

Pukapuka Kaituku

Subcontractor Handbook

Health, Safety,
Environment & Quality

Hauora, Haumaru, Taiao me te Kounga

August 2022

“I feel really lucky in the fact that safety is really ingrained in our work and our culture.”

— Liam



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01 Introduction

Timatanga Kōrero

Programmed is a leading provider of operations and maintenance services across all industry sectors including education, health, infrastructure, manufacturing, industrial, transport and mining.

Our focus on the elimination of unplanned events through structured job planning and risk management, prevents injuries and improves productivity. This results in our people having high customer service orientation and job satisfaction.

Commitment to Safety *Te Whakatau ki te Haumarū*

At Programmed, HSEQ is at the forefront of everything we do. We live by the philosophy that all injuries are preventable.

Our people work hard to deliver Programmed's purpose and commit to our values.

Safety is embedded in our culture and we encourage our people to take an active role in visibly demonstrating safety leadership, regardless of their organisational position and location.

We're supported by leading health, safety, environment and quality systems which provide us with real-time data and analytics.

These in turn help us become a safer, more reliable service provider.

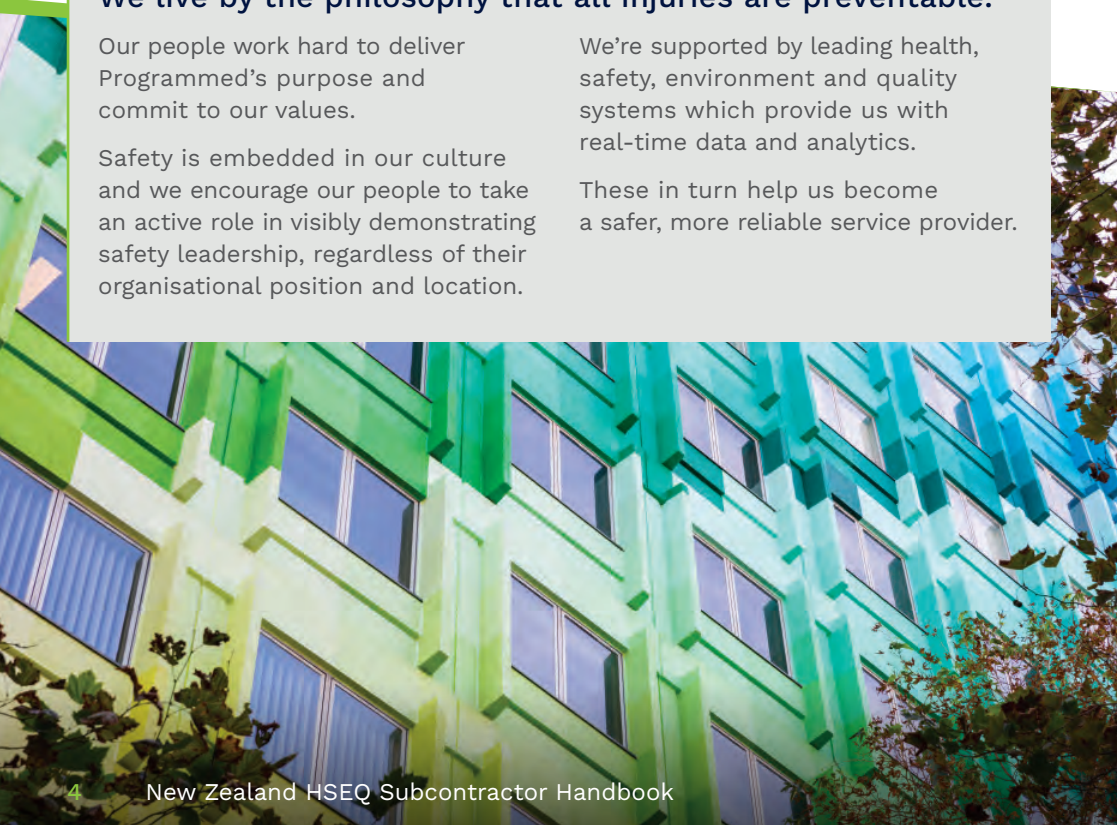
Programmed utilises a wide range of subcontractors to assist us in providing maintenance services. We expect the same uncompromising commitment to health and safety from both our own workers and subcontractors.

This handbook has been designed to outline the minimum standards for health, safety, environment and quality for subcontractors, their workers and third party subcontractors.

This handbook is also applicable to Programmed operational personnel who oversee or supervise the provision of any contracted services.

It is expected that subcontractors are:

- ✓ Familiar with health, safety, environment and legislative requirements;
- ✓ Familiar with, and educate their workers on the contents of this handbook and where necessary seek clarity from their nominated Programmed contact; and
- ✓ Accept responsibility for providing safe systems of work and safe work sites



02 Definitions

Whakamāramatanga

Term

Definitions

Child sensitive site	Child sensitive sites are sites where there are predominately children in attendance and can include schools, child care centres, paediatric wards, play centres, clubs and religious institutions or any other site specified by a contract.
Competent person	A person who has acquired through training, qualification or experience (or a combination of these) the knowledge and skills enabling that person to safely perform a specified task.
Contractor Essentials page	An internet resource page designed and set to provide Programmed subcontractors, their workers and third party contractors with information relating to safe working at Programmed. This page can be accessed at programmed.com.au/contractor-essentials
Subcontractor	A company that provides a service or who performs work for Programmed or a Programmed customer.
Subcontractor representative	An approved representative of the subcontractor.
High Risk Construction Work (HRCW)	There are 19 specific work activities that have been defined as High Risk Construction Work (refer to section 8.2 of this booklet). There are additional duties required for any workers carrying out these activities including the requirements to prepare a safe work method statement for the work.
OFI	Opportunity For Improvement — action item identified during audits, inspections and safety engagements.

Continued on the following page

Term

Definitions

Modern Slavery	Modern slavery is an umbrella term that refers to exploitative practices including forced labour, slavery, servitude, debt bondage, human trafficking, deceptive recruiting for labour services, the worst forms of child labour and forced marriage.
PFAS	Per- and poly-fluoroalkyl substances, also known as “PFASs”, are a group of manufactured chemicals that have been used since the 1950s in a range of common household products and specialty applications, and have now been identified as hazardous to humans.
Prescribed service	A service where the subcontractor is required to hold a licence to perform works, Electrical, Plumbing, Asbestos Removal and similar.
Programmed	All Business Units and Divisions within Programmed Group.
Programmed customer	A company to whom Programmed is contracted under a Head Agreement.
Programmed customer representative	A nominated representative of the Programmed customer.
Programmed representative	A nominated representative of Programmed who has the authority to provide directions to the subcontractor.
PWP/SOP	Programmed Work Practices/Safe Operating Procedures. These documents provide guidance on how to safely perform routine works. The term PWP and/or SOP is applied in various Programmed divisions but effectively mean the same.
RTO	A Registered Training Organisation is an external training company which provides training for Government Vocational registered courses.

Continued on the following page

03 Objective

Whainga

Term	Definitions
Safe Work Essentials	Safe Work Essentials are Programmed's foundational controls that must be applied to all Programmed works.
Services	A service provided by the subcontractor as agreed between the subcontractor and Programmed.
Site	A location where the subcontractor has been requested to provide services or complete works
SWMS/JSEA	A Safe Work Method Statement/Job Safety and Environmental Analysis is a document that outlines the steps required to complete an activity, the associated hazards and the control measures required to perform the work safely.
Third party subcontractor	A company that is engaged by a subcontractor to perform work on a Programmed or customer site.
Worker	Any person engaged to perform works for the subcontractor or Programmed.
Works	Any assigned task as agreed between the subcontractor and Programmed. For the purposes of this document, any reference to work or works also includes services.

The objective of this Handbook is to provide Programmed subcontractors, their employees and any engaged third party subcontractor with the minimum health, safety and environmental considerations to protect them, Programmed operational personnel, Programmed customers and the community at large.

The following is a summary of health, safety and environmental provisions that will apply as a minimum for any services or works undertaken for Programmed.

Further guidance material related to the management of specific hazards and the requirements to safely perform services and work can be obtained from the Programmed Contractor Essentials page programmed.co.nz/contractor-essentials or by contacting your Programmed representative.

The Programmed Contractor Essentials page has been developed to provide subcontractors with easy access to guidance information that can assist in effective job planning and the safe completion of works. Information on the portal is to be used as a guide only and must be read in conjunction with any regional legislative requirements. Where there is any discrepancy between information, regional legislative requirements must be applied.



