



# TOTAL EQUIPMENT & MACHINERY LTD

Address: 4 Latham Court, Frankton, Hamilton. Postal Address: PO Box 28020, Horsham Downs, Hamilton 3256.  
Phone: 07 847 8092 Parts: 07 847 8098 Fax: 07 847 8064

## ENVIRONMENTAL POLICY

The following Environmental Policy has been developed to give staff guidance on how to undertake their duties with regard to the environment.

Our Environmental Policy is:

Total Equipment And Machinery Limited supports the principle of a sustainable planet; therefore the Company is committed to caring for the environment while providing services to our customers.

**Specifically, the company will:**

- Continually improve environmental performance
- Promote pollution prevention through employee/contractor training and education
- Exceed environmental legislation and develop a co-operative relationship with territorial regulatory authorities
- Adopt a responsible role in managing all hazardous substances to avoid, reduce or mitigate the effects of the environment by supporting such initiatives as:
  - Oil containment
  - Spill containment
- Promote energy efficiency and conservation through efficient design and customer education
- Recycle base material, wherever possible
- Reduce Company Carbon Footprint, by investing in fuel efficient vehicles, and ensuring that they are working at optimum efficiency – by rigorous servicing and maintenance schedules



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## **HEALTH & SAFETY POLICY**

The company has implemented a comprehensive Health & Safety Policy for the protection of All Staff and members of the Public.

We expect all staff and all contractors, including sub-contractors, to abide by safety procedures, at all sites contract to, by Total Equipment And Machinery Ltd.

### **AIMS**

The Aim of the company's Health & safety Policy is to prevent accidents both at the Depot and at all sites that we will work.

### **HEALTH & SAFETY PUBLICATIONS**

The company has provided all employee's, contractors and sub-contractors, with a comprehensive Health & Safety information and training, which is available in these notes or from the safety officer. The company's library has many other publications available for information on health and safety.

### **EMERGENCY PROCEDURES**

Emergency procedures are detailed in the Company's Health & Safety System, and attaching notes. Site procedures and documentation will be discussed prior to the start of each job.

The procedures for a particular emergency may change due to the type of site you will be working.

Generally if an Emergency arises, at the Depot, or on site, immediately notify, your supervisor, or if life threatening call for an Ambulance.

#### **Accidents**

Contractors should have access to their own First Aid Kit and any knowledge of first aid, to stabilise an injured person. Notify your supervisor, or any other site officer, on site to protect any other employee's from potential harm.

Advise management as soon as possible, who will complete the normal accident procedures, based on your report and investigation.

**Fire**

Evacuate Site or depot, notify Fire Department, notify management, and follow normal Fire Drill procedures from induction to site or depot.

**Chemical Spills**

Any areas where chemicals are stored, manufactured or handles, staff will be Inducted into the procedures to handle emergencies or accidents, prior to start of work.

**Other**

There are many other situations where Emergencies can arise, these will be covered in Training, or Inductions and in the company's Health & Safety System procedures.

**ACCIDENTS**

Contractors and Sub-contractors should have a First Aid Kit, available for an employee who may be injured. The Accident is to be immediately reported to your supervisor, or management. You will need to complete an accident report, investigation and, reporting the accident to the company's safety office.

**ACCIDENT REGISTER**

All accidents are to be recorded in the accident register, without exception. These accidents will be recorded and followed up, and covered at the regular safety meetings for Contractors and employee's discussion.

The aim is to provide information to contractors and employee's so these accidents can be avoided in future.

**SITE PROCEDURES**

All site procedures are to be followed strictly to rule, with any changes to procedure to be advised by your supervisor or safety officer, prior to the commencement of the job.

**TRAINING**

Intensive safety training will be provided on a regular basis for both New and Experiences employee's and may include contractors and sub-contractors.

Head contractors or Clients may require contractors, sub-contractors and employee's to complete their inductions procedures for work on their sites, these are to be attended without exception.

**CERTIFICATES, LICENSES etc...**

All Certificates are to be current for any contractor, sub-contractor and employee to participate in any work activity requiring Certification. Eg. Scaffolding, Forklift use, Truck driving etc... see your supervisor if in doubt.

## **HAZARDS, BOTH EXISTING AND NEW**

### **The Office**

Hazards are found in every work place situation, including the Office. The employee's working in the office should be aware of OOS/RSI and its prevention.

Work stations, and work procedures, are to be ergonomically designed; employees should use prevention measures, such as breaks from repetitive task, and be trained in the prevention of OOS/RSI.

Employees must report any incidence of OOS/RSI to Management immediately.

The yard and workshop can be hazardous to employees, who are required to enter these parts of the company's operations. Safety equipment must be used when office employee's need to enter the yard and workshop.

Visitors to the company offices must complete the Visitors Register, and must not enter the company's yard and workshop areas without completing the register and are inducted into the company's Health & safety System.

Safety equipment must be issued to Visitors who are authorised to enter the company's premises.

Contractors who may be completing work for the company must complete the Contractors Induction and acknowledgment, before commencing work.

All Employee's must be familiar with this procedure, due to the danger that a member of the public may enter the premises and be injured.

### **The Depot**

Hazards in both the yard and workshop are numerous, and should be noted by all employee's. The hazards are noted at all Safety meetings and in the Induction Training manual.

Site Inspections will be completed on a regular basis, with any new hazards being noted and discussed at meetings.

New hazards are to be reported immediately to Management.

One of the most important aspects to be aware of, is the movement of vehicles, cars, trucks and forklifts.

### **Work-Sites**

Hazards on work-sites can be categorised into various sections;

- Existing Site Hazards – other construction contractors or works
- Machinery on Site
- Unloading equipment, lifting by machine or by hand, and stacking equipment in a safe and handy position
- Erection of the system, to the required standard and specifications (Minimum OSH standard)
- Dismantle, loading equipment by machine or hand, or stacking equipment for the truck to pick up at a later date

All known hazards and minimum construction standards are noted in the training completed, the company's Health & Safety system, and the Industry Publications held in the office for employee's requiring further information.

## **LIFTING**

The following procedures should be used when lifting;

Plan the Lift – Size up the load and determine if you can manage the load comfortably. If in doubt get help.

- Lifting by yourself, make sure your feet are stable and your body is balanced
- Bend your legs and grip the load firmly
- Keep load close to your body
- Never twist your body while holding the load, move in the directly of the turn, while carrying a weight
- Use your common sense

## **REHABILITATION**

The return to work of any employee is important to you, as it is to the company. The employee must follow the directions of Management when, being rehabilitated, and returning back to either light duties or full time employment.

## **THE HEALTH & SAFETY OF EMPLOYEE'S**

The Health & Safety of employee's, is a major concern for any employer. To complete a working arrangement, employers and employee's need to manage health and safety issues together.

Therefore any issue relating to health and safety should be addressed at the safety meetings, training or by writing to Management, but by all means communicate your thoughts.

I acknowledge that I have been fully inducted into the Total Equipment And Machinery Ltd Health & Safety System, and have read and understood my obligations and responsibilities, held within these notes, the training completed, and with the onsite safety meetings held regularly. Employees of Total Equipment And Machinery Ltd will abide by all rules and procedures.

I complete this declaration on behalf of my employees and I or as a Staff member of Total Equipment And Machinery Ltd.

Date..... Name..... Signature.....