

INTRODUCTION

The following documentation provided by Yates Freight Limited (referred hereafter as "the company") forms the basis of the companies Health and Safety Programme.

Highlighted is the use of the "Work-time Log Book" as an important tool in providing documentation and check sheets essential in the implementation of this programme. All drivers are issued these prior to employment.

The programme also refers to the Drivers Handbook, of which a copy remains in every vehicle for on the job reference.

Some specific requirements are included for major customers including Express Couriers, NZ Post, Reach Media etc.

The programme also refers to the Standing Operating Procedure Manual which drivers are trained in. The manuals are at the office in Seaview Office, Post Hub - Seaview, Napier Post and each truck .

The Health & Safety Manual and Standing Operating Procedure Manual are located at the Yates Freight Office in Seaview, NZ Post Hub in Seaview, NZ Post Depot in Napier Post and in each truck.



secure transport | timely delivery

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1. HEALTH AND SAFETY POLICY STATEMENT

Yates Freight Ltd is committed to providing a safe and healthy working environment for our staff, contractors and visitors.

Yates Freight Ltd is committed to the Health and Safety of its employees, customers and public in taking all reasonable steps to work alongside its employees and customers to ensure best practices are followed and any hazards are identified, removed or minimised.

The Company recognises that it operates in a High Risk Industry and that through developing and maintaining quality processes and practices, plus working together with both Employees and Customers it can create a healthier and safer workplace.

Yates Freight Ltd Management will seek to:

- Identify and assess all hazards on our worksite/s.
- Control all significant hazards as per the requirements of the 'Health and Safety in Employment Act' and related codes of practice and guidelines.
- Be proactive in identifying and implementing effective controls for any new hazards.
- Provide health and safety training and supervision for our staff.
- Give staff the opportunity to elect Health and Safety representatives to the Health and Safety Committee and be involved in the hazard management process
- Support any injured staff to return to work safely (as early as possible) by offering alternative duties and graduated return to work opportunities.
- Ensure all workplace incidents and injuries are promptly and accurately reported and recorded.
- Achieve continuous improvement in its health safety performance.

The Health and Safety Committee

The Health and Safety Committee includes management representatives and nominated employee representatives. The Committee is responsible for the implementation, monitoring, review and planning of Health and Safety policies, systems and practices.

Yates Freight Ltd Employees will:

- Actively contribute to hazard identification and management.
- Participate and apply health and safety training.
- Adopt safe working practices such as diligently following all required hazard management controls.
- Support other staff, visitors and contractors to similarly adopt safe working practices.
- Promptly report to management near misses, incidents or injuries; and, actively participate in any investigations and reviews to improve the hazard management system.
- Positively participate in a return to work programme (where applicable).

Signature: Mike Yates (Managing Director): _____

Date: _____

2. WORK TIME LOG BOOK

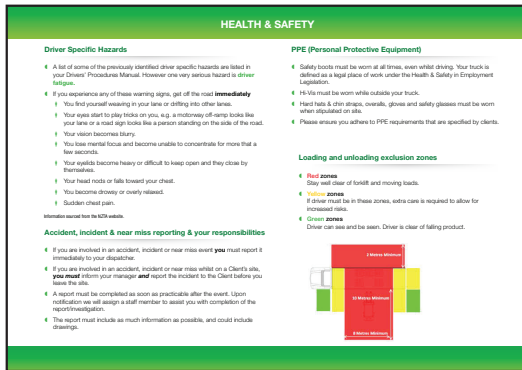
Company Commitment: The company provides this tool to ensure that the Health and safety programme is both informative and manageable.

The Work Time log book is NZTA approved and the company will work to ensure that information contained is kept updated, accurate and meets the legal requirements of the NZTA.

Worker Commitment: To ensure the Log book is used to meet all legal requirements of the NZTA. The information recorded inside the logbook is to be accurate and timely and provided to company management daily.

Contents: The Worktime Log Book contains the legal Log Book requirements of the NZTA but also contains company check sheets and general guidelines to assist with daily operations of the vehicle. These guidelines do not replace Standard Operating Procedures or Manufacturers Handbooks.

Health and safety guidelines



Log Book Page and Daily Run Sheet

No: YFL		Work Time Logbook			
Driver Name		Start Time for Page	Hour or mileage	Date	
Hours	Start Time	End Time	Location of each change Remarks	Signature	Driver Name add to TC
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2. WORK TIME LOG BOOK

Vehicle and Equipment check sheet to be completed before commencement of shift ensuring no defects are present and Legal certification current.

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Driver Incident & Hazard Report

To be completed in the event of the identification of a hazard, near miss reporting and Accident reporting, providing to management at the end of shift or on request.

<h2 style="margin: 0;">Driver Incident & Hazard Report</h2>	
Name: _____	Truck No.: _____
Date: / /	Time: _____ AM / PM
Location: _____	Customer: _____
Type of Incident	Serious Minor
<input type="checkbox"/> Accident <input type="checkbox"/> Near Miss <input type="checkbox"/> Person <input type="checkbox"/> Vehicle Damage	<input type="checkbox"/> Hazard <input type="checkbox"/> Injury / Pain <input type="checkbox"/> Property Damage <input type="checkbox"/> Other
Does this incident need investigating? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Description: _____	
Details of Others(Witnesses) Involved	Details of Others (Witnesses) Involved
Name: _____	Name: _____
Phone: _____	Phone: _____
Address: _____	Address: _____
Other: _____	Other: _____
Manager Sign off: _____ Date: / /	
Initiator Informed of Outcome: _____ Date: / /	

Please use other side for Drawings

NZ Post Equipment types and Loading configurations

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VEHICLE LOADING CONFIGURATION – Express Couriers Ltd

1. 1-Axle Trailer

These trailers are used to transport goods to the customer's destination or return.