04 Subcontractor Responsibilities

Takohanga Kaihoko iti

Subcontractors have a legal responsibility to maintain a working environment in which the public, their workers and third party subcontractors, together with Programmed's personnel and customers, are not exposed to hazards.



The subcontractor must:

- ✓ Provide and maintain a safe system of work and ensure all tasks are carried out in a safe manner. The safe system must consider customer and Programmed requirements and procedures, the workplace layout, the way materials are handled and the location and movement of people in the work area
- ✓ Report all incidents including injuries, near misses, plant and equipment incidents and environmental events
- ✓ Have on site(s), for the duration of works, a representative/supervisor thoroughly familiar with the work, who shall have full authority to receive and act on all instructions relating to the work
- ✓ Ensure any notice given to the subcontractor's representative by a Programmed representative, is communicated to all relevant workers of the subcontractor and any third party subcontractor
- ✓ Ensure the potential for health and safety impacts from work activities on site are managed as far as practicable
- ✓ Be fully responsible for the actions of its workers and third party subcontractors
- ✓ Maintain and have available, copies of all required documents on Programmed customer sites, including;
 - Documents related to the daily work activities (i.e. SWMS/JSEA, Permits, Induction records etc.)
 - All specifications and relevant drawings
 - Terms and conditions of agreement between Programmed and the subcontractor
 - Ensure that their workers and third party subcontractors are familiar with and adhere to all requirements outlined in these documents
 - Provide their own tools and equipment and cannot use plant on customer sites unless pre-approved
 - Ensure all plant, equipment and tools are fit for purpose and used in accordance with manufacturer's specifications
 - Ensure only approved substances are brought on site

The subcontractor must ensure that their workers and third party subcontractors;


- ✓ Are provided with and use appropriate protective clothing and equipment
- ✓ Are suitably qualified and competent to carry out the work
- ✓ Are fit for work and monitored for the duration of the works
- ✓ Are free of drugs and alcohol — there is a zero tolerance on all Programmed sites
- ✓ Adhere to no smoking requirements on customer and Programmed work sites
- ✓ Have a thorough understanding of the procedures necessary to safely carry out the required work
- ✓ Exercise all reasonable care and diligence in the performance of the required work
- ✓ Adhere to directions provided by Programmed and any relevant authority in the interest of health and safety
- ✓ Comply with all relevant health, safety and environmental legislation and standards
- ✓ Ensure that its personnel are neat in appearance and suitably attired at all times on site
- ✓ Report all incidents that occur on the worksite to a Programmed representative on the same day
- ✓ Never leave tools or equipment unattended unless made safe and secured
- ✓ Ensure worksites are barricaded and signed
- ✓ Ensure their workers understand instructions provided including where there are differences in language

The subcontractor is responsible for the provision of all safety equipment, clothing, tools and consumables necessary for the safe performance of the required work.

The Subcontractor must ensure all Works completed comply with relevant legislation, New Zealand Standards and codes of practice.

Subcontractors may not subcontract any part of the work without the written approval from Programmed.

Where permission is granted to subcontract all or part of the services or work to a third party subcontractor, approval shall not relieve the subcontractor from the obligations outlined in this Subcontractor Handbook.



“The whole company lives the safety culture, and it’s extremely important to everyone”

— Peter

05 Modern Slavery

Waruwaru tangata

Programmed recognises the inherent dignity of its staff and each persons' equal and inalienable right to freedom, justice and fair work conditions.

Programmed does not tolerate any form of modern slavery in any part of its business. Programmed is committed to eradicating all instances of modern slavery within its business and will continue to encourage its clients, suppliers and staff to be aware of, and take action against, instances of modern slavery within our community. Programmed has a Code of Conduct which notes Programmed's commitment to protecting people against modern slavery.

A copy of this Code of Conduct is available on the Programmed website programmed.co.nz.

Programmed subcontractors/suppliers are required to complete an initial risk assessment as part of our pre-qualification process. To further assess Programmed's subcontractor base, ALL subcontractors will be required to complete a more in-depth assessment via the Property Council of Australia/Informed365 platform. This assessment is dynamic and will further determine Modern Slavery risks based on responses as shown on the Risk Assessment Chart (see next page).

Programmed are committed to ensuring that we provide a clear and consistent process, that all personnel either within Programmed or through our supply chain, to raise grievances relating to any Modern Slavery concerns and to seek remedial action against these. These pathways allow Programmed to take the necessary action to cease or prevent the contribution to Modern Slavery through our supply chain and to ensure we only engage with subcontractors/suppliers who have taken the necessary steps to prevent modern slavery practices when providing goods and services.

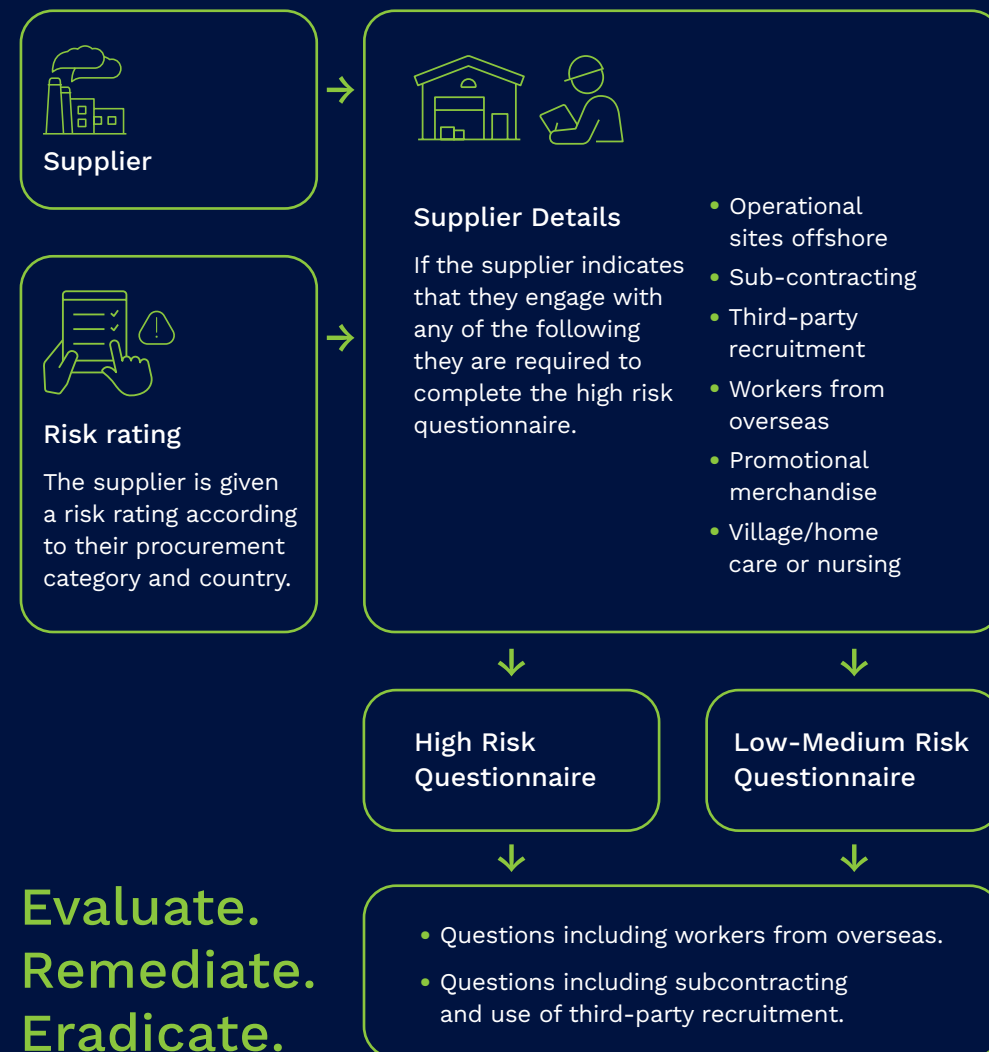
All personnel engaged in Programmed's supply chain as subcontractors or suppliers are encouraged to reach out to their Programmed representative or call **0800 683 202** to report any alleged or perceived modern slavery breaches.

0800 683 202 *New Zealand* .

5.1 Risk Assessment Chart

Katōhia he wai māu

Assessing the risk of Modern Slavery in our supply chain.



06 Subcontractor Engagement & Review

Arotake Kaihoko iti

6.1 Subcontractor Engagement

Whanaungatanga iti

Subcontractors are engaged by Programmed through the Programmed vendor management system at the request of a Programmed representative.

