



PBI SAFETY GROUP

EMPLOYEE CODE OF CONDUCT



pbi
SAFETY GROUP

Welcome to the PBI Safety Group Team.

PBI Safety Group is a 100% New Zealand owned and operated family business that has a core focus on keeping ourselves, each other, our communities and environment safe.

Celebrating over 21 years of leadership in height safety solutions, our trusted team consult with designers, building managers and owners, and other professionals to provide expert Fall Protection & Height Safety consultation solutions and equipment across New Zealand, Australia and the Pacific. Our Head Office is based in Christchurch, with local offices throughout the country. Under PBI Safety Group, we have PBI Height Safety and ZERO Height Safety.



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OUR VISION

Making safety and health an instinctive culture.

OUR PURPOSE

To provide innovative safety solutions to stay protected in challenging environments.

OUR VALUES



ONETEAM

All stakeholders collaboratively working towards shared success.



INTEGRITY

Professional approach that is trusted to perform and deliver.



CARING

Instinctive culture that takes care of our partners, our people, our company and our environment.



PASSIONATE

Enthusiastically living and believing in protecting people.



INITIATIVE

Act or take charge to be innovative and progressive in our solutions.





WELCOME

A very warm welcome and thank you for joining us at PBI Safety Group!

From very early days in 1999 - working from my garage at home, PBI has been established as a family business as I worked to support my family and children through their school and early work years. While PBI has grown substantially over nearly 25 years with branches now in Christchurch, Auckland and Europe, we still aim to promote Christian family values at PBI. The Leadership team are members of the Plymouth Brethren Christian Church, for further information please visit plymouthbrethrenchristianchurch.org. We're very pleased to have you onboard, and look forward to supporting you as you settle into your role.

With a very talented, multi-national and hard-working team, work life is never dull at PBI. With our people from Moldova to Ukraine, India to Italy, Phillipines to the UK, we love to share culture and caring. I would personally invite you to share your knowledge and skillsets at PBI, while taking the time to listen & learn from the many valuable staff who have been part of PBI's success for many years.

PBI is totally committed to making safety and health an instinctive culture. It is PBI's policy to conduct all our operations in such a manner that the health and safety of our work force, our clients and members of the public are protected by industry standards to the very best of our ability. Please take your time to get to know our team, our guidelines, our procedures, and importantly health, safety and company policy.

As we continue to develop new international markets, keeping current with highest quality technology from around the globe is a priority; all our products are independently certified to comply with the required safety guidelines and government legislation.

Combining global innovation and the best expert knowledge from the PBI team, we can all look forward to a safe, smart future at PBI Safety Group.

Paul Ivory

Managing Director
PBI Safety Group

“ Don't tell me what you can do,
show me what you can do.
I'm interested to see the
results of what you can achieve. ”

Paul Ivory

Founder & MD of PBI Safety Group and the ZERO brand of PPE





CONNECTING OUR VALUES TO OUR COMMUNITY BY HELPING OTHERS

PBI Safety Group believes in giving back to the community, volunteering allows the staff at PBI to have a sense of fulfillment and contribution, we love supporting organisations who are doing great work and whose company values align with our own, the following Charities have our ongoing support;

The Rapid Relief Team (RRT) is a ‘not for profit’ organisation that provides benevolent relief to local communities in times of need. In emergency situations RRT aims to offer on-site assistance within 2 hrs. Supporting both emergency services and the public, our volunteers are dedicated to providing compassionate, friendly and effective help. RRT members are part of the Plymouth Brethren Christian Church.

Laura Fergusson Brain Injury Trust, where everyone deserves the chance to live the best life they can. Currently, their services are in demand more than ever, facilities and residential accommodation options are no longer fit

for purpose. Service delivery is also scattered across the city. Their aim is to build one campus where all services are delivered from the same place and where they can help more people affected by a traumatic brain injury, spinal or other complex injury or disability.

MATES in Construction has three key focus areas to work towards their vision of significantly improving mental wellness and reducing suicide in the construction industry;

- 1. To advance mental health and social services in New Zealand by promoting the prevention and control of mental illness for people engaged in the construction industry.
- 2. Providing leadership for our people to gain better access to mental health services.
- 3. Building a stronger more resilient workforce.



ONBOARDING PROCESS

New Employee to provide:

- Signed contract
- Completed employee details form

To be issued with:

- Uniform and issuing of PPE
- Administration set up – business cards, cellphone, software (computer etc) and email (with signature)
- MFA setup by IT, Office.com sign in and mobile authentication completed
- Expenses forms
- Annual leave forms
- Travel policy – timing on requests & requirements

First Day:

- Health & Safety induction into relevant office
- Systems set up – create logins; Microsoft Teams, Simpro, Unleashed, Smartsheet, OneDrive, HubSpot, Gilpin
- Make sure linkedin is up-to-date (if employee uses this)
- Create shortcuts and bookmarks on computer
- Intro into PBI Playbook
- Qualifications, license and certificates to H&S Coordinator

First Week:

- Set up employee on to all applicable project management contractor platforms (Aconex/iTWOcx/Procore etc)
- Discuss applicable industry/product training
- Arrange 3M product training and necessary first aid/work at heights, refreshers etc
- Invoicing and project budget/ cost expectations
- Reporting

For Installed Projects:

- Running a project – Simpro, Unleashed (follow processes written in PM folder)
- Variation process – from request, to QS, to approval, to adding to Simpro/OneDrive/ Unleashed etc
- QA process (once job complete) and project closure.



OFFICE LOCATIONS & CONTACTS



Christchurch

10 Holt Place, Burnside,
Christchurch, 8053
+64 3 357 0093

PO Box 39048
Harewood
Christchurch 8545
New Zealand



Palmerston North

99 Kaimanawa Street,
Kelvin Grove,
Palmerston North 4414



Auckland

D23/930 Great South Road,
Penrose,
Auckland 1061



Zurich

Badenerstrasse 122,
5466 Kaiserstuhl
Switzerland

+41 79 642 12 29



OUR STORY

Since 1999, we have been providing Height Safety products, solutions, guidance and advice.