When loading a 1-Axle Trailer, the following must be observed:

- The weight of the load must not exceed the Gross Vehicle Weight (GVW) stated on the vehicle's registration document.
- The load must be evenly distributed across the length of the trailer.
- The load must be secured to the trailer using appropriate tie-down techniques.
- The load must be loaded in a way that it does not obstruct the driver's view or the operation of any controls or equipment on the trailer.

Diagram 1: 1-Axle Trailer Loading Configuration

Table 1: 1-Axle Trailer Loading Configuration

Parameter	Value
Trailer Type	1-Axle Trailer
Trailer Length	10.0m (33ft 0in)
Trailer Width	2.4m (7ft 8in)
Trailer Height	2.8m (9ft 2in)
Trailer Weight	4.0t (4400kg)
Trailer GVW	10.0t (11000kg)
Trailer Load Capacity	6.0t (6600kg)
Trailer Load Distribution	Evenly distributed across the length of the trailer
Trailer Load Securing	Appropriate tie-down techniques
Trailer Load Obstruction	Does not obstruct driver's view or controls

2. 2-Axle Trailer

These trailers are used to transport goods to the customer's destination or return.

When loading a 2-Axle Trailer, the following must be observed:

- The weight of the load must not exceed the Gross Vehicle Weight (GVW) stated on the vehicle's registration document.
- The load must be evenly distributed across the length of the trailer.
- The load must be secured to the trailer using appropriate tie-down techniques.
- The load must be loaded in a way that it does not obstruct the driver's view or the operation of any controls or equipment on the trailer.

Diagram 2: 2-Axle Trailer Loading Configuration

Table 2: 2-Axle Trailer Loading Configuration

Parameter	Value
Trailer Type	2-Axle Trailer
Trailer Length	12.0m (39ft 4in)
Trailer Width	2.4m (7ft 8in)
Trailer Height	2.8m (9ft 2in)
Trailer Weight	4.0t (4400kg)
Trailer GVW	12.0t (13200kg)
Trailer Load Capacity	8.0t (8800kg)
Trailer Load Distribution	Evenly distributed across the length of the trailer
Trailer Load Securing	Appropriate tie-down techniques
Trailer Load Obstruction	Does not obstruct driver's view or controls

2. WORK TIME LOG BOOK

Legal requirements

Log Books and Axle Loadings

HOW TO FILL OUT LOGBOOK

Logbook pages are numbered consecutively. If you make a mistake leave the page in the book and draw a line through it. Pages marked 'Enforcement Officer Only' can only be removed by an Enforcement Officer.

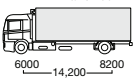
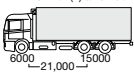
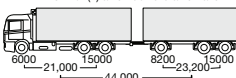
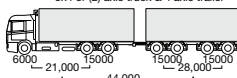
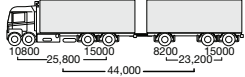
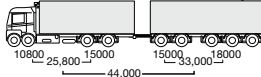
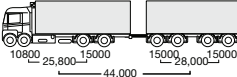
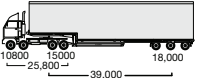
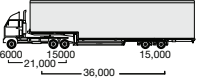
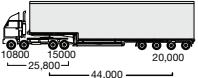
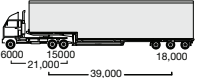
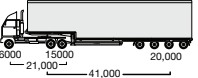


Indicate end of 10 hr rest period before commencing this days work.

Enter times in figures as well as placing an arrow in the correct column.

If you are delayed on a journey enter time, place, cause and Hubo reading.

Work Time Logbook					
No: YFL		Driver name C. Browne		Start Time for Page Noon/midnight	Date 11/10/11
Hours	Rest time	Work time	Location (of each change)	Registration	Distance
				Driven vehicle	Record for vehicle subject to RUC
12			10/10/11 end of last 24 hour break		
11					
10			5.30am Hope Yard, Nelson	B20313	83632
9					
8			10.00am Te Rou Rd, Blenheim		83820
7			10.30am Te Rou Rd, Blenheim		83820
6			1.30pm Top Valley, Richmond (Punctured)		83850
5			2.40pm Top Valley, Richmond		83850
4			4.00pm Pelorus, Nelson		83894
3			4.30pm Pelorus, Nelson		83894
2			6.30pm Brightwater, Amsted Valley	B20313	83916
1					
0					
End of last 24-hour break (date)		Work time hours - today		Previous total for cumulative work period	
10/10/11					
				Total hours in this cumulative work period	

This sample document is an example only and is intended to serve only as a general resource, not as a form or recommendation. You must not rely on the information as an alternative. If you have any specific questions you should check the factsheet index on www.nzta.govt.nz/factsheets or call 0800 108 809.

