

GUIDELINE

GUIDE TO LIFE SAVING RULES

1. Purpose & Scope

- 1.1. This management procedure describes the HSE requirements that must be applied to the implementation of Life Saving Rules (LSR) across and within Fletcher Construction (FC).
- 1.2. This procedure applies to all FC Sites, Business Units, and corporate, including all people operating (employees, contractors and visitors) on our sites or projects conducting all routine and non-routine tasks.

2. Minimum Requirements

- 2.1. All Life Saving Rules must be developed and established in accordance with this Guideline.
- 2.2. The FC EHS Council must be informed of all Life Saving Rules developed or revised by BU's and sites and complete regular reviews of the success of implementation across FC, including reviewing trends.
- 2.3. All Business Units, Sites and Corporate functional teams must adhere to, incorporate and communicate Life Saving Rules:

Life Saving Rule	Related Critical Risk(s)	Operational Application of Life Saving Rule
 We always obey exclusion zones.	Operational plant and heavy vehicles Exposure to injury due to being in the line of fire resulting in being struck by the plant or vehicle or one of its attachments. Live Electricity Exposure to live electricity through an overhead line being brought down resulting in electrocution of operators and persons on the ground due to direct contact with the service or contact with the ground or equipment that may be in contact with the service.	Where mobile plant and heavy vehicles are operational: • We always stay clear of the fatal zone within a People Mobile Plant Interface Zone; and • We always use the approach zone, gain the operators attention and ensure the machine is isolated before approaching an operational machine in a People Mobile Plant Interface Zone; and • We always stay clear of a Plant Only Zone. We must obtain utility owner consent in ALL instances where: • Working or carrying out tasks associated with working within 4m of an overhead power line including: ◦ loading, unloading and storing plant or materials; and ◦ transporting plant and materials; and ◦ parking of work or private vehicles • Digging within 5m of a power pole or stay wire.
 We always work free from the influence of drugs and alcohol.	Impairment from drugs and alcohol Exposure to injury or incident to self or others as a result of making an error in judgement, space or time due to being under the influence of drugs and/or alcohol.	We always come to work and carry out work related activities when we know we are free from the effects of drugs and alcohol (including prescription medications) that have the potential to result in impairment. You are deemed to be “at work” if you are: • Located at or travelling to or from, a site for the purposes of undertaking paid work on behalf of Fletcher; and • Attending a conference, meeting, or function where you are representing Fletcher; and • Working from home. The current Fletcher Building Drug and Alcohol Policy states all employees and contractors are required to be fit for work

		while at work (see definition above) – this includes carrying out all the tasks and duties of their position free from impairment (influence) of alcohol and drugs. To be free from the influence, you must not be impaired, as defined by the Fletcher Building Drug and Alcohol Policy, therefore: To be impaired by alcohol, you would be outside the relevant legal driving limit for alcohol: • <u>< 250 micrograms of alcohol per litre of breath</u> for those 20 years of age and over; or • <u>0 micrograms of alcohol per litre of breath</u> for those under 20 years of age. This limit applies for all at work tasks and duties not just driving. To be impaired by drugs, you would return a <u>confirmed positive</u> laboratory test for drugs. For further information refer Fletcher Building Drug and Alcohol Policy. The current Fletcher Building Drug and Alcohol Policy requires all employees and contractors to never work while affected by alcohol or any drug that may affect judgement, performance, or behaviour – which would include some Prescription Medicines, Kava and Betel Nut. Persons observed as being potentially affected by Prescription Medicines will be assessed and interviewed to determine whether the potential affect is deemed a safety hazard to themselves or others. Persons observed as being potentially affected by Kava or Betel Nut will be assessed by their Manager using the appropriate Kava or Betel Nut Assessment Form and, if necessary, interviewed to determine whether the potential affect is deemed a safety hazard to themselves or others. If it is deemed through the assessment and interview process, the person is affected, it will be deemed a Life Saving Rule breach.
 We never work unprotected at height.	Falls from height Exposure to an injury being sustained to self or others as a result of a fall from height of a person or an object. <u>Note:</u> Height is defined as “a location above, at or below ground level where a person could be injured if they fell from level to another”. <u>Source:</u> Worksafe Best Practice Guidelines for Working at Height in NZ	We always carry out activities at height with either: • Compliant edge protection in place; or • A fall arrest or fall restraint system in place. The expectation is where there is risk of serious injury or fatality from a fall from one level to another we must not commence work until there is either compliant edge protection in place (to physically stop you falling over the edge), or there is a fall restraint (to physically restrain you from reaching the edge) or fall arrest (to physically stop you hitting the ground if you fall) system in place. <u>Pre-Approved Exception</u>