First Harness
It all started with a single fall arrest harness.
Began selling **Protecta PPE** from France



First Fall Protection system installation occurred at the base camp of NZ's biggest mountain and arguably most challenging environment- **Mt Cook**

capital
SAFETY
Capital Safety/DBI Sala Fall Arrest Systems in APAC

PETZL distributor

Began own-brand fall arrest PPE
First export of own-brand PPE to AUS



Distributor of Skylotec Fall Arrest Systems and PPE



ZERO BRAND CREATED
ZERO
zero tolerance is essential

Began promoting the need for improved safety helmets for better head protection



8 Staff



Australasia's largest installer of Capital Safety/DBI Sala installed fall-protection systems
Now NZ's largest supplier of Height Safety, PPE & Fall Arrest Systems

Major Fall Arrest Access & Systems design & installations in Papua New Guinea for Pacific Rim Games

First PPE export to Africa



Major national fitout for Ryman Healthcare

Began ZERO distribution in UK
First European exhibition for ZERO at A+A Dusseldorf



First Europe ZERO PPE sales

Named preferred contractor to design, supply and install fall protection and access equipment for NZ's tallest tower, The Pasifica, Auckland



Opened Sales Office in Zurich, Switzerland



Exhibited ZERO at A+A Dusseldorf



Design & Install of Fall Protection Systems for new Hilton Hotel, Star Mountain Plaza, Papua New Guinea



Began operations for ZERO in Rome, Italy

Started export of ZERO to USA
38 staff

Christchurch NZ One Owner Operator



First Sales of Fall Protection PPE & Engineered Fall Arrest Systems in NZ and AUS.

2001
Protecta Fall Arrest Line Systems in NZ

2003
Capital Safety/DBI Sala Fall Arrest Systems in APAC

2004
Began own-brand fall arrest PPE
First export of own-brand PPE to AUS

2007
Distributor of Skylotec Fall Arrest Systems and PPE

2011
NZ distributor of CAMP Safety PPE

2012
PBI logo update



2014
Major Fall Arrest Access & Systems design & installations in Papua New Guinea for Pacific Rim Games

2015
First PPE export to Africa

2016
Major national fitout for Ryman Healthcare

2017
Began ZERO distribution in UK
First European exhibition for ZERO at A+A Dusseldorf

2018
First Europe ZERO PPE sales

2019
Named preferred contractor to design, supply and install fall protection and access equipment for NZ's tallest tower, The Pasifica, Auckland

ZERO
Zero logo refresh



Design & Install of Fall Protection Systems for new Hilton Hotel, Star Mountain Plaza, Papua New Guinea



Began operations for ZERO in Rome, Italy

2020
Exhibited ZERO at A+A Dusseldorf

2021
Started export of ZERO to USA
38 staff

OUR CUSTOMERS

on installation, certification and personal protective equipment;

“ We want engaged teams. When they are disengaged, they have accidents. With quality PPE we want to build trust, boost morale and increase productivity ”

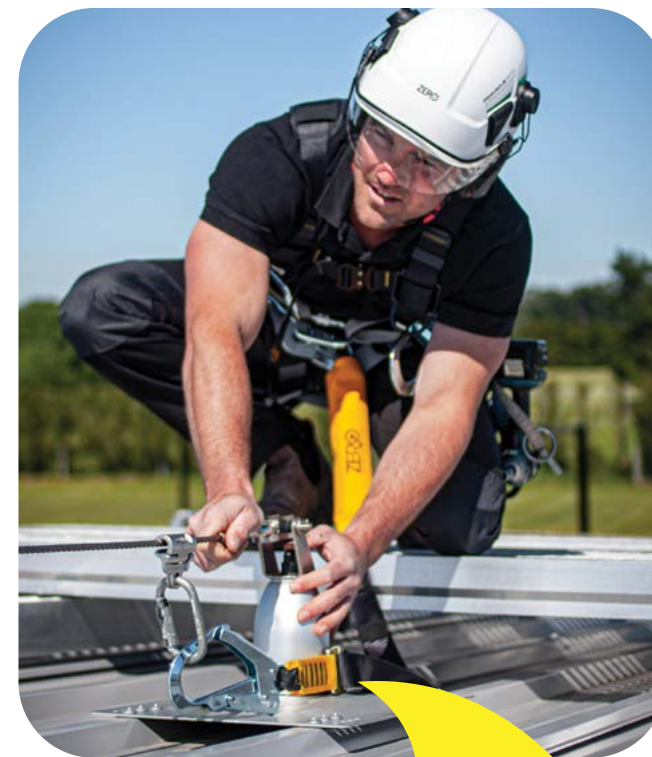
McLead Cranes Ltd



“ Very professional, excellent quality of workmanship, safety to a high standard, and willing to always work with your program even if that changes at the last minute. ”

A very smooth process. It will be difficult in the future not to use PBI. ”

Jurgens Swiegelaar, Build Partners

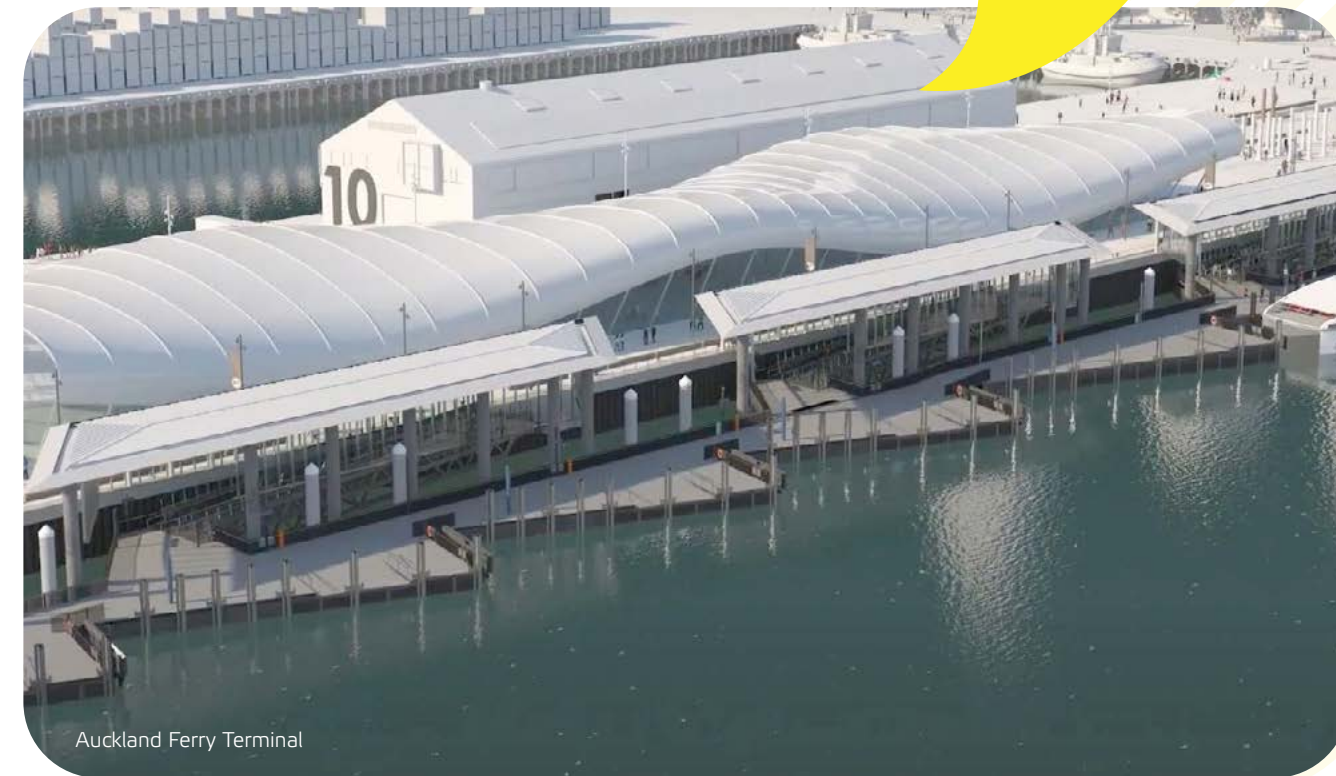


“ ZERO helmets are a premium protection offer that have a point of difference over other brands, and we think that will retain brand value in our markets. ”