AXLE LOADING			
AXLE LOADS for trucks & trailers			
 <p>4x2 axle truck 6000 14,200 8200</p>	 <p>6x4 or (2) axle truck 6000 21,000 15,000</p>	 <p>6x4 or (2) axle truck & 3 axle trailer 6000 21,000 15,000 8200 23,200 15,000 44,000</p>	 <p>6x4 or (2) axle truck & 4 axle trailer 6000 21,000 15,000 15,000 15,000 44,000</p>
 <p>8x4 or (2) axle truck & 3 axle trailer 10800 25,800 15,000 8200 23,200 15,000 44,000</p>	 <p>8x4 axle truck & 5 axle trailer 10800 25,800 15,000 15,000 18,000 33,000 44,000</p>	 <p>8x4 axle truck & 4 axle trailer 10800 25,800 15,000 15,000 15,000 28,000 44,000</p>	
AXLE LOADS for B trains, tractor & semi trailers			
 <p>2 axle tractor & tandem axle semi trailer 6000 15,000 15,000 10,800 25,800</p>	 <p>4 axle tractor & tri-axle semi trailer 10800 15,000 18,000 25,800 39,000</p>	 <p>3 axle tractor & tandem axle semi trailer 6000 15,000 15,000 21,000 36,000</p>	 <p>4 axle tractor & quad-axle semi trailer 10800 15,000 15,000 20,000 25,800 44,000</p>
 <p>3 axle tractor & tri-axle semi trailer 6000 15,000 18,000 21,000 39,000</p>	 <p>3 axle tractor & quad-axle semi trailer 6000 15,000 20,000 21,000 41,000</p>	 <p>3 axle tractor & tandem 5 axle B train 6000 15,000 15,000 21,000 15,000 44,000</p>	 <p>3 axle tractor & tandem 6 axle B train 6000 15,000 15,000 21,000 15,000 44,000</p>
The information in this factsheet is a general guide only. It is not the source of the law and should not be used in place of authoritative legal documents. Some factsheets are updated frequently and print versions can quickly become out of date. If the currency of the information you are reading is important, check the factsheet index on www.nzta.govt.nz/factsheets or call 0800 108 809.			

3. HAZARD IDENTIFICATION AND MANAGEMENT

As our Industries environment is forever changing, whether by changes in the weather, new sites, new equipment or new customers, we must have a structured Hazard Identification and Reporting system in order to:

- Identify and record hazards
- Assess the hazards to determine if any of them are significant
- Control significant hazards by taking action to eliminate, isolate or minimise them
- Review and Monitor significant hazards

Company Commitment: To provide and manage a structured Hazard identification/reporting and minimisation process in order to have all employees work within a safe environment. Training of how to identify Hazards and how to recognise the significance of the Hazard will be given at employee induction and at any time should a new Hazard arise and new procedures are developed (see potential hazards identified listed below).

Employee Commitment: To work with company management to identify and minimise potential hazards.

This is achieved by following the Incident/Hazard Notification Workflow and working with the Health & Safety Committee to monitor hazards and resolutions.

The Driver Incident & Hazard Report (*see Yates Freight Ltd*) is to be completed and handed into your manager if you encounter a Hazard/Incident or recognise a potential Hazard/Incident.

Hazards

Please note in each truck is a Drivers Manual detailing amongst other things, Individual Run Sheets for each run – A list of hazards has been identified for that run (*This is not a definitive list of all hazards, please see company master hazard register in office, in truck, or as part of run sheets*).

a | Driver Fatigue (see SOP #18)

The nature of the Transport Industry means driver fatigue is a major Health & Safety issue and must be recognised and managed by the Company and its Employees. The Company view is that it “is better being late than not arriving at all”.

Some general rules to minimise the effects of fatigue are;

- Ensure you get plenty of adequate sleep. Several nights of restricted sleep leads to sleep deprivation and can lead to ‘nodding off’
- Make sure you take all your agreed breaks. During a break where possible get out of your vehicle and take a walk or some other form of light exercise
- Eat sensibly throughout the journey and avoid large meals which can make you drowsy
- Be physically fit and able to perform all of the duties required
- If you are fatigued then you should stop driving, get out of the vehicle, even take a power nap if needed. Then resume driving once the affects have been relieved. In such cases you need to advise management so that the position can be monitored and if need be downstream sites advised of possible delays etc.

3. HAZARD IDENTIFICATION AND MANAGEMENT

b | Cell Phone Usage (see SOP #16)

Cell phone usage has been directly attributed to a number of fatal vehicle accidents. It is illegal to use cell phones while driving, other than hands free devices.

Company employees must not use cellular telephones or mobile electronic devices while operating a motor vehicle: Failure to comply may be considered a breach of Company policy and be considered Serious Misconduct.

Usage: All company vehicles are assigned a mobile phone equipped with hands-free blue tooth connection. When receiving a call, only do so when safe to do so, or acknowledge call and return call at a suitable time.

CB Radios are attached to some vehicles for communication between trucks, again these are only to be used when the vehicle is stationary and it is safe to do so.

c | Passengers in Vehicles (see SOP #16)

- Passengers (other than company employees) may only be carried in trucks if consent is given by the company.
- The company may at times request a driver to carry a passenger. Because the driver is ultimately responsible for the passenger, the driver may refuse the request without duress from the company.
- The company will not be liable to anyone for any loss or damage to any passengers' belongings.
- The passenger must without exception observe and obey all health, safety and general instructions given by the driver or any other authority as per all company employees.
- Passengers must remain inside vehicles at all depots
- Passengers must at all times comply with Protective Equipment / Clothing requirements as per all Company employees. *Section 8. Truck/Equipment Check.*

d | Forklift (see SOP #7 - does not replace manufacturers handbook)

- All Employees are required to hold a current OSH Forklift certificate and have an F endorsement from a recognised OSH Training Provider.
- Any Employee of the company who does not hold a current forklift certificates is not permitted to operate a forklift.
- All Employees holding forklift certificates (OSH) and have an F endorsement, and driving forklifts as part of their job will be required to pass a refresher course every 3 years.