A prequalification assessment of the subcontractor's health and safety systems is carried out to determine if the subcontractor has the appropriate insurances and safe systems of work. Subcontractors are required to accept this Subcontractor Handbook and in doing so agree to adhere to the requirements set out within this handbook.

Subcontractors must follow Programmed's safety management system where they are unable to provide an appropriate system of their own. All subcontractors who provide a prescribed service must have in place their own SWMS/JSEA to manage the work. A copy must be provided to the Programmed representative for review.

6.2 Programmed Subcontractor Inductions

Te whakauru i nga whakauru kirimana

All personnel are required to complete an online induction prior to starting work on Programmed managed sites. This requirement extends to third party subcontractors and their workers.

Inductions are managed through the vendor management system and are valid for two years.

In addition to induction requirements for Programmed, inductions may also be required for Programmed

customer sites including specific site inductions as required by the Programmed representative.

A current induction certificate shall be made available upon request for all personnel working on Programmed sites.

6.3 Subcontractor Training Records

Te rekoata whakangungu

Programmed expects that subcontractors, their workers and third party subcontractors upload, monitor and maintain all relevant licenses, qualifications and competencies necessary to perform any services or works requested by Programmed in the subcontractor portal.

Under NO circumstances can works be performed by any person who is not qualified or has an expired license or certificate. Programmed may perform

audits on subcontractors to verify compliance and copies of relevant licenses, qualifications and certificates must be made available upon request.



6.4 Performance Reviews

Arotake mahi

Programmed undertake both scheduled and ad hoc performance reviews from time to time as part of a process to provide feedback on current work performance, recognize great work and coach on areas of improvement.

The frequency and type of review activities is dependent on a variety of factors including the nature of work and the size of the contracted works.

Day to day reviews and ad hoc feedback is typically achieved through the use of standard operational processes such as 'Job Start Ups', site induction, toolbox meetings, work site and task reviews, quality audits and issue resolution processes.

Aspects of performance that are reviewed include but are not limited to;

- ✓ Works non-compliance
- ✓ Misconduct
- ✓ Health, Safety or Environment complaints
- ✓ Supply or quality issues
- ✓ Issues identified through Work Site Reviews
- ✓ Customer feedback
- ✓ Opportunities for improvement
- ✓ Environmental compliance and impact considerations

6.5 Privacy of Information

Te muna o nga korero

Programmed are committed to complying with the requirements of relevant Privacy Acts and requires strict compliance by subcontractors with all information managed for Programmed customer and related worksites.

Requests for the disclosure of any information associated with works completed for Programmed or a Programmed customer must be made in writing to your Programmed

representative for approval and where the information is of a personal nature, through to Programmed's Privacy Officer.



07 Special Clearance Requirements

Ngā Tohu Whakawātea

7.1 Criminal History Check (CHC)

Tirotiro hītori taihara

Where required for a contract or Programmed customer and where identified by the Programmed representative, subcontractors are required to have a current CHC prior to attending the Programmed or Programmed customer site.

Access to the New Zealand criminal history checking site can be made here:

justice.govt.nz/criminal-records/

7.2 Child Sensitive Sites

Nga pae taarua o te tamaiti

Prior to the commencement of works, any subcontractor or third party subcontractor required to work on a Child Sensitive Site is required to hold a current criminal history check for each worker deployed on site.

Required checks are to be obtained at the subcontractor's cost and provided to Programmed for review in advance of any visit. It is at Programmed's discretion whether site access will be granted.

Child sensitive sites are sites where there are predominately children in attendance and can include schools, childcare centres, paediatric wards, play centres, clubs and religious institutions or any other site as specified by contract or as advised by your Programmed representative.

All subcontractors entering a child sensitive site must:

- ✓ Report on arrival to the Programmed representative or an authorised site representative
- ✓ Wear or carry identification
- ✓ Sign the site log or visitor book
- ✓ Arrange with the Programmed representative for a suitable location for meal and tea breaks
- ✓ Arrange with the Programmed representative for access to suitable amenities and must not use the children's amenities
- ✓ Not contact any child or interact in conversations or games with children
- ✓ Not smoke on site or within the site boundary
- ✓ Not swear or make inappropriate comments
- ✓ Report to the Programmed representative any inappropriate children's behaviour e.g. swearing, smoking, racial comments
- ✓ Not take any photos or recording of children
- ✓ Not use radios on site
- ✓ Not bring any animals onto the site
- ✓ Check parking arrangement with the Programmed representative and exercise extreme care and comply with the sites traffic management policy or procedures
- ✓ Not give anything to any child
- ✓ Not be alone with a child. If a child speaks to a subcontractor when alone, the event must be reported to the Programmed representative

Always immediately report any issues to your Programmed representative. In the event a child alleges inappropriate behaviour, the subcontractor representative must notify the Programmed representative immediately.



08 Work Quality

Mahinga Pai

8.1 Subcontractor's Warranties

Wareware kirimana

The subcontractor warrants that it shall exercise due skill, care and diligence in the execution of the services or works.

Completed services or works shall be fit for their intended purpose, comply with the requirements of the Contract or Purchase Order and use new materials. Appropriately skilled workers

will be engaged to complete the services or works which will be safely carried out in accordance with agreed timeframes.

8.3 Statutory Obligations

Herenga ā-ture

The subcontractor shall ensure that the services or works comply with all statutes, regulations, by-laws, codes and all government, statutory or regulatory authorities or bodies having jurisdiction affecting the services or works.

The subcontractor shall pay all fees and give all notices required by the same.

Upon completion of the services or works or upon termination of the contract, the subcontractor shall

provide to Programmed any documents in its possession issued by or evidencing the approval of Authorities in connection with the services or works (Examples include lead and asbestos permits).

8.3 Defects

Nga he

Where defects are identified in the subcontractor's works, the subcontractor and/or third party subcontractor shall rectify any defective works in accordance with an agreed schedule with the Programmed representative.

Where agreement cannot be reached, Programmed may have the defects rectified with the costs passed back to the subcontractor.

A time limit will be placed on any rectification period.

The subcontractor must indemnify Programmed at all times against all damages, costs and liability arising out of the subcontractor's performance of the required services or works, except to the extent that such damages, costs or liability are due to the wilful or negligent act or omission of Programmed.



09 Health, Safety & Environment Requirements

Ngā Herenga Oranga, Haumarū, Whenua

9.1 Risk Management

Te whakahaere morearea

There are various forms of risk management approaches that are undertaken in workplaces.

Programmed is no different and applies a range of hazard identification, risk assessment and control tools which are dependent upon a number of factors including:

- The size of the works and the industry in which the work is performed; and
- The nature of the work being performed; and
- Programmed's customer specific health and safety site requirements.

To provide subcontractors with further guidance on when to apply what type of risk management tools, the following guide has been prepared to assist.

In addition, your local Programmed representative will be able to assist in providing clarity on the minimum risk management tools required to be applied against the scope of works you are required to perform.

Guidance on where a document is required*

Safety Management Plan (SMP)	Safe Work Method Statements (SWMS)	Job Safety Environment Analysis (JSEA)	Take 5
When Required			
Large projects over \$250,000, or as advised by Programmed	All High Risk Construction work activities prior to working onsite	Prior to working onsite	Job tasks prior to starting task
Intent			
A risk assessment tool to assess and safely perform High Risk Construction Work activities. The SWMS can also be used for general work tasks. Refer Section 8.2	A risk assessment tool to assess and safely perform High Risk Construction Work activities. The SWMS can also be used for general work tasks. Refer Section 8.2	A risk assessment tool to safely implement general work activities. Cannot be used for performing High Risk Construction Work activities	Short pre-start risk assessment to consider hazards and controls completed for tasks that are both routine and low risk. Some contracts will require a combination of both SWMS/JSEA and the completion of a Take 5 immediately prior to work commencing
Legislation			
<ul style="list-style-type: none"> • Health and Safety at Work legislation • Relevant Safe Work Instruments 	<ul style="list-style-type: none"> • Health and Safety at Work legislation • Relevant Safe Work Instruments 	<ul style="list-style-type: none"> • Health and Safety at Work legislation 	<ul style="list-style-type: none"> • Health and Safety at Work legislation
Responsible Entity			
Principal subcontractor	Subcontractors	Subcontractors and workers	Subcontractors and workers
Retention			
2 years after completion or 7 years for a serious incident	End of project or 7 years for a serious incident	End of project or 7 years for a serious incident	End of project or 7 years for a serious incident

* Where contractual requirements specify the completion of additional risk management documentation, this shall take precedence.