Christian Nielson, Supply Chain Manager, Skydda AB, Sweden

“ PBI were brought onboard as part of ECI process, they worked through diligently with the design team, all the way through to implementation with the onsite installation team. PBI Team communicated well throughout the project and addressed any issues as soon as they arose. ”

**Jordan Gregory
Project Manager, NZ Force Construction**



Auckland Ferry Terminal

LEADERSHIP

Every member of the PBI team plays a key role in providing excellent service and workmanship to our clients.



MANAGEMENT TEAM



Paul Ivory
Founder &
Managing Director
Since 1999



Julian Faulkner
Head of Operations
Engineered Systems
Since 2010



Simon Hughes
Head of Design
Engineered Systems
Since 2010



Hayden Ivory
International
Sales Manager
Since 2012

LEADERSHIP TEAM



Alan Marquet
Recertification Manager



Anthony Ford
Group Marketing
Manager



Justin Earl
Project Consultant



Gareth Henderson
Consulting Quantity
Surveyor



Rick Hazell
EU Business
Development Manager



Natalia Untila
Group Financial
Controller



HEALTH & SAFETY

PBI is totally committed to improving the safety of New Zealand. It is the policy of PBI to conduct all their operations in such a manner that the health and safety of our work force, our clients and members of the public are protected to the very best of our ability and industry standards at all times.

PBI conduct their operations in accordance with the Health & Safety at Work Act 2015 and ACC accreditation. PBI complies with AS/NZS 1891.4 2000 Industrial fall-arrest systems and devices and all Best Practise guidelines for Work at Height.

We are registered with Sitewise Green and IMPAC:



All PBI staff, including the office team, are qualified to Advanced Height Safety unit standards NZQA15757, 17600, 23229 and 25045. Staff that visit or work at project sites carry SiteSafe passes.

It is recognized that due to the nature of our industry, there will be occasions when our work force will be placed in potentially hazardous situations. PBI will take all practical steps to eliminate or isolate these hazards. Where it is not possible to eliminate or isolate the hazard, the effects will be minimized.

Our goal is to maintain a culture of safety and prevent any injury, whatever the cost.

Our Environmental Path

We want to help create a long and sustainable future. PBI Safety Group's policy is to ensure that all aspects of the organisation have the least harmful effect on the environment by adopting and implementing environmentally sensitive practices in all of its operations.

- Identify, implement and promote best practice environmental management systems and operations to conserve and improve the quality of the New Zealand environment.
- Working closely with its employees, volunteers, clients and the community to develop and implement agreed environmental initiatives.
- Deliver height safety systems which are durable, long lasting and work efficiently without the use of external energy supply where possible.
- Identify and promote opportunities for anchor systems which use thermal bridging technology to reduce energy loss by thermal transfer.
- Be fully aware of all environmental legislation and ensure the regulatory requirements are met.
- Recycle and reuse resources whenever possible including packaging materials through to scrap metal.

ABOVE & BELOW THE LINE

Working with PBI Safety Group

Recognise and respect others in the workplace while acknowledging individual strengths and weaknesses.

Share resources, skills & knowledge.

Support and assist team members with their workload when ever possible.

Ask for help or advice if required.

Create a collaborative and inclusive team environment.

Participate in and contribute to team activities.

Use team expertise to resolve complex issues.

Develop an understanding of others needs and priorities and appreciate that what may be a priority for you may not be for others.

Trust others to deliver on agreed timeframes or outcomes.

Be reliable and deliver on agreed outcomes and timeframes.

Display humility and selflessness.

Support the PBI Safety Group Values and role model acceptable behaviour.

Ensure behaviour and treatment of others is always fair, and equitable – avoid favouritism.

Accept responsibility and be accountable for your actions, behaviours and outputs.

Do what you say you will do.

Act with transparency.

Promote trust and preserve confidentiality when requested.

Actively participate in the workplace by being engaged in activities and being aligned with the organisation's goals and objectives.

Support the decisions endorsed by management and senior leaders.

Actively promote deserving employees through relevant professional development opportunities and recognition.

Create and promote an environment that encourages open, honest and frank discussions.

Listen to and objectively assess knowledge, opinions and experience of others regardless of their position.

Challenge the status quo and provide considered recommendations for continuous improvement.

Push your boundaries. Take on additional responsibility and drive self-improvement and professional development.

Call out bad behaviours and act appropriately to resolve such issues.

Take pride in your work and that of others. Reward good performance.

Encourage and support open discussion on new ideas and different approaches.

Ask the 'what if?' question.

Challenge processes to remove red tape and improve efficiencies.

Be open minded to new ideas and original suggestions for continuous project improvement.

Keep up to date with technology and seek to leverage this for more positive & productive outcomes.

Actively support change and measures to continuously improve.



ONETEAM



INTEGRITY



CARING



PASSIONATE



INITIATIVE

Interrupting or talking over the top of others.

Promoting self-interest above the needs of the team.

Leaving work unfinished for others to complete.

Not displaying trust or confidence in others.

Being obstructionist and hiding behind following process instead of being outcome focused.

Being late or not turning up for meetings or appointments.

Using leave entitlements and other workplace benefits inconsistently and against the manner in which they are intended.

Not being honest in our dealings with others.

Blaming others for poor performance or outcomes.

Sweeping it under the carpet; not dealing with an issue that requires serious consideration.

Being dismissive and disregarding people's input without explaining reasoning to help people learn.

Demeaning or insulting posts on social media or other platforms.

Allowing unacceptable standards to become acceptable in the eyes of other employees or workmates.

Giving ground to bullying behaviours and allowing people to be subjected to such behaviour.

Blaming others for your mistakes.

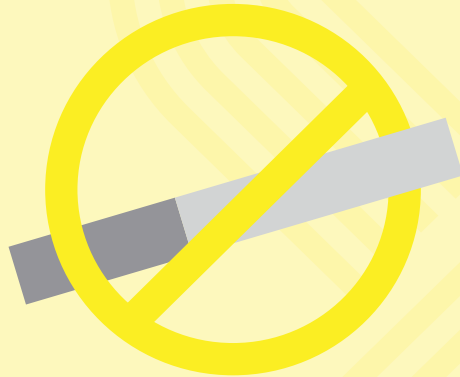
Discouraging people and team from pursuing innovative outcomes.