Whilst a register of those Employees holding current forklift certificates will be held by management (see *YFL Employee Register*), employees will be responsible for ensuring their Certificates are always current and valid, and arranging any necessary training or retraining.

This includes raising with the company when a current certificate is due to expire.

3. HAZARD IDENTIFICATION AND MANAGEMENT

e | Dangerous Goods *(see SOP #9) - (Does not replace the operations handbook for the transport of dangerous goods by road)*

- All Employees are required to hold a current Dangerous Goods certificate (OSH) and have a D endorsement.
- All Employees holding Dangerous Goods certificates (OSH) and have a D endorsement, as part of their job will be required to pass a refresher course every 5 years.

Whilst a register of those Employees holding current Dangerous Goods certificates will be held by management (see YFL Employee Register), employees will be responsible for ensuring their Certificates are always current and valid, and arranging any necessary training or retraining.

This includes raising with the company when a current certificate is due to expire.



f | Working alone *(see SOP #10)*

Working alone is work carried out in an area where normal means of contact (e.g. verbal, sight) with other staff are not available, so that the potential risk of existing hazards is increased to the extent that extra precautions are needed. This may include working in isolated areas on-site or off-site, either during or outside normal working hours.

- Working with Vehicles or Machinery such as Forklifts or Tail-Lifts in a Sole charge role creates significant risks that are addressed in detail in individual Standard Operating Procedures. *(See Standing Operating Procedure #7 Forklifts and Standing Operating Procedure #2 Tail-lifts for specific details)*
- Slips or Tips on Decks or and Trays, Hazard level raised when working alone *(see Standing Operating Procedure)*

Company Commitment: The company will work with employees and customers to identify areas of increased risk and minimize such risk as possible.

It will provide tools such as Mobile phones and GPS monitoring in order to monitor the safety of all employees and provide the ability to contact emergency services if an event arises.

Employee Commitment: To work with the company and customers in identifying and minimizing risks. Tools provided such as mobile phones when supplied must be carried at all times outside of the vehicle, with ABC Transport Management and other emergency services on pre-loaded numbers.

3. HAZARD IDENTIFICATION AND MANAGEMENT

GPS monitoring

All Trucks and Vans have installed either **E’Road or Navman systems** which will give precise locations to management in the event of an emergency even when vehicles are turned off.

In the event of an emergency situation management will quickly be able to advise emergency services of your exact location.

Checks before leaving your vehicle or entering Unmanned Premises

- Look for anyone loitering outside premise
- Check for any signs of attempted entry
- If the premises are not secure, do not enter, and advise your manager, Network Management or Police immediately.

Checks before leaving Unmanned Premises

- Ensure that the site is securely locked
- Check no unauthorized person is still on the premise
- Securely lock the doors and windows
- Take note of any person loitering outside the premise, and if suspicions are aroused inform Transport Operations or the police
- Activate the alarm system where appropriate
- Secure the last door after exiting.

Note: During Site Inductions Site specific instructions will be issued in regards to any particular processes required to be followed or any hazards presented by the individual site.

The Driver Incident & Hazard report (see YFL Logbook) should be completed and handed into management if there are any concerns about the safety of an individual site. This can then be reviewed and actioned by Management and the Health and Safety Committee.

g | Preventing and Managing discomfort, pain and Injury

The Company recognises that staff are at increased risk as Road Transport Workers due to a number of contributing factors which are listed below.

- Jumping out of the cab
- Constantly gripping the steering wheel, and being in a tense and fixed position while driving
- Sitting for long periods
- Moving and handling freight
- Opening and closing curtain siders (see standard operating procedure Truck and Trailer Operations)
- Awkward access to machinery for maintenance and repairs
- Work organization issues, such as lack of job variation, inadequate rest breaks or inadequate training, and the pressure of seasonal deadlines
- Working away from home and/or unsociable work hours
- Working in an environment with exposure to cold, wind, rain, etc
- Overall lifestyle, such as fitness and using alcohol and/or recreational drugs.

3. HAZARD IDENTIFICATION AND MANAGEMENT

Company Commitment: To provide the vehicles and equipment of high quality in order for employees to complete all required tasks both safely and of a high standard. To ensure vehicles and equipment are maintained and are of safe working order. Whilst it is a primary company objective to eliminate injuries, if an injury occurs a rehabilitation programme will be undertaken involving management, injured party, medical specialists and rehabilitation case manager to help promote a safe early return to work.

Employee Commitment: To work in a safe manner, following Standard Operating and best practice procedures in order to minimize risk.

This includes using the “3 point of contact rule”, keeping decks and other equipment clean and tidy, plus monitoring equipment working with management to ensure it is kept of safe working order.

Note: Some key hazard areas identified above are covered under specific Standard Operating Procedures, such as Loading/Unloading, Curtains, Tail-lifts and Forklifts.

Getting in or out of Trucks. SEE Standing Operating Procedure #11

Awareness and care needs to be taken of tripping and slipping, poorly placed rails or steps, putting pressure on the shoulders and back.