9.2 Safe Work Method Statements (SWMS) /Job Safety Environment Analysis (JSEA) *Tauākī tikanga mahi haumarū*

SWMS/JSEAs are effectively risk management processes that assist the working team to detail their work out in logical steps, identify the hazards associated with each of these steps and determine the control measures necessary to reduce the risk of these hazards eventuating to incident or injury.

For the sake of clarity, prior to commencing work, Programmed subcontractors and any engaged third party subcontractor must prepare, provide and have available on site:

- ✓ A SWMS for any High Risk Construction work (HRCW)
- ✓ A SWMS or JSEA for all other work activities

High Risk Construction work (HRCW)

- Where there is a risk of a person falling more than 2m (in some cases 3m)
- On or adjacent to roadways or railways used by road or rail traffic
- In, over or adjacent to water or other liquids where there is a risk of drowning
- On or near energised electrical installations or services
- At workplaces where there is any movement of powered mobile plant
- Structural alterations requiring temporary support to prevent collapse
- Involving a confined space
- In an area that may have contaminated or flammable atmosphere
- On telecommunications towers
- Involving a trench or shaft if the excavated depth is 1.5m
- On or near pressurised gas distribution mains or piping
- On or near chemical, fuel or refrigerant lines
- Involving removal or likely disturbance of asbestos
- Involving demolition
- Involving the use of explosives
- In an area where there are artificial extremes of temperature
- Involving a tunnel
- Involving diving

Subcontractors can complete a SWMS /JSEAs utilising their own templates providing these are equal or better than a Programmed supplied SWMS /JSEA template. Programmed's SWMS /JSEA Checklist is available on the subcontractor portal that provides guidance on what a SWMS/JSEA should contain prior to it being submitted for review.

Where a subcontractor does not have a SWMS/JSEA template to complete, the Programmed SWMS/JSEA template available on programmed.co.nz/contractor-essentials can be used.

SWMS/JSEA requirements are to be discussed and reviewed at daily pre-start meetings with the work crew so everyone is aware of the

works to be performed and the safe systems of work being implemented. Programmed will advise subcontractors of any specific customer requirements and these should be communicated to all workers during the pre-start process also to ensure everybody is aware of the requirements.

Programmed guidance on specific tasks can be provided and are available from your Programmed representative.

Where subcontractors are required to hold a prescribed licence to perform works, they must provide their own SWMS/JSEA statement for review. This is a requirement of the licence.



9.3 Take 5

Tango rima

Take 5 complements Programmed's risk management approach and is aimed to assist the user to "stop and think" prior to conducting a task.

A Take 5 is a short series of questions about typical and/or critical hazards relevant to the work environment. These questions lead the worker/s through a series of actions to ensure that controls are verified, and risks are adequately managed.

Take 5 is typically applied in the following circumstances:

- For highly repetitive, routine and low risk tasks such as sweeping, raking leaves
- Just prior to commencement of work following a pre-start meeting where the SWMS/JSEA has been reviewed
- Where required for particular contracts or customer sites

Your Programmed representative will also advise you if a Take 5 is required to be completed for your assigned work scope.

9.4 Emergency Management

Whakahaere ohore

Programmed expectations for emergency management will be communicated to subcontractors by the Programmed representative.

On sites controlled by the subcontractor, emergency response and associated requirements will be the responsibility of the subcontractor. Subcontractors are to familiarise themselves with the customer's emergency management /evacuation and assembly locations on arrival to site and also ensure that emergency management considerations are included in risk assessments and SMWS/JSEA for the specific types of work activities being performed including:

- ✓ Work at heights (WAH)
- ✓ Confined space works
- ✓ Excavation works
- ✓ Working with energy sources such as electricity
- ✓ Working in and around vehicles and mobile plant
- ✓ Rescue from remote locations

The provision of emergency equipment for site such as:

- ✓ First aid kits
- ✓ Trained first aid personnel
- ✓ Dry chemical powder fire extinguishers preferred
- ✓ WAH rescue equipment and personnel
- ✓ Spill and containment kits

All subcontractor vehicles brought onto a Programmed or Programmed customer site should also have a fire extinguisher installed in the vehicle.



9.5 Incident Management

Notification & Reporting

Te tuku pūrongo me te whakahaere whakamohio

Subcontractors must immediately report all incidents that occur to their Programmed representative or by using the number below.

It is important to note that Programmed encourage that if there is a concern regarding the health and safety of any person on site, the work crew stop work, take immediate action to address the concern if safe to do so and report the concern to their Programmed representative.

📞 0800 683 202 *New Zealand*

Minimum requirements for the effective management of injuries and serious incidents include:

- ✓ Ensure the safety of self in the affected environment before aiding others
- ✓ Seek medical treatment for any affected personnel and this includes contacting an ambulance where required
- ✓ Immediately contact your Programmed representative to report the incident and assist in completing an incident report
- ✓ Where a serious incident or an incident notifiable to a Regulator has occurred, do not disturb the work area until a Programmed representative and the relevant Regulator has provided confirmation that the site can be disturbed
- ✓ Photos of the incident site where possible can be taken and provided to the Programmed representative
- ✓ Witness statements are to be taken and provided to Programmed to support the incident investigation process
- ✓ Subcontractors are to refer any media requests to their Programmed representative



9.6 Consultation & Communication

Te korerorero me te whakawhitiwhiti korero

To ensure health, safety and environment matters are managed effectively on worksites and that workers are adequately briefed and informed of the hazards, risks and other safety matters associated with their works, it's important that subcontractors have in place appropriate consultation mechanisms and participate in Programmed's consultation forums including:

- ✓ Attending and participating in Programmed subcontractor meetings
- ✓ Conducting regular toolbox meetings
- ✓ Holding daily pre-start meetings
- ✓ Reviewing SWMS/JSEAs as a work team
- ✓ HSEQ committee meetings
- ✓ Attending subcontractor review meetings
- ✓ Reinforcing safety information received from Programmed such as Safety Alerts to subcontractor work crews

9.7 Issue Resolution

— Take whakataunga

Programmed acknowledges that from time to time issues related to health and safety may arise and understands that the resolution of these issues is imperative to the health and safety of all parties.

Programmed has established processes to ensure that health and safety issues are resolved in a timely and effective manner. In the first instance, any identified issues should be raised with the Programmed representative as soon as practicable on becoming aware of the issue.



Issues can be related to but not limited to;

- Working without a required permit
- Working without a required SWMS/JSEA
- Non-compliance to a SWMS/JSEA
- Non-compliance with Programmed procedures
- An activity that could have impact on the environment
- Any situation where a worker feels unsafe
- Any issue that affects the safe completion of the job
- Working at heights without effective fall protection
- Working without a lift plan for complex lifts
- Breaching any Programmed's Safe Work Essentials
- Failure to follow contract and other conditions
- Any action that brings Programmed into disrepute with an authority or a customer
- Failure to establish a safe work area

Resolution of issues may include;

- The immediate ceasing of works by the subcontractor if an issue presents an immediate risk to safety and take appropriate action to make the area safe and escalate to Programmed
- Informal or formal discussions between the subcontractor and Programmed representative/s to initiate actions required to resolve identified issues
- A process of mediation
- The immediate dismissal of any subcontractor from future Programmed commissioned works for serious breaches
- An Opportunity for Improvement (OFI) may be raised and followed through to conclusion. OFI completion and other feedback will form part of regular subcontractor reviews

9.8 Training & Competency

Whakangungu me te matatau

All subcontractors are required to hold the required licences and certificates of competency for the work being completed.

This extends to ensuring that subcontractor work crews have sufficient knowledge, skill and experience to undertake the required work.

In addition, when working with Programmed, all subcontractors are required to ensure that:

- ✓ All licences and certificates of competency remain current for the duration of the contract
- ✓ If a licence or certificate expires or is cancelled or suspended during the contract, the subcontractor is responsible for notifying Programmed immediately
- ✓ It is the responsibility of the subcontractor to ensure that their workers and third party subcontractors hold the relevant licences and certificates of competency and that these are reflected in the vendor portal. Failure to do so may result in the suspension of affected works until such time that these documents have been provided
- ✓ Where a licence is not required for the operation of a type of plant, a Verification of Competency (VOC) assessment should be provided that is no older than two years
- ✓ Licences, construction induction cards and competency assessments are to be available on site upon request



All subcontractors are required to hold the required licences and certificates of competency for the work being completed.