Being dismissive of innovation.

Ridiculing innovation measures and not supporting them to achieve a positive difference.

ATTITUDE

Working with PBI Safety Group



ONSITE Have a pro-active attitude

You are representing PBI Safety Group at all times while at work and it is important to ensure you are respectful to everyone around you.

Having pride in your appearance includes how you speak and act as you will often be working in or around company offices, construction sites, education, police facilities and workplaces.

Live the core values.

TRAVEL You represent PBI Safety Group

Projects may require travel away from home and staying in accommodation provided by PBI Safety Group.

While staying away you are also representing PBI, including when you are in your accommodation.

Please be respectful regarding noise, cleanliness and others around you.

SMOKING Respect others space

Smoking on worksites and in the vehicles is strictly prohibited at all times, this includes working on building exteriors.

To smoke or vape, you must leave the worksite to an area off the property and out of site or to a designated smoking area if available. Smoking or vaping is only to happen during your scheduled breaks.

19 WAYS TO BE MORE POSITIVE AT WORK

Working with PBI Safety Group



1. Commute

Listen to audio books, podcast or inspirational music on your commute.

2. Arrive early

Arrive early and focus on the tasks required today.

3. Emails

Avoid checking emails first thing, Focus on tasks in hand and periodically check emails through the day.



4. Time usage

Are you making the most of your time? Focus efforts on what matters.

5. Planning

Schedule your day and set out achievable objectives.

6. Break times

Plan breaks into your day to allow recovery and re-focus on your tasks.

7. Meetings

Walking meetings help focus. Leave the meeting with clear and achievable tasks, actions & objectives.

8. Health & Wellbeing

Exercise is proven to reduce stress and the resulting feel good factor can boost your productivity, while leaving you a healthy mindset.



9. Pace yourself

Rushing a task will create more errors that inevitably you will have to redo.

10. Support

Share your achievements with other and support the results of colleagues.

11. Collaboration

Never be afraid to ask for help. Collaborate with others to achieve mutual goals.

12. Boring Jobs

Bite the bullet and face mind numbing tasks head on.



13. Holiday Days

Try different activities on your day off. Variety is the spice of life and leave you in a more positive mood.

14. Be positive

Infuse positive emotions into your work and colleagues and enjoy the contagious nature.

15. Compassion

Remain compassionate to negative colleagues. People are usually negative for a reason.

16. Office politics

Don't get bogged down in office politics. Focus on what is needed to move forward.



17. Criticisms

Understand any constructive criticism aimed at you and use the feedback to improve your work.

18. Adapt

Business changes to survive. Make sure you are open and adaptable rather than resisting change.



19. Non Disruptive

Increase your productivity and the companies, take action to stop disruptive behaviour (from yourself or others) that break yours or others work schedule and focus.

“Success at anything will always come down to this; focus and effort and we control both.”

Dwayne Johnson

fearlessmotivation.com



APPEARANCE

Working with PBI Safety Group



PRESENTATION Look the part

- Sites are consistently left tidy
- Vans are organised and clean both inside and out
- Radios are not permitted on school sites – Where radios are permitted by the client, the volume must stay low
- Wear the full and correct uniform including safety boots and PPE
- For safety reasons, no loose jewellery is to be worn
- Good personal hygiene is crucial
- Cigarettes/tobacco are to stay out of sight
- To smoke or vape, you must leave the worksite to an area off the property and out of site or to a designated smoking area if available. Smoking or vaping is only to happen during your scheduled breaks

COMMUNICATION Talk the talk

- Meet and greet with friendliness and a smile
- Speak clearly and with professionalism
- Be friendly and listen with diligence
- Ensure the customer is aware of where we are working
- Make a note of any issues and rectify them immediately
- Communicate every step of the way

“No person is bigger than the team. Your job is just to enhance the legacy. It’s not about being a hero. It’s about serving the team.”

Richie McCaw

Retired Professional Rugby Union Player



TRADESMAN UNIFORM

Working with PBI Safety Group

It's not just the final result of our work that must look its best. We have high standards of personal presentation. Our people must look, dress and act professional at all times.

Do's & Don'ts

- Always wear the full and correct uniform.
- No personal clothing should be visible, including caps.
- Steel capped footwear must be worn at all times on site.

Note; Individual site requirements may dictate uniform choice, ask your Team Leader or Project Manager if you have any questions about your uniform.

Please refer to your contract with regards to uniform allocation allowance.



1. Tradie Onsite



2. Tradie PPE Onsite



3. Recertification Onsite



4. Office Example



5. Office Example



6. Site Visit
(Steel capped boots required)

OFFICE UNIFORM



Photo Credit: Moe Brown
Project: The International, Height Safety Systems by PBI

WORKING OUT OF TOWN

Working with PBI Safety Group



Accommodation

PBI Safety Group will provide accommodation for all staff when they are staying away.

Remember when you are staying away, you represent PBI Safety Group. It’s important that you are respectful and polite.

Booking Hotels

If a hotel booking is required, 3 or 4 star is a good level of expectation.

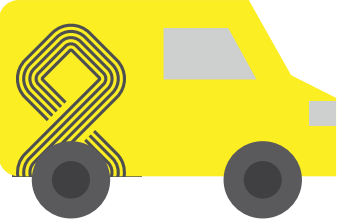


Meal Allowances

PBI Safety Group provides upto \$70 capped meal allowance for a full day and night away to all waged staff. This is reimbursed with the wages on a fortnightly Thursday. Please submit your receipts for reimbursements on the Thursday before fortnightly Friday wages.

Eg. If you stay away from Mon–Fri and come home on the Friday you could be paid up to four nights, equating to \$280.

If you are travelling by plane, use your Koru membership for the meal nearest your travel time. You will not be reimbursed if you choose to spend extra.



Rental Vehicles

Return all vehicles within a 24 hour time-frame, so only 1 day is charged (if applicable).

Always refuel before dropping the vehicle back.

Check vehicle and photograph any prior damage. Advise rental office at the time of any damage incurred.

THE WORK DAY



Hours of Work

The standard work day is from 7.00am to 5.00pm, or as agreed with your manager.

Certain sites may have specific work times. This will require you to work outside of your regular hours.

Team members are paid from when they arrive onsite.

Annual Leave: When taking annual leave this needs to be approved two weeks in advance by the Business Unit Manager.

Sick: If you have to call in sick, you need to contact **by phone** your Business Unit Manager before the day's start time.