Cabs with low rooflines can also cause twisting when getting in or out and jumping to the ground from cab resulting in foot, ankle, knee, shoulder or back injuries.

Following the 3 point of contact rule shown helps to minimize this hazard.



Slips and falls See Standing Operating Procedure #12

Slips or Trips on Decks or Trays are a common cause of injury within the Road Transport Industry.

Hazards are increased by factors such as, loose objects, wet trays resulting in slippery surfaces, badly secured loads, rails and steps not giving easy access to tray.

3. HAZARD IDENTIFICATION AND MANAGEMENT

h | Driving to the conditions (see SOP #15)

The weather

Plan your journey to allow for slower speeds due to the conditions, allowing for scheduled stops and checking the weather forecast before you travel.

Reduce your speed and adjust your following distance, especially in wet weather. This will give you more time to react when your visibility is reduced.

Road conditions Environmental Hazards

- Stock
- Animals
- Sun Strike
- Road glare/Night vision
- Road Works
- Oil on road surface after long dry spells

Adjust your driving depending on the different type of road surface.

When traveling on a winding and narrow road, brake gently and reduce your speed as you approach a corner. Keep left and don't cut corners.

When traveling on a poorly maintained road, watch for hazards and be prepared for potholes or uneven surfaces. Around road works, watch out for the safety of road workers and loose gravel.

When you are traveling on gravel roads, slow down and avoid sudden braking – it is easier to lose control and slide. On greasy roads, increase your following distances. It takes longer to stop and you are likely to slide if you brake suddenly.

Note: Company vehicles are governed to avoid excessive speed, but responsibility still rests with the driver to ensure they are driving to the conditions

Traffic

You will need to slow down and adjust your driving to allow for:

Increased volume of traffic during holidays, events, peak hour or school pick ups

Increased stress during peak hour traffic – traffic jams and crashes can make drivers feel frustrated and angry. Watch out for other road users such as vehicles, cyclists and pedestrians (refer Standing Operating Procedure 13).

Driver Distractions

Drivers must avoid distractions at all times and maintain focus on driving.

The company Cell Phone and Passenger policies are primarily provided to assist in this by removing distractions. Other possible distractions must be minimised or removed as a risk such as:

- Avoiding eating or drinking while driving
- No smoking
- Hands free mobile usage only when necessary
- Care taken when operating music or entertainment devices.

i | Freight types - Container Usage (see SOP #8)

The Company transports a number of different Freight and Container types, each presenting its own challenges and potential Hazards. The Standard Operating Procedure outlines each of these.

3. HAZARD IDENTIFICATION AND MANAGEMENT

Driver Incident & Hazard Report			
Name:		Truck No.:	
Date: / /		Time: AM / PM	
Location:		Customer:	
Type of Incident		Serious	Minor
<input type="checkbox"/> Accident	<input type="checkbox"/> Near Miss	<input type="checkbox"/> Hazard	<input type="checkbox"/> Injury / Pain
<input type="checkbox"/> Person	<input type="checkbox"/> Vehicle Damage	<input type="checkbox"/> Property Damage	<input type="checkbox"/> Other
Does this Incident need Investigating?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Description:			
Details of Others(Witnesses) Involved		Details of Others (Witnesses) Involved	
Name:		Name:	
Phone:		Phone:	
Address:		Address:	
Other:		Other:	

Manager Sign off: Date: / /

Initiator Informed of Outcome: Date: / /

Please use other side for Drawings

3. HAZARD IDENTIFICATION AND MANAGEMENT

New Hazard Identification Flowchart

Potential Hazard – What Work Task or Area Could Cause Harm/Injury?

Possible Outcome in Terms of Harm/Injury

Is the Potential Injury a Serious Harm (or could have longer term health implications) and therefore is a Significant Hazard – Refer to HSE Act below.

YES

↓

What Management Control Action Does Yates Freight Ltd intend to implement to:

Eliminate (“to get rid of the significant hazard”) OR

Isolate (“to keep people away from the significant hazard”) OR

Minimise (“to take steps to reduce the chance of someone being hurt”)

The Health and Safety in Employment Act 1992 Defines a Significant Hazard as either something that causes Serious Harm - defined as follows:
1. Any of the following condition that amounts to OR results in permanent loss of bodily function, or temporary severe loss of bodily function:
- Respiratory disease OR Cancer
- Noise-induced hearing loss
- Neurological disease
- Dermatological disease OR C ommunicable disease
- Musculoskeletal disease
- Poisoning Or illness caused by exposure to infectious material
- Vision impairment OR Chemical or hot metal burn of eye Or Penetrating wound of eye
- Bone Fracture
- Laceration
- Crushing
2. Amputation of body part.
3. Burns requiring referral to a specialist medical practitioner or special outpatient clinic.
4. Loss of unconsciousness, or acute illness requiring treatment by a medical practitioner, from absorption, inhalation or ingestion of any substance.
5. Loss of co nsciousness, or acute illness requiring treatment by a medical practitioner, from absorption, inhalation, or ingestion of any substance.
6. Any harm that causes a person to be hospitalized for a period of 48 hours or more commencing within 7 days of the harm's occurrence.
OR have long term health implications – defined as follows:
- Harm (being Harm that is more than trivial) the severity of whose effects on any person depend (entirely or among other things) on the extent or frequency of the person's exposure to the hazard; OR
- Harm that does not usually occur, or usually is not detectable, until a significant time after exposure to the hazard.