10 Programmed's Safe Work Essentials

Ngā tikanga haumarū ā Programme

10.1

EVERYJOB *Nga mahi katoa i nga wa katoa*
EVERYTIME

zeroharm



Programmed's Safe Work Essentials have been introduced to provide a summary of the minimum controls expected to be applied when completing any task and in addition the critical controls for high risk tasks that are regularly undertaken by Programmed and their subcontractors.

The first Safe Work Essential is expressed as Every Job, Every Time.

As the title suggests, this outlines the expectations associated with this essential control and applies to all work being performed by subcontractor workers, setting the foundation for keeping our people safe.

Programmed requires that the subcontractor and their workers:

- ✓ Present fit for work — not be impaired by alcohol or other drugs, fatigue or pre-existing injuries that may impact their ability to perform work safely
- ✓ Assess and discuss work related risks before starting work such as a pre-start meeting
- ✓ Reassess the risks when there is a change to the task
- ✓ Confirm that all team members are competent and hold the correct licence or are supervised by a qualified person
- ✓ Ensure that suitable Personal Protective Equipment (PPE) is worn
- ✓ Verify that all tools and equipment used is in good working order and used as intended
- ✓ Identify line of fire hazards and take action to prevent being in harm's way
- ✓ Use lifting aids and adopt work practices such as team lifts and task rotation to minimise hazardous manual tasks
- ✓ Stop and report any unsafe work or condition

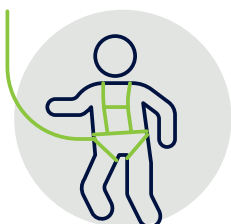
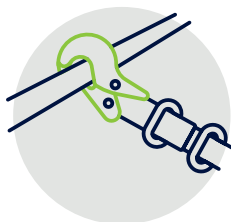
10.2 Working at Heights

Nga mahi i te teitei

Height work forms a large part of Programmed's work portfolio and the application of sound working at height controls is critical for the safety of those performing the work.

When planning to perform work at heights, subcontractors and their workers are expected to adhere to the Safe Work Essential for working at heights in addition to Every Job Every Time by ensuring:

- ✓ All options to eliminate the need to perform work at height are considered
- ✓ Height access equipment is checked before use and operated only by certified and competent personnel
- ✓ Fall barriers, restraints and arrest devices and anchor points are set up and used
- ✓ Rescue plans are understood and accessible
- ✓ Tools and equipment are secured
- ✓ Drop zones are identified and barricaded
- ✓ Workers do not exit equipment at heights unless risk assessed, approved and additional fall prevention measures are in place



In addition, subcontractors are required to ensure:

- ✓ SWMS has been developed and implemented for all work at heights above 2m
- ✓ Have completed working at heights refresher training at least every two years through a certified Industry Training Organisation (ITO)
- ✓ Record equipment inspections, ensure these are retained and available upon request
- ✓ Complete a work at heights permit where required and have provided this to the Programmed representative prior to starting work
- ✓ Only use ladders that are industrially rated to a minimum 120kg
- ✓ Do not use metal ladders for any electrical works
- ✓ Place ladders on a 4 to 1 position against the structure, ensuring ladders extend 1m above the top, be secured from falling and footed where this cannot be ensured
- ✓ Where practicable for any continuous or repetitive tasks over 2m in height must be performed off a suitable work platform (scaffold, mobile scaffold, scissor lift)
- ✓ Have developed and briefed on a rescue plan and have the necessary rescue means available



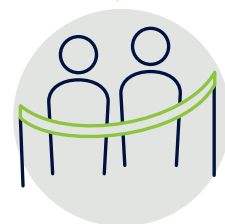
10.3 Lifting & Loading

Te hiki me te utaina

Dropped loads when performing lifting work can result from factors such as poor rigging techniques, overloaded or failing lifting gear.

To minimise the risk of injury to personnel and damage to property, all lifting operations must be adequately planned to ensure all hazards are identified and controlled with the following essential controls adhered to:

- ✓ A lift plan is completed according to procedure
- ✓ Pedestrian and lifting movements are assessed and exclusion zones implemented
- ✓ Pick up and lay down locations are kept clear
- ✓ Tag lines are used to assist in guiding loads
- ✓ Workers never climb onto or work under a suspended load
- ✓ Lifting equipment and devices are inspected and deemed suitable before use
- ✓ Network operator rules are followed when lifting around or near overhead power lines



In addition, subcontractors are expected to ensure that their workers:

- ✓ Develop SWMS/JSEAs for the scope of work being performed
- ✓ Have verified that equipment has been inspected and tagged as per required New Zealand Standards
- ✓ Remove faulty equipment from service and tag it out
- ✓ Assess ground stability and that any underground cavities are investigated and identified
- ✓ Ensure records of registration for cranes, lift plans, compliance statements and log books are available for inspection when requested

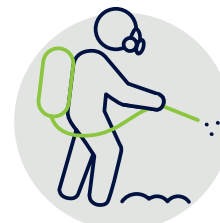
10.4 Working Around Asbestos & Silica

Te mahi huri noa i te Asbestos me te Silica

Subcontractors will control the risks associated with any hazardous dusts and fibres that may be generated as a result of the work activities such as asbestos and silica.

The Safe Work Essential for working around asbestos and silica requires that subcontractors ensure their workers:

- ✓ Check site registers for the presence of asbestos
- ✓ Ensure all asbestos removal works are only undertaken by a licensed and appropriately insured subcontractor
- ✓ Treat suspicious material as hazardous where the material cannot be determined as asbestos or silica
- ✓ Consider silica risk prior to commencing dust generating works such as grinding, cutting or break in work
- ✓ Adopt work methods that minimise the generation of silica dust, such as wet cutting, local exhaust ventilation and tools with vacuum extraction
- ✓ Wear the required protective and respiratory equipment
- ✓ Ensure any residual silica dusts are not dry swept, rather vacuumed thoroughly with a correctly rated vacuum



Other important requirements associated with all hazardous dusts including the like of lead exposure that subcontractors must ensure their workers adhere to include:

- ✓ Seeking approval for all works involving asbestos, silica or lead from a Programmed representative prior to starting and providing current insurance certificates for asbestos removal
- ✓ Undertaking an assessment to determine if pre/post and or continuous monitoring of workers onsite is to be included and document this control in the SWMS as well any additional protective equipment
- ✓ Implementing control measures aimed at the elimination or minimization of all dust and fibres generated during the works including any clean up requirements
- ✓ Enforcing the rule that dry grinding and sanding of lead and asbestos surfaces is prohibited
- ✓ Enforcing the rule that pressure washing or blasting of asbestos is also prohibited
- ✓ Providing and ensuring workers complete specific asbestos, lead, or silica awareness training is in place for subcontractor workers performing such works and such records are available on request
- ✓ Where required by law, health surveillance measures are in place for any asbestos, silica and lead based processes for the subcontractor's workers and evidence of such surveillance is available on request



10.5 Driving & Mobile Plant

Taraiwa me te whakato pūkoro

Subcontractors must ensure that when their workers are required to drive or operate a motor vehicle or mobile plant must adhere to the following Safe Work Essential requirements when operating a vehicle or mobile plant:

- ✓ A pre-start inspection is conducted on mobile plant and identified defects are reported and rectified prior to use
- ✓ The vehicle and equipment are in a safe working condition
- ✓ Loads are secure, restrained and within capacity limits
- ✓ Operator's seatbelt is fastened
- ✓ Vehicle/mobile plant and pedestrian interaction risks are considered, and defined controls implemented
- ✓ Driving is safe and within road and speed rules
- ✓ Mobile phones and other devices are never handled



10.5.1 Mobile Plant

In addition to the above, mobile plant must also;

- ✓ Where required be fitted with a Roll Over Protection Structure (ROPS) and/or a Falling Object Protection Structure (FOPS)
- ✓ Have a reverse warning system, e.g. beeper
- ✓ Have safety warning signs
- ✓ Be fitted with appropriate fire suppression equipment
- ✓ Be registered as required by regulatory authorities
- ✓ Be maintained in accordance with the manufacturer's instructions

10.5.2 Vehicles & Load Restraints

- ✓ All vehicles driven onto site shall adhere to parking directions and must not cause disruption to traffic flow
- ✓ All items loaded onto any vehicle or plant are to be secured and effectively restrained to ensure integrity of the load for all operations including road travel. Further guidance on load restraint in New Zealand can be found through the New Zealand Transport Agency (NZTA) www.nzta.govt.nz
- ✓ When travelling on a site, drivers are to limit their speed to 20 kph unless otherwise sign posted



10.6 Isolating Energy Sources

Te wehe i nga rauemi kaha

Electricity, gravitational, stored/sprung energies such as springs and pressurised systems such as hydraulic, pneumatic are just some examples of energy sources that must be considered for isolation and de-energising prior to commencing work.