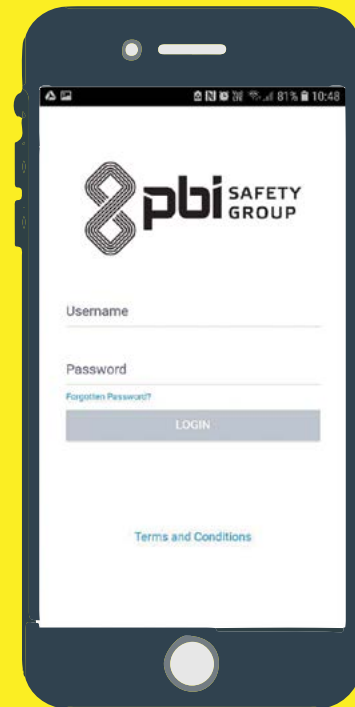
TIMESHEETS

Working with PBI Safety Group

How to use your simPRO timesheet app.

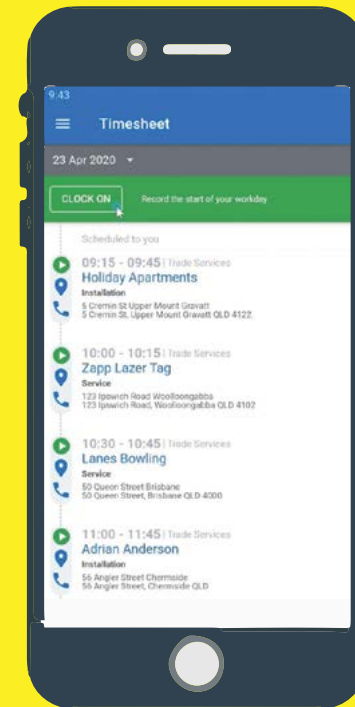
Lead Project Installer will be given a username and password for Simpro Timesheets. If timesheets are applicable to your contract.

STEP 1



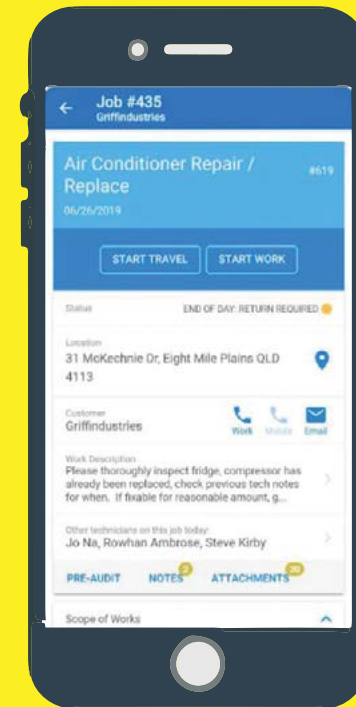
Log in using your provided username and password.

STEP 2



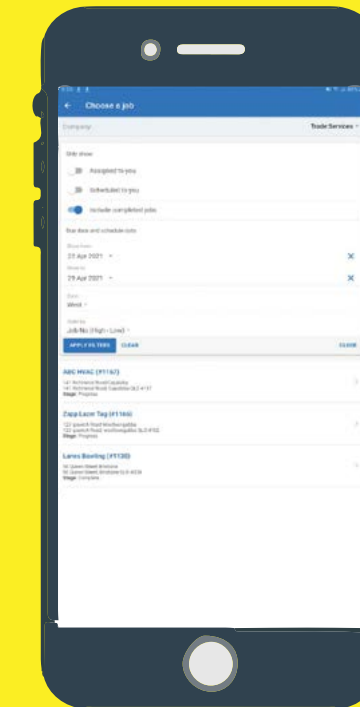
To clock on, enter the clock on screen by selecting Crew.

STEP 3



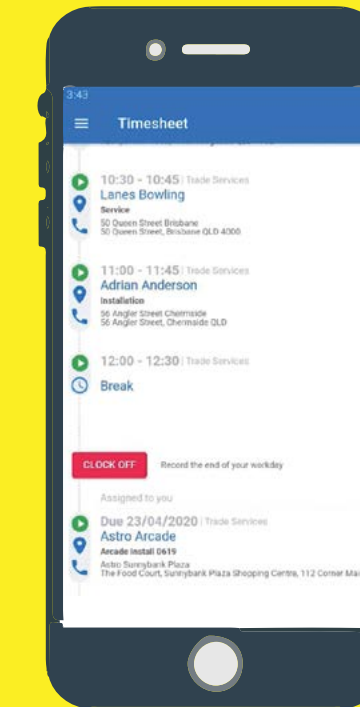
Select the team members that are working onsite and press clock in.

STEP 4



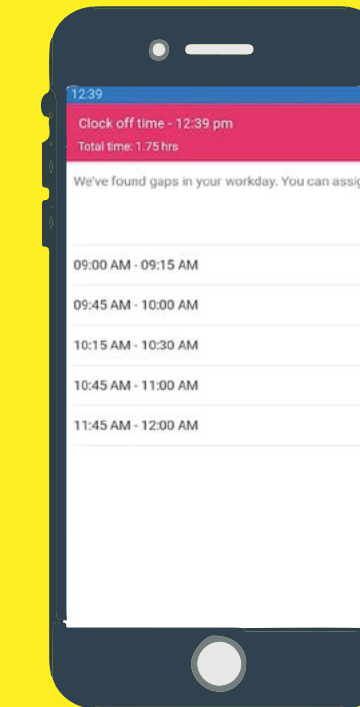
Choose the job you are working on and select clock in.

STEP 5



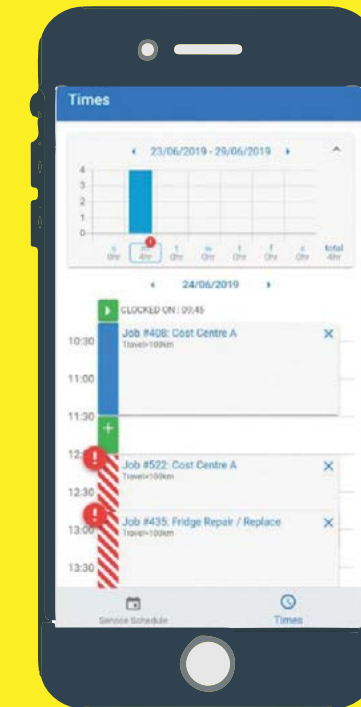
To clock out, repeat step two. Select the crew you want to clock out and press clock off.

STEP 6



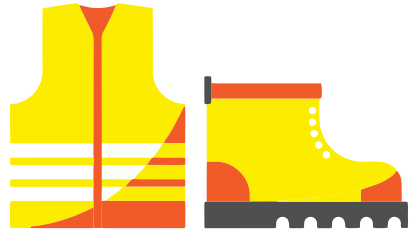
You will then get a clock out confirmation.

