legislation replaced the Health and Safety in Employment Act 1992. HSWA shifts the focus from monitoring and recording health and safety incidents to proactively identifying and managing risks so everyone is safe and healthy.

## *2. Scope*

All established and temporary employees, and other directly contracted persons during the applications of that contract and visitors whilst attending Recur.

## *3. Commitment to Health & Safety*

Towcraft is committed to the protection of employees, property, and other persons from accidental injury or damage from work carried out by, and on behalf of the business.

We adopt health, safety and welfare as a fundamental business objective.

We believe every job can be done safely and that safety is everyone's responsibility.

This statement will govern each of us in our work.

In meeting this commitment, we will comply with all legislative requirements and take all reasonably practicable steps to:

1. Prevent all injuries and damage
2. Promote safety of being equal importance to other business objectives
3. Create a safe workplace and comply with relevant standards
4. Establish safe working practices- through effective systems/processes and data collection
5. Ensure effective safety training
6. Create interest and enthusiasm in safety- including encouraging consultation and participation
7. Develop personal/ individual responsibility for safety
8. Continually improve the health and safety of our company

## *4. Employees' Responsibilities*

All employees must:

1. Take the responsible care for the health and safety for themselves, their fellow employees and all other persons attending to the workplace.
2. Avoid intentionally or recklessly interfering with or misusing anything provided in the interests of safety, health and welfare.
3. Report to Management any potential hazard, substandard practice and/or raise any points relating to Health and Safety standards.
4. Report to Management immediately any incidents or near misses.

## Towcraft Risk Management Plan

5. Only undertake duties which are authorized and for which training has been given whenever appropriate.
6. Follow all general safety rules and all additional rules, which are notified and apply to their area of work.
7. Ensure the Emergency Evacuation Process is understood.
8. Keeping the workplace tidy to minimise the risk of trips and falls.
9. Park in the allocated parking area.

### *5. Contractor and visitor's responsibilities*

Contractor, whether self-employed by other companies, are required to follow all the company Health and Safety rules. Visitors must also follow these rules and required to;

1. Take the responsible care for the health and safety for themselves and of employees and contractors.
2. Co-operate with management in the performance of their duties.
3. Avoid intentionally or recklessly interfering with or misusing anything provided in the interests of safety, health and welfare.
4. Ensure they are aware of the Emergency Evacuation Rules and Guidelines of Recur.
5. Ensure you stay within the allocated walkways and exclusion zones where applicable.
6. Stay within the posted speed limit when entering or exiting the premises.

### *6. Health Surveillance*

Where, through the risk assessment procedure, pre-employment medical reports and/or other medical information, or other condition, health surveillance is required under statutory provisions or where it may assist with the maintenance of Health, Safety and Welfare, the company will make all the necessary provisions.

### *7. Information and Communication*

The organization will ensure that all appropriate information regarding health, safety and welfare is provided all appropriate staff, elected representatives and other persons concerned. Statutory notices will be display appropriate.

## Health and Safety Guidelines

### *1) Safety Gear*

Vehicle: Making sure your work vehicle is equipped with the proper safety equipment will help you be prepared in the event of a roadside emergency. These also need to be checked regularly.

Some of the safety items your kit should include are:

- Flashlights
- A fire extinguisher
- Reflection vests
- A first aid kit

Drivers: Drivers are required to wear the safety equipment at all times for every type of work:

- Steel-toed Safety Shoes
- High Visibility Safety Vest
- Protective Gloves
- Hard Hat

### *2) Driver Induction*

A driver induction is a necessity to confirm health and safety policy, lines of communication, procedures, compliance and capability.

It helps new drivers get to grips with the way you like to do things, early on.

Staff induction should follow a documented programme including:

- Details of the company health and safety policy and arrangements
- Vehicle checks and restrictions, e.g. mobile phones, authorized drivers, driving and fatigue
- Guides on what to do in certain situations e.g. Hazard identification and reporting, accidents & incidents, breakdown and reporting of defects.
- All drivers should take a test drive as part of their induction to ensure capability.

Please Note: ALL DRIVERS MUST complete an online health and safety induction at Ports of Auckland and Port of Tauranga.