Subcontractors must communicate with Programmed and other related stakeholders such as a customer representative to ensure energy sources and isolation methods associated with the works are understood.

This is a critical step for any subcontractor performing work and requires that:

- ✓ Energy sources have been identified, isolated and deenergised before starting works
- ✓ All isolations have been proven (test for dead), tagged and controlled
- ✓ Personal lock and/or tag has been applied
- ✓ No removal of another person's lock or tag occurs without authorisation of the subcontractor and Programmed line manager



10.7 Confined Spaces

Mokowā herea



Almost every confined space is unique, and the hazards associated with them vary greatly and subcontractors performing confined space work are expected to ensure:

- ✓ A risk assessment, permit and rescue plan for entry is completed
- ✓ Energy sources and engulfment risks have been positively isolated
- ✓ Regular atmospheric testing is conducted
- ✓ That a dedicated confined space spotter is constantly on watch
- ✓ Only approved equipment is used inside the space

In addition, subcontractors are required to ensure:

- ✓ All Workers associated with the confined space works are trained by an ITO, and records of training are to be available prior to starting works
- ✓ Refresher training is completed every two years through a certified ITO
- ✓ On completion of the confined space works, the authorised person for the works must sign off the permit. For the purpose of this permit the authorised person may be an appropriately trained subcontractor representative



10.8 Excavation & Trenching

Te kerī me te waikeri

Excavation and trench collapses can be disastrous and present significant risk to personnel if not well planned for.

Before any excavation or trenching work commences, subcontractors must ensure that the following Safe Work Essentials are adhered to:

- ✓ All underground services and hazards are identified, located and if necessary, isolated
- ✓ Plan and control traffic and pedestrian movement
- ✓ Restrict access to authorised people only
- ✓ Ensure a spotter is present for all mechanical excavations
- ✓ Ensure a site has been safely sloped, benched, shored or shielded before allowing access
- ✓ Monitor ground conditions and stormwater drainage

In addition, subcontractors must also factor the following controls when performing excavation and trenching work that:

- ✓ Excavations greater than 1.5 m are assessed for stability
- ✓ Safe access to and from the trench is included in assessments
- ✓ Open trenches are suitably barricaded, and sign posted when left overnight
- ✓ Placement of waste from the trench is located away from the edge



10.9 Demolition Works

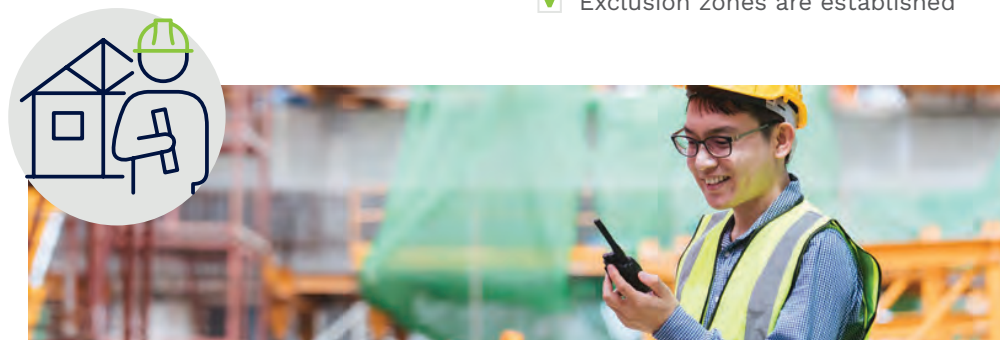
Mahi whakangaro

Demolition works present unforeseen dangers if the work is not appropriately planned and executed.

The application of robust pre-planning processes including demolition methodologies, engagement of specialist advice, and notification of demolition to authorities (where required) is essential.

Subcontractors engaged to perform demolition works on behalf of Programmed are to ensure that they and their workers adhere to the following:

- ✓ Demolition methods are confirmed by a competent person
- ✓ All services have been disconnected
- ✓ Hazardous materials assessments have been completed
- ✓ Asbestos and other hazardous materials are removed by a licensed and appropriately insured subcontractor
- ✓ Demolition work involving structural removal is approved by a structural engineer
- ✓ Exclusion zones are established



11 Work Safely Onsite

Mahinga Haumaru i te Mahi

11.1 COVID19 & Other Viral Illnesses

19 Kooti me etahi atu mate

Programmed takes the risks of COVID19 and related viral illnesses seriously and expects all subcontractors ensure their workers adhere to the same standards and that as a minimum the respective Government precautions and control measures are applied including:

- ✓ Regular hand washing with soap and water for at least 20 seconds or using an alcohol-based sanitiser
- ✓ Sanitising tools and equipment on a regular basis or post use
- ✓ Taking staggered breaks to avoid people gathering
- ✓ Washing clothes after each shift
- ✓ Limiting engagement with members of the public and non-operational /client personnel
- ✓ Avoiding physical contact such as handshaking
- ✓ Adhering to social/physical distancing rules and maintaining this between yourself and others
- ✓ Wearing PPE such as a face mask where mandated by site requirements or where identified by way of risk assessment
- ✓ Having in place appropriate COVID plans for the work activities being performed where mandated by law
- ✓ Having appropriate worker permits when required
- ✓ Where social/physical distancing isn't possible, the below precautions should be followed;
 - Conduct a pre-task risk assessment and plan tasks to restrict close interactions where possible
 - Conduct meetings/interactions in well ventilated areas
 - Limit face-to-face interactions to less than 15 minutes where possible
 - Avoid using another person's tools and equipment
 - Sanitise surfaces after interactions
 - Wear PPE such as disposable gloves and a face mask where identified by the risk assessment

Minimise the risk of transmitting COVID-19 by getting tested if you have any COVID-19 or flu-like symptoms and notifying your Programmed contact for further advice.



11.2 Hot Work

Mahi wera

Hot work includes any work involving burning, welding, cutting, brazing, soldering, grinding, using fire or spark-producing tools, or other work that produces a source of ignition.

Subcontractors are required to ensure their workers prepare a SWMS/JSEA and must also ensure that:

- ✓ External hot work is not carried out on total fire ban days as noted by Fire Emergency New Zealand
- ✓ Combustible materials are removed from the area and clearance distances are met
- ✓ Flammable liquids, vapours, gases or dusts are assessed prior to works commencing
- ✓ Workers are trained and competent in the use of equipment used for the hot works
- ✓ Suitable fire extinguishers are on site and a fire watch is provided as required
- ✓ Workers are aware of the location of the fire alarm system and phones
- ✓ Fire retardant covers are supplied and sufficiently cover combustibles or other valuable material from damage
- ✓ Gas bottles are secured away from hot works
- ✓ Where identified as a requirement, a hot work permit is completed and provided to the Programmed representative prior to starting works

11.3 Accessing Ceiling Spaces

Te toro atu ki nga waahi tuanui

Subcontractors must ensure when their workers are required to access ceiling spaces that the hazards associated to with the work is investigated and a SWMS/JSEA is developed.

The subcontractor and their workers must consider the following:

- ✓ If they can eliminate the need to work in ceilings such as completing the work from under the ceiling
- ✓ Ensure the power and any other harmful energy sources has been isolated, locked out, tested and tagged by a competent person
- ✓ That suspended ceilings will not hold the weight of a person or equipment other than lights and ducting and must never be used to support a person's weight
- ✓ That unterminated cables may be left in ceiling spaces and these can be live if isolations have not been carried out and verified
- ✓ That they must not crawl or weight bear onto the ceiling when working in the ceiling space
- ✓ That workers in ceiling spaces are monitored. This may include the use of a spotter
- ✓ The use of crawl boards to assist with access



11.4 Noise

Haruru

Subcontractors are to ensure that noise from plant and equipment brought onto site is assessed to ensure risks associated with this hazard are managed.