STEP 7



You can view your worked hours for the day through the '**My Time Card**' tab.





Protective Gear

High-vis clothing and steel capped footwear must be worn at all times.

Open-toed footwear is prohibited at all times.



Ear Protection

Noise levels above 85 DBA are hazardous if exposed to for long periods of time.

If you are in doubt about how loud is too loud, protection should be worn.



Eye Protection

Adequate eye protection should be worn when there is a possibility of eye damage such as using power tools.

Prescription glasses are not considered as adequate protection.



Head Protection

Helmets must be worn on sites at all times. PBI endorses a multi impact helmet for best protection.



Respiratory Protection

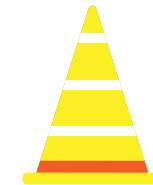
Respirator protection should be worn when spraying or applying hazardous paints and when dust is present. When required, always wear a mask for Covid19 protection or when you feel at risk.



Safety Harness & Lanyard

To be worn at all times when on EWP or roofs (unless edge protection has been installed).

If you are in doubt, wear a harness, helmet and an adjustable length fall arrest lanyard.



Public Safety

It is important to protect the public from entering the worksite at all times. Take care with traffic and vehicle management for company and public safety.



Work at heights – Worksafe Notification

Eliminate the height hazard where possible. Setting up of anchors both permanent and improvised. Limit the free-fall where possible to less than 600mm. Use of Static lines, ratings and types. Worksafe must be notified of any intended work over 5 metres.



First Aid & Fire Extinguisher

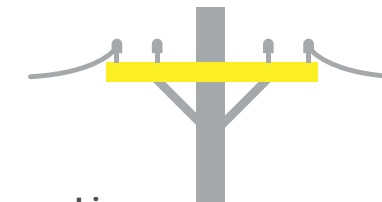
First aid resources and a fire extinguisher must be stored in the van and onsite. It must be accessible to the staff at all times.



Reporting Accidents

An Incident Investigation & Report — SSSP Form 9 records any incident that caused or could have caused harm to any person on site or damage to plant or equipment.

It is also a useful hazard management tool because it identifies hazards that need to be better controlled.



Power Lines

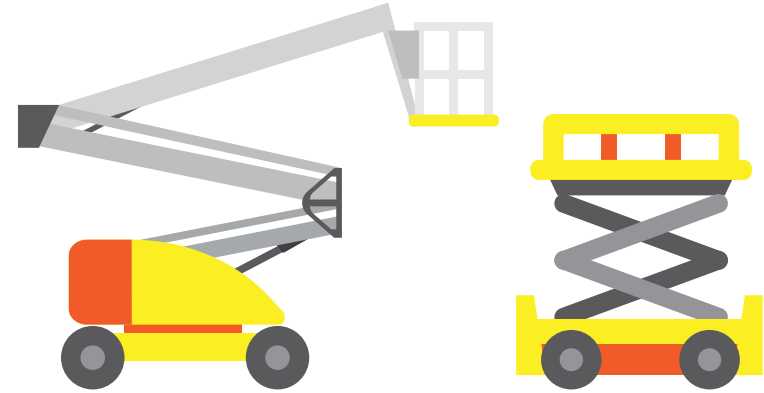
Always check for overhead power lines especially when using EWPs, ladders, or mobile towers. Power lines must be disconnected or sleeved to work within one metre. To confirm safe working distances please ensure to visit www.oriongroup.co.nz.

Our sites pose a variety of hazards to people in the vicinity of the work area. All staff and contractors have a responsibility to ensure they do not endanger the public in any way.



WORKING AT HEIGHT

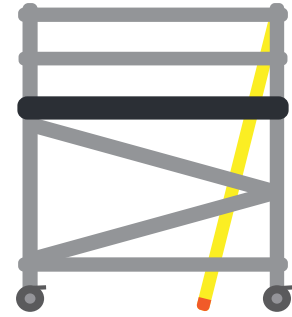
Health, Safety and Environmental



EWP Daily Checklist:

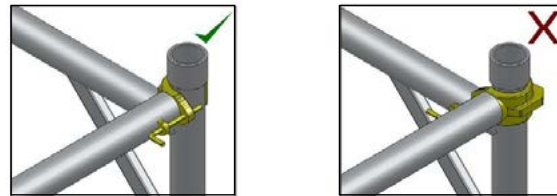
- Check wheels, tyres, fuel, water, battery and oil levels (including any leaks) daily before starting work.
- Use cones and tape/barrier arms to isolate working area.
- Wear a harness at all times, using a lanyard attached to a certified anchor
- Check for overhead hazards.
- Check for soft ground – use plywood to protect the surface.
- Report any faults immediately and DO NOT use the machine until it has been repaired.
- Check the wind rating of the EWP and make sure you do not exceed it.
- Likewise, check the safe working load of the EWP and do not exceed it.
- Leave the EWP in a safe location when not in use.

**When working at height there are some important things to be aware of.
Before using EWP, use the checklist to make sure your experience is a safe one.**



Scaffolding Checklist:

- Ensure the scaffold tower is level and secure and tagged.
- Check all diagonal, horizontal and plan braces are installed. Do not alter, improvise or deviate from suppliers instructions.
- Ladder access is available to every platform.
- Check caster brakes are locked.
- No tag, no use, No exceptions.



When using scaffolding, always ensure the horizontal braces (yellow) are clipped to the inside of the standards.

CARING FOR OUR ENVIRONMENT

Recycling, Rubbish and Lunchrooms



Rubbish & Litter

- Clean up after yourself, please. PBI employees do not litter.
- Rubbish & recycling bins are provided at PBI offices & warehouses, please utilize these facilities.
- Cardboard cartons are re-used for shipping, or flattened and put into recycled cardboard cage.
- Domestic recyclable packaging and waste should be placed in recycling bins provided. Do not put recyclable items in the landfill waste bins.

PBI Safety Group's policy is to ensure that all aspects of the organisation have the least harmful effect on the environment by adopting and implementing environmentally sensitive practices in all of its operations.

