Z Energy Limited

Working at Height Policy

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Version 3.0
## REVISION HISTORY

<table>
<thead>
<tr>
<th>VERSION</th>
<th>DATE</th>
<th>SUMMARY OF REVISIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft Version 1.0</td>
<td>24-12-10</td>
<td>Draft for comment</td>
</tr>
<tr>
<td>Draft Version 2.0</td>
<td>05-01-11</td>
<td>Changes to structure and layout</td>
</tr>
<tr>
<td>Version 3.0</td>
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<td>Updated Definition in 2.1, first release as approved at BRM.</td>
</tr>
</tbody>
</table>
**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
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 1.8 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, franchisee or 3rd party working for or on a Z area of business.

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 protection device.

4.1.4 Work at Height using a fall protection 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 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 Prevention of Falls code of practice. 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 Prevention of Falls code of practice for incline surfaces and elevated walk ways.

4.8 Fall restraint must be used when working within 1.8 metres of a roof edge or work platform without an approved guardrail system. Fall protection 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 protection 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 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 sliding and the first action must be to secure or tie off the ladder before leaving the ladder to move onto 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