- ✓ Equipment with noise emissions which exceed the statutory action level of 85dB(A) over an 8-hour period must be adequately identified as a noise hazard area and all personnel operating or working in proximity to that equipment must use approved hearing protection
- ✓ Assessments should also include methods to reduce impact on third parties and nuisance noise to the community must also be considered

11.5 Abrasive Blasting & Spray Painting

Ngingio kino me te peita

Subcontractors and their workers are to ensure all hazards associated with abrasive blasting and spray painting are effectively controlled by ensuring:

- ✓ SWMS/JSEAs are developed and implemented
- ✓ All workers conducting spray painting and abrasive blasting are suitably trained and competent
- ✓ Abrasive blasting units are kept serviced and are inspected before use including dead man switches where the unit capacity dictates the need
- ✓ All equipment used must comply with the relevant New Zealand Standards
- ✓ The use of abrasive blasting on lead or asbestos surfaces is not permitted
- ✓ Controls must be implemented to manage overspray and dust generated during the work
- ✓ The use of sand as a blast medium is prohibited
- ✓ The use of lead-based paints is prohibited

11.6 Scaffolding

Papahiko

Subcontractors are to ensure all scaffolding used on site complies with relevant legislation and New Zealand Standard AS/NZS 1576 and AS/NZS 4576. Subcontractors must ensure their workers who erect and / or modify scaffold:

- ✓ Must be trained and licensed where the fall height is greater than 4m
- ✓ Under 4m, that workers are trained and competent and evidence of such training is available on request
- ✓ Place a completion tag (Scaff-Tag) illustrating if the scaffold is safe for access or not, ensure the tag is current and reviewed as per the Standard
- ✓ Ensure that scaffold is erected on a firm and stable surface
- ✓ Ensure scaffold is fit for purpose
- ✓ Ensure that locking mechanism on mobile scaffolds must be operable, effective and in use
- ✓ Ensure that when positioning ladders on scaffolds:
 - There is clear overhead space
 - To conduct a visual check of the condition of the ladder and scaffold prior to installation
 - To secure the ladder at the top and bottom



11.7 Hazardous Manual Tasks

Ngā mahi ā-ringa mōrearea

When planning and executing works, subcontractors must take the time to identify and assess those manual tasks which may be likely to increase the risk of sustaining a musculoskeletal injury to their workers.

Subcontractors must consider the following factors when scheduling works and look to providing controls that their workers can readily utilise such as mechanical aids (e.g. trolleys) where possible to assist their workers from:

- Performing highly repetitive movements
- Over stretching
- Holding sustained restricted or awkward postures
- Heavy lifting
- Excessive exposure to vibration



11.8 Hand & Power Tools

Taputapu ringa me te hiko

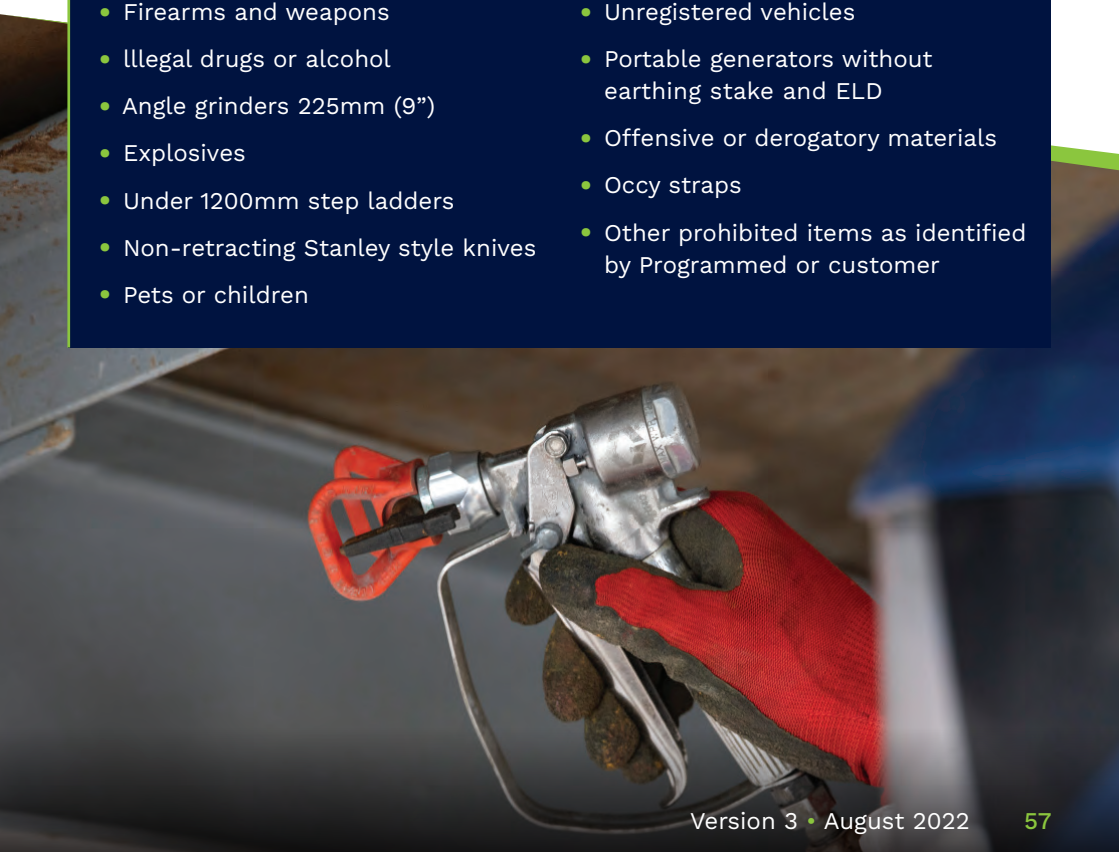
Subcontractors are to ensure all tools brought onto site are in good condition and safe to use.

Electrical tools must be within inspection date and tagged and all tools are used for the intended purpose and removed from use where they have been identified as faulty.

Subcontractors are to provide all necessary tools, leads and equipment required to complete the works. Tools and equipment belonging to the customer should not be used without direction from the Programmed representative.

Prohibited Items & Tools;

- Firearms and weapons
- Unregistered vehicles
- Illegal drugs or alcohol
- Portable generators without earthing stake and ELD
- Angle grinders 225mm (9")
- Offensive or derogatory materials
- Explosives
- Occy straps
- Under 1200mm step ladders
- Other prohibited items as identified by Programmed or customer
- Non-retracting Stanley style knives
- Pets or children



11.9 Remote or Lone Work

Mahi mamao, mahi takitahi ranei

Subcontractors are to ensure risks are managed for all works which include remote or lone work including travel to and from site to ensure their worker safety.

Subcontractors are expected to assess their work planning requirements and ensure that regular check-ins and daily contact with their workers

in remote locations is completed and ensure emergency management and rescue arrangements are available and considered.

11.10 Public Safety

Ahuru a te iwi

Programmed aims to maintain the safety and wellbeing of the public. All subcontractors and their workers are responsible to ensure hazards that members of the public may be exposed to are identified and appropriately controlled.

Take suitable precautions such as the installation of appropriate barricades /barriers, signage and screens to protect the public from any hazards generated and prevent any exposure to risk. The type of barrier, barricade and signage should be based upon

a risk assessment and consider the type of work including use of mobile plant, volume and movement of the public and where required traffic management or traffic control plans must be obtained and implemented if the work encroaches on or impacts traffic on roadways.

11.11 Hazardous Substances & Dangerous Goods

Matū mōrearea me ngā taonga mōrearea

The provision and use of hazardous substances and dangerous goods used on Programmed sites is to be managed by the provision of a risk assessment and work method describing the intended process, chemicals used and separation of different chemicals during storage.