		Does not apply when using 3 points of contact on an approved ladder, scaffold, steps or stairs to access or egress a work area or an item of plant.
 We never drive or operate while using a handheld mobile phone or without wearing a seatbelt, where fitted.	Driving / Operating Plant and Vehicles Exposure to an injury or incident involving self or others as a direct result of distraction (taking either your eyes off the task or loss of concentration). Exposure to an injury as a result of plant or vehicle incident or rollover where you could be thrown from the vehicle or plant or due to impact from thrown about the cabin of the vehicle or plant.	We always make and take mobile phone calls hands free when driving any vehicle or operating any item of mobile plant. We always wear a seatbelt, where fitted, when the vehicle or machine is operational or moving.
 We never walk or work in a live traffic lane.	Live traffic Exposure to an injury due to being struck by a vehicle being driven into, out of, or next to, the work area. <u>Note:</u> A live lane is defined as “a lane available for use by one or more classes of vehicle”. In the context of the Life Saving Rule “We never walk or work in a live traffic lane”, the live traffic lane refers to the available lane for public use adjacent to a work site under control of an approved Traffic Management Plan (TMP) OR an area that has been designated for use by construction traffic within an established work site.	We always carry out activities clear of the lateral and longitudinal exclusion zones. We always carry out activities in the road corridor under the protection of the approved TMP for the site protected by controls as identified in the risk assessment <u>Pre-Approved Exception</u> Trained staff entering a live lane in an emergency situation without risk to themselves, other road workers and the road users and where available, in accordance with the requirements of an approved TMP. Cyclic maintenance and TTM Installation / removal activities carried out under an approved TMP. Workers must have clear visibility, can stop the task quickly and evacuate the carriageway to a pre-agreed safe location without leaving hazards on the road.
 We never enter or work beside an unprotected excavation.	Excavation collapse Exposure to an injury to self or others as a result of being inside an excavation when the sides of the excavation collapse and being fully or partially buried. Objects/Materials falling into Excavation Exposure to an injury to self or others due to excavated spoil, materials or objects falling into the excavation when working inside the excavation. Fall into excavation Exposure to an injury to self or others as a result of falling into an unprotected excavation. <u>Note:</u> An Excavation is defined as “any open face, hole or cavity, formed through the removal of soil or rock from a site using tools machinery or explosives”. An	We always enter an excavation greater than 1.5m deep (or shallower if defined by site) with: • Confirmation from Supervisor of compliant shoring, benching or battering in place. We always enter an excavation when: • Spoil, materials, plant and equipment are being stored or operated greater than 1m away from the edge of the excavation; and • Spoil is placed and stored on the lower side of the excavation (where the excavation is not on flat ground). We always work beside an open excavation with: • 1m depth or greater - Compliant edge protection being in place that can take the weight of a falling worker. • Less than 1m – Visual delineation highlighting the risk of fall such as cones, cone bars or flagging.