Describe the proposed hazard management control/s in the Significant Hazard Register / Put out Hazard Alert .

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3. HAZARD IDENTIFICATION AND MANAGEMENT

UPDATED - 28 JUNE 2017

YATES FREIGHT LTD - REGISTER OF HAZARDS					CONTROL		Relevant SOP/Haz alert
The Purpose of the hazard register is to focus on hazards identified in our business via the reporting process and feedback.					HAZARDS	MINIMISE	Refer SOP
ELIMINATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	HAZARDS	MINIMISE	Refer SOP
					OVERWEIGHT CAGES	✓	Refer SOP
					FAULTY CAGES, ULD'S, MAXI'S	✓	Refer SOP
					POORLY STACKED PALLET	✓	Refer SOP 8 YFL
					JIFFY / PALLET JACK	✓	Refer SOP 19, 20 YFL
					FORKLIFT LOADING / UNLOADING	✓	Refer SOP 7 YFL
						✓	Refer SOP 7 YFL
					MEZZANINE FLOORS, CLIMBING	✓	Refer SOP 7 YFL
					MEZZANINE FLOORS, LIFTING	✓	Refer SOP 1 YFL
					ROOF SUPPORT POLES	✓	Refer SOP 4 YFL
					CURTAINS, RATCHET, BUCKLES	✓	Refer SOP 8 YFL
					TAIL LIFT	✓	Refer SOP 3 YFL
					TRAFFIC, COURIER VANS, FORKLIFTS, TRUCKS.	✓	Refer SOP 2 YFL
					SLIPS AND FALLS	✓	Refer SOP 12 YFL
					DANGEROUS GOODS	✓	Refer SOP 9 YFL
					TRAILER COUPLING	✓	Refer SOP 5,6 YFL
					Freight (bags of timber) strapped to mezz floor incorrectly, no Damage used, timber went through mezz floor	✓	Refer Haz alert YFL 15-01-2015
					WORKING ALONE	✓	Refer SOP 10 YFL
					GETTING IN AND OUT OF TRUCKS	✓	Refer SOP 11 YFL
					DAMAGED TAILIFT RAMS	✓	Refer Haz alert YFL 20-01-15
					TRUCK ROLL OVER	✓	Refer Haz alert TIL Feb 15
					ROLLER DOORS HIT BY TRUCK (MANAWATU MAIL CENTRE)	✓	Refer Haz alert Post 24-07-15
					DUST AND FUME EXPOSURE AT MANAWATU MAIL CENTRE	✓	Refer Haz alert Post 31-07-15
					DROPPED PALLET AT REACH -TAITA	✓	Refer Haz alert 15-09-15, SOP 7, SOP 8 YFL
					DRIVER HIT FENCE AT PORIRUA - HUB, CAGE STORE	✓	Refer Haz alert YFL 29-09-15
					CYCLISTS SHARING ROAD	✓	Refer SOP 13 YFL
					ELECTRIC PALLET LIFTER USE - SPILLED PALLET OFF TRUCK TAILIFT	✓	Refer SOP 19 and 20 YFL
					DRIVING SAFELY - ENVIRONMENTAL	✓	Refer SOP 15
					DRIVING SAFELY - IN CAB DISTRACTIONS	✓	Refer SOP 16 YFL
					DRIVING SAFELY - MEDICATION	✓	Refer SOP 17 YFL
					DRIVING SAFELY - FATIGUE	✓	Refer SOP 18 YFL
					ROAD RAGE - DRIVER INVOLVED IN ANOTHER MOTORIST BECOMING ABUSIVE AND THREATENING PHYSICAL VIOLENCE	✓	Refer SOP 21
					TRUCK HIT LOWHANGING OVERHEAD WIRE	✓	Refer Haz alert issued May 10, 2017

4. EMPLOYEE TRAINING IN HEALTH AND SAFETY MATTERS

Company and Officers Commitment: The company and its officers will engage with all workers to ensure that effective training is provided in the company's Health and Safety programme focusing on the Identification, Reporting and Management of Hazards.

Alongside workers and the Health and Safety Committee the Company will continually review hazards and improve processes and training.

Worker Commitment: To engage with the company, other workers and the Health and Safety Committee to ensure an understanding of the processes and goals of the Health and Safety Programme.

To engage with the programme ensuring inductions are completed, that hazards are identified and reported, plus work with the company and committee to eliminate, isolate or minimise hazards or potential hazards.

Employee Induction: All new employees will undertake the YFL employee induction programme, which includes and is not limited to such things as job requirements, licence and MOJ checks, site inductions, identifying hazards, completion of Standing Operating Procedures as required. Once completed the induction will be signed off by employee and manager and kept on employee file.

Site Inductions

Contractors and workers must ensure they have received complete Induction into sites whether ECL,NZ Post, Courier Post or Third Party Customers and Delivery sites. The opportunity is provided to check for hazards and potential hazards during the worker's site induction process. Due to the nature of the work being conducted a lot of sites are visited unmanned and outside of normal work hours. Therefore site inductions must take into account issues surrounding "lone worker" situations. This opportunity is to be taken to ascertain areas such as:

- What are the Security Procedures? (Alarms)
- Are premises secure from public access, is there a secure yard?
- Is there public view
- What is the Emergency evacuation plan?
- Where is the First Aid kit located?
- Where are Fire Extinguishers located?
- What is the Forklift Operation site policy?
- What is the safety and condition of machinery, such as forklift or pallet lifts?
- Are Dangerous Goods on-site and is there a clear policy in place?