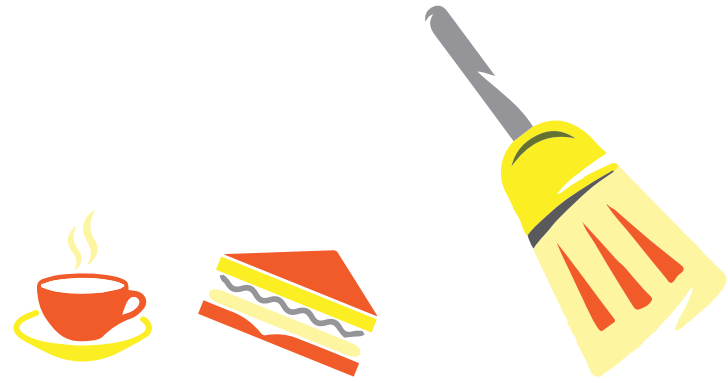


Worksite Tidyness, Rubbish & Recycling

- Project Managers & Installers should take special care to keep worksites tidy and free from rubbish, for an orderly & efficient working environment and reducing risk of slips, trips and falls on dunnage.
- **Never leave swarf on roofing - sweep it up or vacuum it up and dispose in rubbish immediately, Swarf left on rooftop by PBI staff is NEVER acceptable.**
- Ensure that daily rubbish & waste you create is secure and won't blow around the site.
- Read, understand & respect the onsite rubbish & recycling policy.
- Sort & dispose of all cardboard packaging into onsite recycling skips where provided.
- Dispose of landfill rubbish in skips provided onsite.
- Strapping & wrapping can snag and trip people, never leave on the ground.
- Metal product waste/scrap such as aluminium, stainless steel, should be returned to PBI for recycling.

CARING FOR OUR ENVIRONMENT

Recycling, Rubbish and Lunchrooms



Office Lunchroom

- Kitchenware is provided for your use as needed; always rinse, wash in very hot soapy water, and put away after use.
- Tea, coffee, hot chocolate and cows milk is provided, please help yourself.
- Espresso coffee making facilities are available in Auckland and Christchurch offices. Take care of the machines and keep them clean.
- Do not leave coffee cups on desks overnight.
- If you have specific tea/milk/beverage requirements, please bring your own.
- Food grilles & ovens should be lined before heating food.
- Fridges are cleared on Friday nights. Any food/lunchboxes left behind will be binned.
- If you are freezing food, take care that it is used within 1 month.
- Advise your supervisor if we have run out of any kitchen supplies.



MEETING RULES & GUIDING PRINCIPLES

Learning and Development



Meeting Rules at PBI

- When you stop to talk to a colleague at their desk, you are disrupting their workflow and focus, and likely others around you. Instead, you can drop them a quick message or email. Sometimes calling a meeting is more appropriate.
- Need to talk for more than 3 minutes? Book a meeting room or get some fresh air with a walking meeting.
- Only invite necessary people to the meeting that are directly relevant so you're not wasting people time.
- Book a meeting room and send an Outlook invite to attendees.
- Always have a clear agenda & stay on topic.
- Prepare the meeting room, fresh water & glasses, tech equipment, whiteboards, chairs.
- Come prepared & enthused.
- Put your phone away, or at least on silent.
- Keep notes and action on meeting objectives, actions and tasks.
- If you setup a meeting, be prompt and keep within the timeframe specified.
- Contribute constructively & positively in meetings.
- Remember, you represent PBI and your team with you when attend a meeting often its not just about you.
- Listen to what others say is crucial, & respect their views.

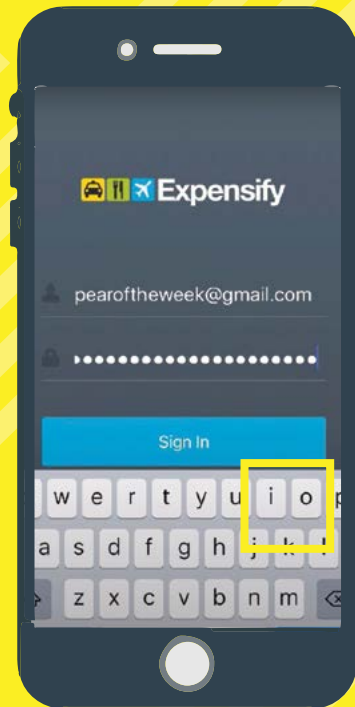


Reading on Guiding Principles

- Best Practice Guidelines for working at height in New Zealand – Worksafe.
- Mobile Elevating Work Platforms – Worksafe.
- Industrial Rope Access in New Zealand; Best Practise Guidelines – Worksafe.
- Health & Safety by Design: an introduction Worksafe.
- Health & Safety at Work Act 2015 – NZ Government.
- UBT Online Learning Centre (OLC) – login web portal.
- LinkedIn Learning – login web portal.



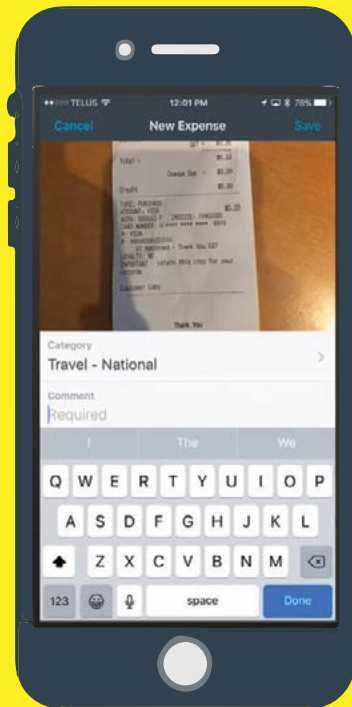
Reimbursement for Travel costs and out of office sundries.



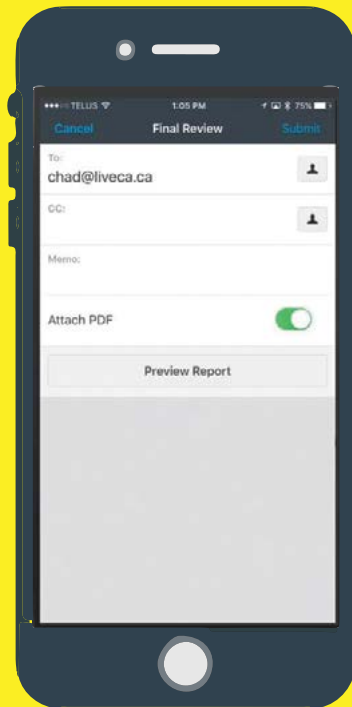
Launch Expensify app and login.



Scan in your receipt.



Designate your expense.



Send report to the Line Manager for approval. Be sure to select '**attach pdf**'.

I need to be reimbursed for a company expense. What do I do?

Process your expense report through Expensify.com, see pg36 and get reimbursed the following Friday with your pay.

My uniform is looking scruffy. How do I get new gear?

Talk to your Business Unit Manager and they will be able to organise more for you.

If I am sick, what do I do?

You must **call** your Business Unit Manager and Team Leader **before** the day's start time. Do not announce your sick leave directly to the group Whatsapp chat – you must seek approval from your BU Manager prior.

I want to take Annual Leave?

Annual Leave requests must be made to your Team Leader at least two weeks prior to your intended leave date.

What happens when I work after hours?

Make sure that your Team Leader is aware your team is working a longer day. For safety purposes no one is to work alone outside of standard working hours.

I can't log-in to Simpro Time-sheets. What do I do?

Contact the office and ask them to log you in, specifying your start time. If you have forgotten your password this can be reset for you.