	excavation would include any open excavation, pothole, pit excavation, trench and retaining wall, shaft and drive. Source: Worksafe Good Practice Guide for Excavation Safety	
 We always keep ourselves and others clear of suspended loads.	Suspended Loads Exposure to an injury to self or others as a result of working or walking immediately under a suspended load and being struck by the suspended load or objects falling from the suspended load. <u>Note:</u> Load is defined as “<i>any load hanging below the hook or integral lifting gear including rigging gear</i>”. Therefore, suspended load would be any item or load hanging from the hook that is being lifted, moved, held or placed under the control of a lifting device such as a crane or an excavator. Where the lifting device takes the full weight of the item or load, the load is deemed to be suspended.	Where a load is being lifted, suspended or placed using a lifting device: • We always ensure the load is contained and secured prior to lifting; and • We always check that people are clear of the area underneath the intended lift path of the load; and • We always keep ourselves clear of the area directly below the suspended load.
 We always isolate, lockout and test before working on plant and equipment.	Uncontrolled or stored energy Exposure to an injury due to being struck or entrapped within machinery or an item of plant due to an uncontrolled release of energy. Exposure to electrocution due to failing to isolate electricity.	We always ensure that all actual and potential energy sources being identified, isolated, locked and tested to confirm zero energy state before we carry out any repairs or maintenance on fixed or mobile plant and equipment. <u>Pre-Approved Exception</u> <i>Registered tradesperson or authorised competent person <u>testing and fault-finding</u> prior to repairing or re-commissioning plant and equipment.</i>
 We always locate and expose utilities before using mechanical digging.	Live sub-surface utility services Exposure to live electricity through a sub-surface electrical utility being breached or struck resulting in electrocution of operators and persons on the ground due to direct contact with the service or contact with the ground or equipment that may be in contact with the service. Exposure to explosion and burns through a sub-surface gas utility being breached or struck resulting in gas vapour being ignited through associated activities or ignition sources. Exposure to illness due to contamination from raw sewage or storm water as a result of a sub-surface utility breach.	We always use the method and frequency stated on the Permit to Work to pot hole to positively locate and identify the type and depth of the service before using mechanical excavation methods where sub-surface utility services are marked, known or indicated to be in the work area.

3. Responsibilities

- 3.1. **GM EHSQS** is responsible for ensuring a BU specific document is developed and rolled out that demonstrates how the requirements of the LSR shall be implemented across all BU activities and sites.
- 3.2. **BU General Managers (GMs)** are responsible for ensuring LSRs are adopted and implemented across all sites.
- 3.3. **BU EHS Leads** must:
 - Develop BU-specific implementation documents.
 - Monitor LSR implementation and report exceptions.
 - Maintain LSRs in BU Risk Registers (Radar).
- 3.4. **Design & Bid Teams** must incorporate Life Saving Rule requirements and associated resource allocations into all bids, safety in design workshops, and outputs.
- 3.5. **Project & Contract Managers/Supervisors** must:
 - Integrate LSRs into job planning, inductions, contractor selection, and execution.
 - Ensure all workers understand the rules and consequences of breaches.

4. Life Saving Rules Exemptions

- 4.1. Where an operation within the FCC business deems that it is not possible to meet one or more of the requirements or actions defined within the Life Saving Rules, an application for a critical risk exemption must be sought.
- 4.2. The application for a Life Saving Rule exemption must be sought in relation to a specific scope of works and period of time by:
 - Completing a written exemption request, outlining:
 - the reason for the exemption;
 - the operation to which the exemption applies to;
 - the specific duration of the exemption;
 - an assessment of the risk of not complying with the specific requirement that can't be met; and
 - alternative controls that will be put in place to manage the risk, including additional supervision.
- 4.3. Having the proposed exemption endorsed and signed off by the Site Manager and BU General Manager accountable for that operation; and
- 4.4. Register the exemption with the General Manager EHSQS for discussion at EHS Council meetings.
- 4.5. The exemption must be recorded and submitted on [Critical Risk Requirement Exemption Form](#).

5. Life Saving Rules Breach Management

- 5.1. Employee Breaches
 - Must be reported to the one-up Manager and People & Performance.
 - Logged in Radar as a Near Miss (by Line Manager only).
 - Investigated under the Playing Fair process.
 - May result in stand-down (on full pay) and disciplinary action up to dismissal.
- 5.2. Contractor Breaches (including Labour Hire)
 - Must be reported to the Fletcher Manager, People & Performance, and Contractor Representative.
 - Logged in Radar and investigated jointly.
 - May result in removal from site.

6. Reporting & Records

- 6.1. All LSR breaches, observations, and walks must be recorded in Radar.
- 6.2. Data is monitored monthly to track compliance and identify trends.
- 6.3. Records must be kept demonstrating compliance with this guide.