Immediate notification of hazards and potential hazards is required, by either notifying shift supervisor or completing a Driver Incident & Hazard Report. All site inductions to be completed and recorded on Yates Freight Ltd Site Induction Employee Log.

4. EMPLOYEE TRAINING IN HEALTH AND SAFETY MATTERS

Hazard Identification

We are legally required to assess and report hazards to determine if they are significant, and to take all practicable steps to control the hazard.

The following gives an overview of Hazard types

- **Physical:** Sources such as machinery, electrical wiring, worksite equipment, and sharp objects, as well as people e.g. potentially violent or dangerous offenders in the community.
- **Chemical:** Often very hazardous (toxic, corrosive) if inhaled, absorbed through skin, or swallowed.
- **Biological:** Bacteria, fungi, viruses, and insects are examples of biological hazards which diseases and illness can be contracted through.
- **Physiological:** Heat, cold, vibration, manual handling tasks and other physical jobs can place too much physical stress on the human body, resulting in injury.
- **Psychological/Organisational:** Factors such as mental stress, boredom and fatigue are often contributing factors in incidents and can lead to illnesses.

Each Hazard identified must be assessed using the following assessment of significance to determine whether it is a "significant" hazard.

- Examine what the potential consequence of the hazard is. What harm can the hazard cause?
- If the hazard is likely to cause a serious harm injury it must be reported as a Significant Hazard.

Note: Regardless of how serious the hazard is it must be controlled.

Assessment of Significance

Hazard – Something that has the potential to cause harm.

As defined by the Health and Safety in Employment Act 1992, a hazard is an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm, and includes:

- (a) A situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person;
- (a) Without limitation, a situation described in subparagraph (a) resulting from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour.

Significant Hazard – A hazard that has the potential to cause serious harm.

As defined by the Health and Safety in Employment Act 1992, "significant hazard" means a hazard that is an actual or potential cause or source of;

- (a) Serious harm; or
- (a) Harm (being harm that is more than trivial), the severity of whose effects on a person depends (entirely or among other things) on the extent of the frequency of the person's exposure to the hazard; or
- (a) Harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard.

All workers are expected to engage in actively reporting hazards and potential hazards via the **Driver Incident & Hazard Report** (*Worktime Logbook*)

Failure to report serious Incidents/Hazards will be considered Serious Misconduct.

4. EMPLOYEE TRAINING IN HEALTH AND SAFETY MATTERS

Hazard Alerts

On occasions of a Significant Hazard being identified, rather than waiting for the Health and Safety Committee meeting a “Hazard Alert” may be issued.

Both Yates Freight Ltd and Express Couriers issue “Hazard Alerts.

These are to be reviewed by all staff and remedial action undertaken to ensure minimising of the Hazard.

Attached are two examples of Hazard alerts for review.

INV08 SAFETY ALERT
Important information for your personal safety and wellbeing

SAFETY ALERT

DATE 19.08.14 TIME 17.45 REGION Northern BRANCH AOC

Truck strapping

NEAR MISS/NON MEDICAL ☒ LOST TIME INCIDENT ☐
MEDICAL TREATMENT ☐ OSH REPORTABLE ☐
NEW HAZARD ☐

INCIDENT DETAILS

AOC hoist driver was unloading inbound Johnson truck & trailer, upon picking up load & reversing out of the truck the truck mesh strapping which had a knot at the end of it became caught on the stabiliser bars of the maxi causing the maxi to be pulled from the top stack falling to the ground.

CORRECTIVE ACTIONS

Issue Date: 01 July 2014
Review Date: 30 June 2015

Version: 4
Doc No: 4.7B

CourierPost Pace Contract Logistics New Zealand Post

NEW ZEALAND POST GROUP

YATES FREIGHT LIMITED
PO Box 39212, Wellington Mail Centre
phone 0274 490221 email miko@yatesfreight.co.nz

SAFETY ALERT

DATE XX TIME XX REGION N XX BRANCH XX

<<INCIDENT TITLE >>

NEAR MISS/NON MEDICAL ☐ LOST TIME INCIDENT ☐
MEDICAL TREATMENT ☐ OSH REPORTABLE ☐
NEW HAZARD ☐ VEHICLE INCIDENT ☐

INCIDENT DETAILS

Brief details go here, limit to 100 words
(Add a Photo)

CORRECTIVE ACTIONS

Make them specific and ensure they are bullet pointed

HIGHLIGHTING YOUR HAZARDS VIA YOUR DRIVER LOGBOOKS !

YATES FREIGHT
SECURE TRANSPORT • TIMELY DELIVERY

ECL example- Strapping still attached to a container causing it to tip over off Forklift while unloading.

Reminder issued that drivers must remove all strapping from the load prior to unloading.

Hazard Alerts are to be reviewed by the manager with each worker to ensure understanding and compliance.

Hazard Alerts will be reviewed at Health and Safety toolbox meetings.