I am travelling out of town for work. When do I clock in?

Clock in from the time of leaving home and then click 'take a break', this will automatically deduct 30 minutes. Please also load a note into T-Sheets. PBI Safety Group will pay travel time after the first 30 minutes of travel.

I forgot to clock in/clock out. What do I do?

Contact the office and specify your start/finish time and they can clock you in/out.

I have no reception as I am working in a remote area. How do I clock in?

The T-Sheets timesheet app will still function even while there is no reception, once your phone connects to the network, the timesheet will sync.

Toolbox Talks—How often do I need to complete these?

Every job site is safety specific, Tool Box Talks need to be completed once a week at a minimum.

Do I need to record all near misses, incidents and accidents?

Yes! advise your BU Manager and Safety Coordinator asap.



HEALTH & SAFETY INDUCTION FORM



New Employee Induction Checklist

Personal details	
Date	
Name of Employee	
Position	
Direct Report	
Action	Tick as completed
All pre employment documentation has been completed – tax forms, signed IEA etc.	
Company rules have been discussed – rest periods, benefits, hours of work etc.	
Employee understands risk management procedure and how to report a new risk	
Company risk register been discussed, and employee understands the risks associated with their job	
The responsibility and importance of reporting all accidents or near misses	
Discuss how to report an accident or near miss, who to report these to and where to find the near miss/accident forms	
First-aid procedures, identified site first aiders and shown location of first-aid kits	
First aiders are:	
Site emergency evacuation procedures and evacuation point have been discussed	
Evacuation point is:	
Fire wardens are:	
Discussed minimum PPE (Personal Protective Equipment) Requirements and company procedure.	
PPE for my job is:	
Discussed restricted areas have been identified and understand the requirements if someone was to enter these areas if they are not meant to	



“ I really think a champion is defined not by their wins but by how they can recover when they fall. ”

Serena Williams

American Professional Tennis Player



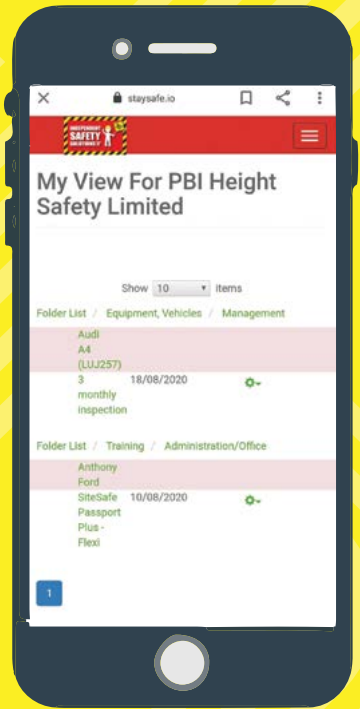
STAYSAFE MONTHLY VEHICLE CHECKLIST

Working with PBI Safety Group

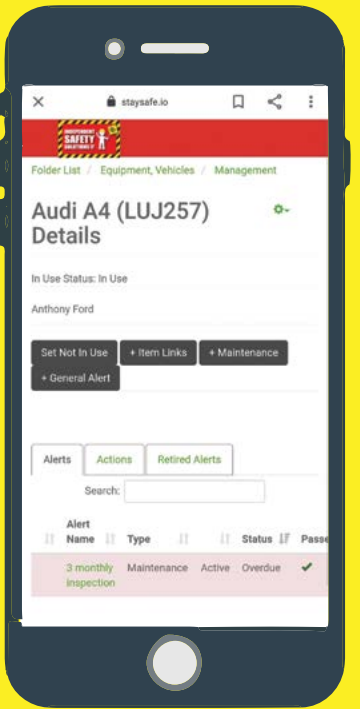
The Staysafe Monthly Vehicle Checklist is used to check over our vehicles each month to ensure everything is in working order and to let the office know if any repairs or servicing is required.

Once the checklist is completed it is automatically sent to the office for review. The office will be in contact if your vehicle needs to be booked in for a service, a WOF or to be repaired.

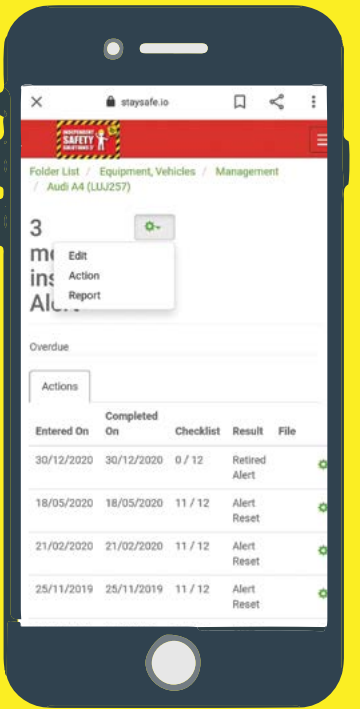
Application
staysafeapp.com/en-nz/



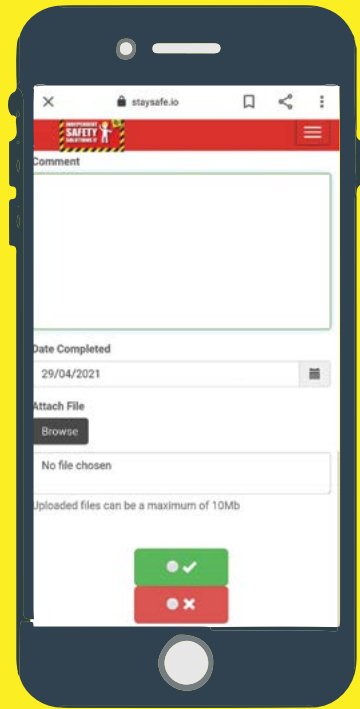
Download the Staysafe app onto your phone.



Select the PBI Vehicle Checklist.



Fill out the details.



Complete all five sections and submit the form.

TEAM BUILDING DAYS



Emergency Phone Numbers

Emergency Services:

Dial 111, Do Not Hang Up

You can call this number from a mobile phone, even if it is out of credit.

The operator will ask you what service you need **(Police, Fire or Ambulance)** and they will connect you with that service.

- Give your name
- Provide details of the emergency, the site address and the city, stay on the phone to provide further details if you can.

Our Contact Numbers

Head Office +64 3 357 0093
0800 357 0093

Head of Departments:

Julian Faulkner Head of Operations
+64 21 244 8553

Simon Hughes Head of Design
+64 21 246 3854

Hayden Ivory International Sales Manager
+64 21 242 6287

Wanaka Recreation Centre, Height Safety Systems by PBI





Christchurch

10 Holt Place, Burnside,
Christchurch, 8053

PO Box 39048
Harewood
Christchurch 8545

Auckland

D23/930 Great South Rd,
Penrose,
Auckland 1061

+64 3 357 0093
0800 357 003