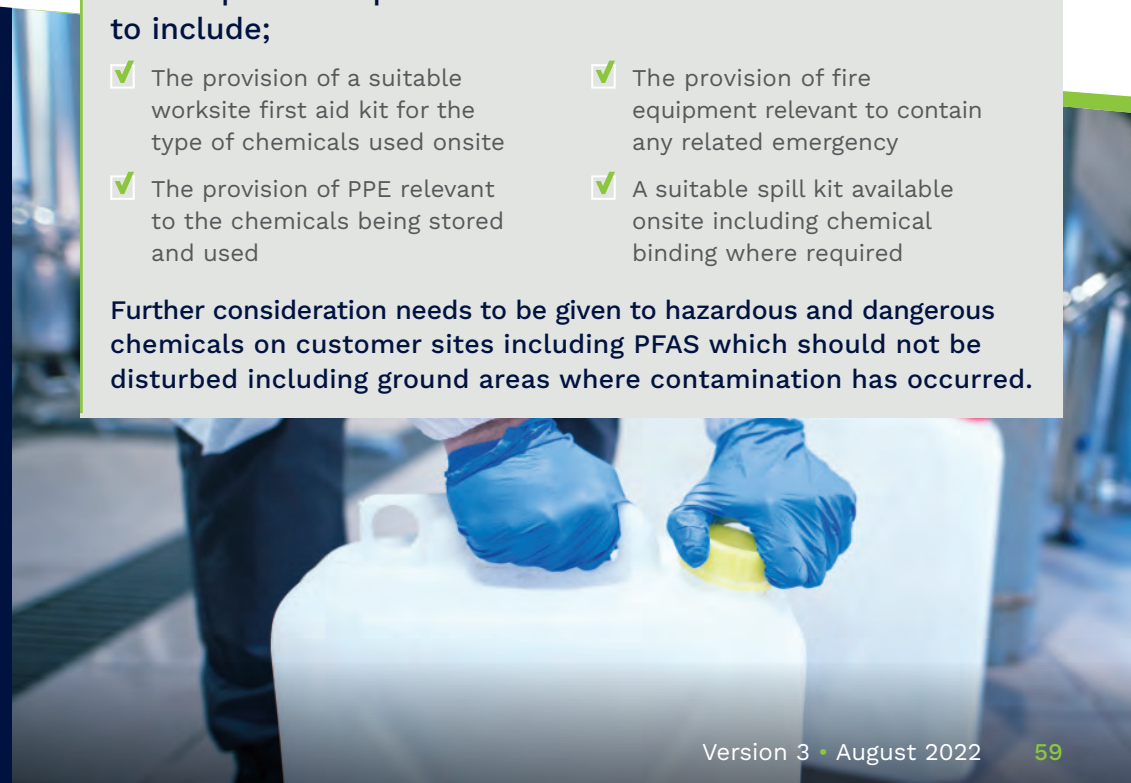
There must be a current (less than 5 years old) Safety Data Sheet (SDS) available for all chemicals used on Programmed sites, which can be either paper or electronic, however must be retrievable upon request.

A register for all SDS is to be maintained onsite by the subcontractor or third party subcontractor for the duration of the works.

Other specific requirements that must be adhered to include;

- ✓ The provision of a suitable worksite first aid kit for the type of chemicals used onsite
- ✓ The provision of fire equipment relevant to contain any related emergency
- ✓ The provision of PPE relevant to the chemicals being stored and used
- ✓ A suitable spill kit available onsite including chemical binding where required

Further consideration needs to be given to hazardous and dangerous chemicals on customer sites including PFAS which should not be disturbed including ground areas where contamination has occurred.



11.12 Fatigue Management

Whakahaere ngenge

Fatigue can affect an individual's capacity to safely perform work and can adversely affect their cognitive and other mental processes.

Programmed requires subcontractors and their workers to present fit for duty and ensure workers are provided with reasonable breaks between shifts to minimise the risk of fatigue related incidents.

Whilst each subcontractor may have specific controls in place to manage fatigue, Programmed expects subcontractors to consider the following:

- ✓ Subcontractor workers hours are monitored including shift rotation patterns
- ✓ Encouraging subcontractor workers to recognize and report fatigue symptoms to their supervisor
- ✓ Fatigue risks are considered in SWMS/JSEAs where work hours may extend beyond 12 hours
- ✓ Consider travel times and distance when planning rosters particularly where remote work may be required

11.13 Personal Protective Equipment (PPE)

Taputapu tiaki whaiaro

All Subcontractors performing Works must comply with Programmed's minimum protective equipment and clothing requirements and adhere to the relevant New Zealand Standards:

Hi Vis Clothing

Hi vis to be worn at all times or as required for the site.

Long Clothing

Long sleeves with long trousers worn at all times.

Safety Footwear

Enclosed and safety capped, worn at all times.

Safety Eyewear

To be worn on site and appropriate for the task conditions.

Hand Safety

Appropriate gloves to be available at all times and worn as required for the task.

Cotton Clothing

Cotton clothing for the control of static electricity in flammable atmospheres.

PPE

PPE identified to manage a specific risk e.g., arc flash, grinding activities, asbestos, silica and lead based activities.

Suitable PPE for protection against solar and other radiation hazards.



12 Sustainability – Environment, Social & Governance (ESG)

*Toitū te Taiao, Toitū te Pāpori
& Toitū te mana whakahaere*



As a large and diverse organisation that engages thousands of subcontractors, Programmed recognises that there is a cumulative ESG impact of our subcontractors operations.

We all have a part to play in tackling the risks of climate change, protecting our people and communities, and ensuring we engage with ethical partners through the whole of our supply chain.

As valued subcontractors in Programmed's operations, we encourage all of our subcontractors throughout the supply chain to support our journey to Net Zero by 2030 and our ESG goals. Together we can achieve these milestones by:

- ✓ Engaging in practices that support the circular economy and partner with others in the supply chain
- ✓ Raising potential improvement opportunities or innovations that support ESG practices to your Programmed representative
- ✓ Ensuring subcontractor delivery teams are progressively upskilled around environmental and sustainability awareness
- ✓ Where possible, adopting more environmentally friendly materials, goods and services that also consider circular economy opportunities on all Programmed sites
- ✓ Consider utilising or recommending materials that maximise the life cycle of both Programmed's and our Customer assets
- ✓ Ensuring that any detrimental environmental impacts and incidents are promptly contained, reported and investigated
- ✓ Adopting recycling programs and where possible limiting the use of single use plastics
- ✓ Limit the use of fossil fuel based tools and adopt more environmental friendly equipment such as battery powered tools
- ✓ Supporting local and first nation based suppliers and subcontractors through the supply chain

13 Environmental Site Management

He Kaitiakitanga Whenua

Subcontractors are to liaise with the Programmed representative regarding preparation of the work site to minimise the impact on the environment. This shall be specified in the site HSEQ Management Plan, Environmental Plan or SWMS/JSEA.

ANY environment related incident must be immediately reported to your Programmed representative who will arrange an investigation into the circumstances of the event.

Specific requirements are as follows:

Town Water Supply *Tuku wai taone*

Programmed shall nominate where town water may be accessed for the works.

Sewage *Paru*

Subcontractor will ensure that discharge of sullage and trade waste generated from its activities will not result in breaches of the conditions for discharge of sewage and trade waste from the site.

Firewater *Pātūahi*

EXCEPT where a permit to use firewater has been issued by the relevant authority, the firewater system SHALL NOT be used to provide water for any purpose other than fire-fighting.

NOTE: In most areas, firewater systems are alarmed and linked to the local fire authority.



 PROGRAMMED

Waste Disposal & Management

Te whakahaere i te mōumou me te hook

Unless otherwise agreed, the subcontractors shall be responsible for collection and disposal of solid waste generated from their activities. Waste collection points shall be located, as directed by the Programmed representative.

The subcontractor shall ensure disposal of solid waste is controlled in accordance with local regulations.

It is not acceptable under any circumstances for a subcontractor to wash down equipment or tools (e.g. paint brushes, machinery, excess concrete from concrete trucks, etc.), onto the ground or into storm water catchments anywhere on site. The Programmed representative shall advise the subcontractor of any special restrictions or requirements pertaining to disposal of spoil excavated from sites.

Prescribed waste must not be disposed of with general (non-hazardous) waste. Disposal of prescribed waste will be performed in accordance with relevant state legislative requirements. Where specific licenses are required for the disposal of prescribed waste, the subcontractor will ensure that such licenses are adequate and current for the disposal activities undertaken.

Spills *Maringi*

The subcontractor shall ensure spills of oil, hazardous substances or other substances that may harm the environment and/or other chemical products are immediately contained and cleaned up, to minimize the possible risk of damage to the environment and possible injury risk to personnel. A spill kit is required as part of the subcontractor's work kit.

All spills to be reported to the Programmed representative as soon as practicable.

14 Emergency Contacts

Emergency Hoapā

In the case of an emergency where medical attention is required, please ensure the following are followed:

 Call 111

 Contact and report the incident to your Programmed representative

Subcontractors must immediately report all incidents that occur to their Programmed representative or by using the number below.

It is important to note that Programmed encourage that if there is a concern regarding the health and safety of any person on site, the work crew stop work, take immediate action to address the concern if safe to do so and report the concern to their Programmed representative.

 0800 683 202 *New Zealand*

See section 9 for more detail

“I’ve never felt safer working for a company.”

— Rusti



If you are unsure or have questions
on any of the contents, please
contact us for more information.

☎ 0800 683 202 *New Zealand*

✉ safety@programmed.co.nz

➤ programmed.co.nz/contractor-essentials