All correspondence upon completing the induction must be kept on file.

### *3) Work Time and Logbook Requirements*

All staff are to work in accordance with the legal statutes concerning driving hours. A logbook must be filled out by all staff working as drivers or working in the role of a truck driver. The

## Towcraft Risk Management Plan

logbooks will be supplied by the company. A copy of your logbook must be handed in attached to your daily running sheets.

Drivers for Owner Drivers MUST hand into the O/D. Company Drivers hand in with run-sheets at the end of each day.

All staff must make the dispatcher aware if they are running out of total hours, or driving hours, so that he can organize replacement drivers. No staff member shall operate past his legal hours.

### *4) Driver license, training and qualifications.*

Drivers must hold a valid license endorsement to drive the required Class of vehicle such as class 5.

The following are courses they could be considered:

- Attend an NZTA Rollover Prevention Seminar
- In Cab Driver Training, Coaching & Assessments
- SAFED – Safe & Fuel-Efficient Driving
- Heavy Vehicle Stability & Control Driver Training Program
- Heavy Vehicles Licenses & Endorsements
- Book a course through TR Master Drive Services

### *5) Truck Inspection & Licensing*

Before commencing work, ensure that your truck has a walk around inspection

- Complete a walk around inspection sheet or write down when completed.
- Report any damages noticed and/or any wear and tear via a vehicle faults.
- Check that all legal documents for truck and trailer are correctly displayed – COF, Registration, RUC, TSL Label, Certificate of Loading.

Records and documentation

- Each vehicle should have its own file in which any maintenance or inspection documents relating to that vehicle are kept. These records should include:
- When the vehicle had its last Annual Roadworthiness Test.
- Details of what maintenance was carried out.
- All regular safety inspection forms.
- Driver defect forms.
- Details of when defects were rectified.

It is also advised that the following are included:

- Total number of maintenance hours worked on a vehicle (this could be broken down into time periods, monthly for example).
- Parts and service invoices.

## Towcraft Risk Management Plan

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  - Details of what maintenance was carried out.
  - All regular safety inspection forms.
  - Driver defect forms.
  - Details of when defects were rectified.

Keeping records makes it simple to monitor the reliability and cost of maintaining each vehicle and provide information to ensure appropriate scheduling of maintenance.

Please note that the driver has responsible for maintaining the interior and exterior of the company vehicle in a clean and tidy condition. If driver is using another vehicle, the driver should note the condition of the vehicle on his run sheet for the day. If another employee uses 'your' vehicle, note the condition it is left in on the next occasion you use it.

### *6) Driving Safety Tips*

- Be alert.
- Check weather reports.
- Avoid traffic.
- Check out delivery spots, on foot for hazards.
- Be extra cautious at night.
- Change lanes as little as possible. Pick a lane and STAY in it.
- Use GPS.
- Reduce the risk and keep it below 10 on corners
- Take required breaks

### *7) Operations Safety Tips*

Drivers must follow any depot's requirements of staying inside the vehicle or outside in a specified zone while being loaded or offloaded. If in doubt, drivers must ask depot authorities.

At depots, drivers must check and lock their locks once you are loaded or after parking safety outside of the loading area and checking corner castings as well.

At Towcraft we have zero alcohol and drugs tolerance for drivers and staff. Drivers are strictly forbidden to operate a vehicle after consuming any amount of alcohol or drugs. They must notify management of their inability to work as soon as possible.

If a driver experiences fatigue or any other physical or psychological difficulty, they are required to consult with Towcraft management prior to commencing work.

Or if a driver can potentially harm themselves or others by any means, they must inform their employer, and stop doing any work immediately.

If driver is required by a qualified physician or Medical doctor to take prescription drugs that may affect you whilst driving you must advise Towcraft and/or Transport Manager prior to the start of your shift. Driver must also have a medical certificate to clarify.

Do not use your phone while driving on the road unless you have blue-tooth or hands-free.

All drivers must be observed and operated the speed limit at different yards or roads.

### *8) Fatigue*

Fatigue is a state of extreme tiredness and can be due to prolonged work and insufficient sleep. It is believed to be a contributing factor in approximately 12% of all motor vehicle crashes. Because fatigue is invisible with many different symptoms and causes, it is known as 'The Hidden Killer' by NZTA. Fatigue is not just tiredness, it has the same effects and risks as driving drunk.

