Working at height policy

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# Authorisation for issue

<table>
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<th>Document Author:</th>
<th>Rex Middelbeek</th>
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<th>Document Owner &amp; Approver</th>
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<tr>
<td>Julie Rea</td>
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## Revision history

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Summary of revisions</th>
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<tbody>
<tr>
<td>Draft Version 1.0</td>
<td>24-12-10</td>
<td>Draft for comment</td>
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<tr>
<td>Draft Version 2.0</td>
<td>05-01-11</td>
<td>Changes to structure and layout</td>
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<tr>
<td>Version 3.0</td>
<td>18-04-11</td>
<td>Updated Definition in 2.1, first release as approved at BRM.</td>
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<tr>
<td>Version 4.0</td>
<td>13-03-12</td>
<td>Changes regarding fall protection definitions, and edge protection requirements when working 2 meters from an exposed edge; as per the DOL Guidelines for the prevention of falls 2000.</td>
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<tr>
<td>Version 5.0</td>
<td>27-03-14</td>
<td>Reviewed as per BRM schedule. Updated accountabilities to reflect organisational changes. Review period changed from annually to two-yearly to reflect BRM review periods. No change in body of the document.</td>
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**Glossary:**

Z – Z Energy limited
HSSE – Health, Safety, Security and Environment
OSH – Occupational Health and Safety
DOL – Department of Labour
WAH – Working at heights
ALARP – As low as reasonably practicable
PTW – Permit to work
JHA – Job hazard analysis

**Definitions:**

Fall protection – A system of protecting a person from falling. It can consist of fall restraint and/or fall arrest systems.

Fall restraint - A barrier/or like device that prevents a person from falling from a working level.

Fall protection barrier - A barrier other than a work platform that will safely support a person without the risk of falling through.

Fall arrest – A system designed to arrest and hold a person in a fall from a working level.

Edge protection - Some form of guardrail or restraint designed to prevent a person reaching or falling over an exposed edge.

Guardrail - A rail or barrier secured to standards or upright members, at a height above the work platform of 0.9 (minimum) to 1.100 meters (maximum) and erected along the exposed sides and ends of working platforms to prevent persons from falling. It includes a lower rail that is fixed to standards midway between the guardrail and the platform. A toeboard may be used in place of a midrail.
1.0 Purpose

1.1 This policy sets the requirements for performing Work at Height for and on behalf of Z Energy Limited (Z).

1.2 This document also sets out requirements for work where there is a potential fall distance but it is of less than 1.8 metres.

2.0 Definition of Work at Height

2.1 For purposes of this document, “Work at Height” is defined as work performed where there is a potential fall distance of 1.8 metres or more, inclusive of whether it is at or below ground level or within 2.0 metres or less from an unguarded edge. For the avoidance of doubt, working at height includes any potential fall onto an uneven surface where a potential fall has a distance of 1.8 metres or more from any position regardless of whether there is also a chance that a fall may be from shorter distance than 1.8m.

2.2 The potential fall distance is the elevation where a person is standing or sitting to perform work. It includes potential falls to lower levels, such as the lower levels of a structure, excavations, holes, pits, etc.

3.0 Applicability

3.1 This document applies to all persons working for and on behalf of Z or its subsidiaries, i.e. employees, contractors, sub-contractors, franchisees, and retail site staff, as well as visitors on premises operated by Z or its subsidiaries.

3.2 Where Work at Height maybe performed, Z shall include contract provisions that incorporate this policy.

3.3 The requirements of this policy, shall apply in addition to any applicable laws and regulatory requirements, including the latest fall prevention code of practice as issued by the Department of Labour. This policy takes precedence only where its requirements exceed those of applicable laws and regulatory requirements.

3.4 All applicable laws and regulations shall be complied with when performing any work, either within or beyond the scope of this policy.

3.5 Compliance shall be the responsibility of any employee, contractor, retailer and retail site staff or 3rd party working for or on a Z area of business. This does not apply to the normal
operating activities and/or any internal area controlled exclusively by a retailer and retail site staff or 3rd party.

