

Contractor - KPY

Welcome to Kawerau Processing Yard (KPY)

At KFL, safety is our top priority. As a contractor working on-site, you play a crucial role in ensuring the safety of yourself and those around you while maintaining and servicing equipment. This induction outlines the key procedures and expectations during your time at KPY.

1. Site Overview

KFL operates forestry and logistics services across various sites in New Zealand. As a contractor, it's essential to follow all safety guidelines to protect yourself, the team, and the environment during your work on-site.

2. Health and Safety Commitment

Your safety is paramount. You are required to follow all our health and safety policies and procedures while on-site. This includes proper use of personal protective equipment (PPE) and adherence to safe work practices.

3. Site Orientation:

Using the *KPY SITE MAP* become familiar with key hazards and safety protocols.

- Where you will be working
- Entry point, roads
- Assembly areas, fire extinguishers, 1st aid kits, emergency procedures
- Restricted areas, rail line, stockpiles, processing bays
- Office, safe area, lunchroom, toilets, car park, workshop, truck park, machine park

4. Key Safety Rules for Contractors

Personal Protective Equipment (PPE):

All personnel must always wear the required PPE, including:

- Hi-vis hard hat
- Hi-vis vest or shirt
- Steel-capped safety boots with ankle support
- Eye protection
- Task specific PPE*

Traffic Management:

- You must have an **RT on channel 7**. If you do not have an RT, the site office can issue you one while you are on site.
- Maintain a safe distance of at least 20m away from any operating machine, trucks, vehicle and ground personnel.
- If you must approach an operating machine, truck, vehicle or ground personnel, STOP and get confirmation that it is OK to proceed via RT or visual signals.
- Follow all instructions.
- 15 km/h speed limit.
- 5 km/h speed limit near ground personnel.
- Keep to designated roadways and avoid restricted areas (i.e. Processing bays, Rail lines)
- Never cross in front of a moving train.
- Hazard lights or beacons on while travelling.

Equipment and Vehicle Condition:

Vehicles and equipment used on site must be in safe working order and certified for task.

5. Site Entry Procedures

Sign-In:

1. Sign-in at the office.
2. Contact site supervisor or team leader to let them know you have arrived.
 - **Working Supervised:** Follow supervisor or team leader instructions.
 - **Working Un-Supervised:** You must carry an RT on channel 7 and follow all
3. Entering the yard, call in on RT and say who you are and what you are doing here.
 - Example of a typical RT call:
“Hello KPY machine operators, I am a contractor, here to fix a light tower, I’m in a white Ute and need to travel down 2-Stage Road to get to light tower 2”.
 - The loader operators will give you permission and instructions on how to proceed. If unclear, please ask loader operator to clarify.
 - Follow all instructions.
4. Always keep RT turned on.
5. Call again on the RT when leaving the yard or moving to another area.

6. Working on Site

3 Points of Contact:

- Always conduct a pre-inspection of the machine to ensure that safety features like handrails, steps, and guards are functional, and the area is free of hazards.
- When climbing on or off machinery, always maintain three points of contact (either two hands and one foot, or two feet and one hand) to ensure stability and prevent falls. See the 3 POINTS OF CONTACT diagram for reference.

Fall Protection:

Work only in areas with proper fall protection, such as handrails and secure footing. If working at heights, ensure you have received the necessary training.

Stay Clear of Trains:

- Rail lines are a RESTRICTED AREA. Only trained personnel are allowed near rail lines.
- Never cross a rail line in front of moving train.

Stay Clear of Working Machinery:

- If you can move what you are working on to a safe area away from roadways and working machines, 20m minimum safe distance.
- If you cannot move what you are working on, cone off work area and using the RT tell the machine operators that you are working in the coned off area and not to enter.
- No one is allowed to be in the same bay as a working processor.

Stay Away from Stockpiles:

Log stockpiles have the potential to collapse so keep a safe distance of 4m away from the front of stockpiles. If an unstable stack is identified, do not approach. Immediately call machine operators to stabilise the stockpile.

Uneven Slippery Surfaces:

Wear safety boots with good grip and ankle support. Watch your step, avoid rocks, mud, bark, and uneven ground. Never stand on logs.

Lock Out:

Always follow lockout procedures by shutting down equipment, isolating energy sources, applying personal locks and tags, and verifying that all energy is safely controlled before beginning any maintenance or repairs.

7. Emergency Procedures

Emergency Assembly Points:

Familiarise yourself with the emergency assembly points. In the event of an emergency, follow instructions from the supervisor or team leader.

First Aid:

First aid kits are available on-site, and first aiders are present. In case of injury, report it immediately, no matter how minor.

8. Environmental Considerations

Dust Control:

Drive slowly to reduce dust. If visibility is poor stop your vehicle and wait for the dust to pass. Dust masks are available at the office.

Spill Management:

If there are any fuel, oil, or material spills, report it immediately to the supervisor or team leader. Spill kits are available on-site.

9. General Conduct on Site**Fit for Duty:**

You must be free from drugs, alcohol, or other substances that impair your ability to work safely. Random drug and alcohol testing may be conducted.

Housekeeping:

Keep your work area tidy and free from hazards. Dispose of waste materials safely and promptly.

10. Completion of Task**Final Checks:**

Once you've completed your task, ensure all tools and equipment are secure, and the work area is clean and hazard-free.

Check-Out:

- Notify supervisor or team leader that you are leaving.
- Sign-out at the office.
- Return RT to the office, if required.

11. Incident Reporting**Report Incidents:**

If there is an accident, near-miss, or any damage to property, report it immediately to the supervisor or team leader.

Prompt reporting helps us address issues quickly and prevents future incidents.

12. Questionnaire and Sign

Back at the KFL HUB website please complete the questionnaire and sign.

Thank you for helping us maintain a safe and efficient operation

⚠ SAFETY WARNING



**On entry & exit of machine
remember to:**

- **Maintain 3 points of contact**
- **Climb up forward**
- **Climb down backwards**
- **Ensure the steps are down**
- **Never jump off machine**





08-10-2024