If you are experiencing any of these symptoms while driving, you need to pull over where safe:

- Difficulty focusing.
- Feeling restless and irritable.
- Drifting, Tailgating or Driving on shoulder.
- Daydreaming and wandering thoughts.
- Missing exits and forgetting kilometres.
- Yawning repeating and rubbing eyes.
- Trouble keeping your head up.

If you think you have experienced any of these symptoms more than twice in a week, you may be suffering from fatigue and need to take a break.

For temporary measures to stay alert & awake include:

- Take a short nap. Even a 20-30-minute nap will help to restore alertness.
- Have a rest break. Do stretches, walk around your truck, jump on the spot.
- Have a coffee or sports drink. Be cautious of over consumption.
- Mental alertness techniques, including signing.
- Drink plenty of water. Always have a bottle on hand.
- Immediately pull your vehicle over into a safe location.

### *9) Sleep*

As a commercial driver, sleep must be your top priority to avoid fatigue.

As a guide:

- Avoid heavy meals 2 hours before bed time
- Avoid caffeine, alcohol and nicotine before bed
- Avoid strenuous exercise within 3 hours of bed

- Mask out noise by using 'white noise' such as a fan
- Set up your bedroom for sleep, not TV
- If you can't sleep get up for 20 min, then try again
- In summer keep your room well ventilated
- Turn your phone on silent
- Write down your thoughts before trying to sleep

### *10) Accident Guidelines.*

After an accident the driver should consider taking the following actions:

#### *STEP 1: CHECK YOURSELF FOR INJURIES.*

Call 111 or ask someone else to do so. If you're seriously injured, try not to move, and wait for emergency personnel.

#### *STEP 2: CHECK ON THE WELL-BEING OF YOUR PASSENGERS.*

If you're not too hurt to move, check on the other passengers or drivers. If anyone's injured, get on the phone with emergency services or ask a bystander to call for help.

#### *STEP 3: GET TO SAFETY.*

If you're able to, move to the side of the road or a sidewalk. If your vehicle is safe to drive and is causing a hazard where it is, pull it to the side of the road. Otherwise, leave it where it is and get yourself to safety.

#### *STEP 4: WAIT FOR HELP.*

Turn off your engine, turn on your hazard lights and use road flares to warn other vehicles to slow down.

#### *STEP 5: EXCHANGE INFORMATION.*

After making sure you and any passengers are uninjured, exchange contact and insurance information with the other driver. The most important information includes:

- Full name and contact information
- Insurance company and policy number
- Driver's license and license plate number
- Type, colour and model of vehicle
- Location of accident

*STEP 6: DOCUMENT THE ACCIDENT.*

In order to help protect yourself, Recur recommends taking the following steps:

- Identify the officers.
- Once the police arrive, get the name and badge number of all responding officers.
- Get a copy.
- Ask the police officers present where you can obtain a copy of the accident report.
  - Take pictures using your phone.
  - Document the accident thoroughly by taking pictures of your vehicle from different angles, showing the damage done to both cars. It might also be a good idea to take pictures of the other car's license plate.
  - Take down names.
  - Write down the names and addresses of all parties involved, including any passengers in the other vehicle.
  - Talk to witnesses.
  - If there were any witnesses to the accident, take down their names and their contact information, as well.

To help keep all of this documentation in order, you can keep this accident information page in your vehicle.

*STEP 7: NOTIFY RECUR AND YOUR INSURER AND START THE CLAIMS PROCESS.*

You may want to call your insurance agent while you're at the scene. That way, they can tell you exactly what they will need to in order to process your claim and what to expect during the claims process.

Please notify that an accident can leave even the most seasoned driver frazzled but following these steps may help protect you from unnecessary worries.

*11) Vehicle Breakdowns.*

The issue of safety around incapacitated vehicle on the roadside is a significant safety issue confronting the transport industry along with the wider community. Best practice will be individualized and applicable to all scenarios given the variables encountered during roadside work.

A Disabled vehicle and driver should be seen from distance. Ensure lights, cones are used and that the driver is safe.