4.0 Working at Height Requirements

4.1 At all times, when working at heights make a risk assessment and apply the “Hierarchy of Controls”, in descending order......
   4.1.1 Eliminate the Work at Height, if feasible and practical.
   4.1.2 Work from permanent work platforms provided with guardrails
   4.1.3 Work from temporary or movable work platforms (e.g. scaffolds) provided with guardrails, unless the use of or construction of the temporary or movable work platform is not feasible and practical, and presents a greater hazard than using a fall arrest device.
   4.1.4 Work at Height using a fall arrest device. The risk assessment must incorporate equipment and a plan that will be used to rescue people who have fallen, are suspended in a harness, and could develop suspension trauma.

4.2 As a minimum, one of the methods described in the Hierarchy of Controls will be used at all times when working at height. Apply ALARP to make the risk as low as practicably reasonable.

4.3 All Work at Height shall be managed under the Z Permit to Work System (PTW). Persons responsible for the particular work shall have in place a Job Hazard Analysis (JHA) that reflects the Hierarchy of Control before Work at Height commences.

4.4 Work at Height shall be undertaken by competent persons, defined as a person who, through training and/or experience is knowledgeable of the various regulatory standards that apply to performing a particular type of work task, including but not limited to performing Work at Height. A competent person must be physically fit for the task, must have the ability to identify hazardous conditions, and must take action to maintain a safe workplace.

4.5 All equipment used will comply with relevant code of practice or regulation, be fit for purpose, well maintained and certified where required.

4.6 It is the responsibility of users to ensure all equipment (including platforms, guardrails, ladders, etc) is in good condition and meets the minimum requirements set out in this policy and the Department of Labour’s Guidelines for the Prevention of Falls and Best Practice Guidelines for Working on Roofs. www.dol.govt.nz

4.7 Elevated work areas such as but not limited to, roofs, platforms, walk ways, tank lids etc. will be sound, free from surface debris or contamination or incline so as to create a secondary hazard. Additional precautions will be observed as outlined in the Guidelines for the Prevention of Falls and Best Practice Guidelines for Working on Roofs for incline surfaces and elevated walk ways.
4.8 Fall restraint must be used when working within 2.0 metres of an unguarded edge (i.e. roof edge or work area/platform) without an approved permanent guardrail system.

4.9 Fall restraint may consist of a mobile scaffold or scissor hoist, provided that it extends for at least 2.0 meters on either side of a line directly up the slope of the roof to where persons are working. It must also sustain the additional overturning moments of a person sliding down a roof onto it, which may rule out lighter scaffolds and scissor hoists unless ties or additional stability is provided. Care must be taken to ensure that such mobile scaffolds are constantly moved as work progresses.

5.0 Fall arrest may be optionally used when transitioning from:
- a ladder, elevated platform, etc. onto the elevated work area BEFORE work commences;
- the elevated work area onto the ladder, elevated platform, etc AFTER work has been completed

5.0 Temporary Access to Work at Height

If, after applying the Hierarchy of Controls set out in 4.1, a temporary means of access using a ladder is still required the following requirements apply:

5.1 A suitable ladder shall only be used for access to and from a suitable working at height platform with no more than 6 metres potential fall distance. For the avoidance of doubt, ladders must not be used in any circumstances where the potential fall distance is greater than 6 metres.

5.2 Fall arrest may be optionally used when climbing up or down ladders within the restrictions of this policy. Three points of contact must be maintained at all times.

5.3 A ladder is not allowed to be used for accessing a retail site canopy from the ground regardless of height.

5.4 When using a ladder to gain access between a working height of 1.8 and 6 meters, the ladder must be prevented from slipping out from the base and sliding. The first action must be to secure or tie off the ladder before leaving the ladder to move onto the work area. In addition, the base of the ladder must be protected and traffic control and/or barriers provided to prevent access to the work area and under the work area.

6.0 Work at Less than 1.8metres

6.1 Falls from less than 1.8 meters can result in serious harm. All practicable steps must be taken to prevent such harm occurring. An appropriate risk assessment shall be made by individuals
working at elevations less than 1.8 metres and appropriate job hazard control measures shall be put in place.

6.2 Work from a ladder is only permitted if the lowest point where the person is standing or sitting at work is less than 1.8 metres and where the potential fall is less than 1.8 metres.

7.0 References

http://www.sitesafe.org.nz/Section?Action=View&Section_id=50