4. EMPLOYEE TRAINING IN HEALTH AND SAFETY MATTERS

Site Inductions completed and identified Hazards recorded

Site Inductions				
Driver's Name	NZ Post Seaview Hub	NZ Post Porirua Hub	Wellington Courier Post	NZ Post Manawatu Mail
	26/09/2015			
	26/09/2015	26/09/2015		
	26/09/2015		26/09/2015	
	30/09/2015		30/09/2015	
	26/09/2015	26/09/2015	26/09/2015 28/09/2015	
	26/09/2015	26/09/2015		
	26/09/2015	11/08/2015	21/07/2015	
	26/09/2015	26/09/2015	26/09/2015	
	26/09/2015	26/09/2015	26/09/2015	
			14/09/2015	

5. YATES FREIGHT LTD HEALTH AND SAFETY COMMITTEE

Health and Safety Committee Objectives

The objective of the company's Health and Safety Committee is to monitor, maintain and update the individual policies, systems and procedures that support the company's Health and Safety Policy. The Committee is not a regulatory body, but reports to Management who will seek to approve appropriate recommendations.

The committee is made up of representation from all areas of the business and will discuss six weekly the Health and Safety systems and any injuries or near misses that have been reported between meetings.

Company Commitment:

- To meet with Health & Safety Committee six weekly
- To log on the Hazard register all report incidents received from staff
- To address all immediate issues and report/ log progress on others
- To work with the Health and Safety Committee to identify, remove or minimise Hazards.
- To be responsive to recommendations, provide feedback in a rapid manner and actively encourage participation of all workers and management.

Worker Commitment:

- To actively participate with the committee to improve the Health and Safety of all workers.
- To provide information or feedback as requested and engage in implementing recommendations.

The Committee (Names of elected members are posted in the health and safety manual) shall:

- Meet six weekly with all drivers, all representatives of staff and company management as a toolbox meeting.
- Ensure existing Health and Safety policies and procedures are being adhered to.
- Monitor and publish any Health and Safety improvements made.
- Review all reports of accidents and hazardous incidents and ensure corrective action has been implemented where appropriate.
- Review and act on any reports arising from Health and Safety inspections.
- Ensure all workers are trained in Health and Safety.
- Maintain the Hazard register, recording Incidents and near misses to be actioned, reviewed and reported on.
- Health and Safety Objectives will be set and reviewed by the Committee with the support of management.

5. YATES FREIGHT LTD HEALTH AND SAFETY COMMITTEE

Line-haul Drivers – Out of town workers

The nature of the companies operation, with workers working from multiple sites and multiple shift times, it is simply not possible to gather staff to one site. To ensure that all staff are kept up to date in terms of health & safety matters the following steps are been taken to address these issues.

- The details of all issues raised during proceeding month to be collated into single document - minutes.
- This alongside the minutes and outcomes from prior meetings will be circulated to all workers within 1 week of the committee meeting
- Workers will be encouraged to respond to issues of interest. If they are directly impacted then a response will be considered mandatory.
- Any additional information received as part of this process will be added to the registrar and then re-circulated to all workers.
- Health and safety toolbox meetings will be staggered to try and accommodate all workers.

Reporting to Third Parties

- Reporting is required but not limited to to ECL via the **ECL HS1 Report**. Identifying any Health and Safety issues/potential hazards, requiring an ECL commitment before resolution is possible.
- Report first through driver incident & hazard report management then via HS1 form.
- Provide timely feedback on ECL or third party responses to Yates Freight Ltd Management and workers.

5. YATES FREIGHT LTD HEALTH AND SAFETY COMMITTEE

Yates Freight Ltd Health and Safety Committee Members

Name: Michael Yates - Director

Contact: 027 449 0221

Name: Peggy-Ann Smith - Driver

Contact: 027 493 0952

Name: Albey Dutch - Napier Operations Manager

Contact: 021 909 426

Name: Jodi Haftka - Office Manager

Contact: 021 399 795

Name:

Contact:

Name:

Contact:

Name:

Contact:

Name:

Contact:

5. YATES FREIGHT LTD HEALTH AND SAFETY COMMITTEE

Health & Safety Toolbox Meeting – Six Weekly



Yates Freight Limited

Health & Safety Toolbox Meeting – Six Weekly

DATE: _____

LOCATION: _____

ATTENDEES: _____

APOLOGIES: _____

Distribution:

- Staff Notice Board
- Health and Safety Committee Members
- Workplace Manager or Management Nominee
- Health and Safety Documentation File
- NZ Post, 3rd Party

Agenda:

1. Welcome and Apologies
2. Review of Previous Minutes
3. Progress/Outcome Review
4. Incidents or Injuries since last meeting
5. Review of Incident Hazard Reports
6. Updates to Health and Safety Programme or Legislation changes
7. New Business – Review of any new Staff/Customers or Sites
8. Personnel changes

Next Meeting to be held on: _____

Health and Safety Committee Chairperson Signature: _____

Workplace Manager and/or Management H&S Nominee Signature: _____

5. YATES FREIGHT LTD HEALTH AND SAFETY COMMITTEE

Item No:	Discussion Points & Action Items	By Who	By When
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Additional Notes:

6. REGISTER OF EMPLOYEES

See Copy of Yates Freight Ltd

The company will hold a register of Employees in order to have easy identification of Licence Status, site inductions and Health and Safety related information. (*see form employee register*)

Company Commitment: It is the responsibility of management to ensure this register is kept current and that valid licences are held in order to perform the tasks required of an employee.

TORO provided by Land Transport NZ is used to ensure only licenced drivers are driving company vehicles.

Driver Check advises:

- What licence classes and endorsements are held
- Whether there any conditions on a licence
- The status of a licence. (Whether disqualified, suspended, revoked or expired)
- YFL will inform third parties in charge of personnel via H&S toolbox meeting minutes.

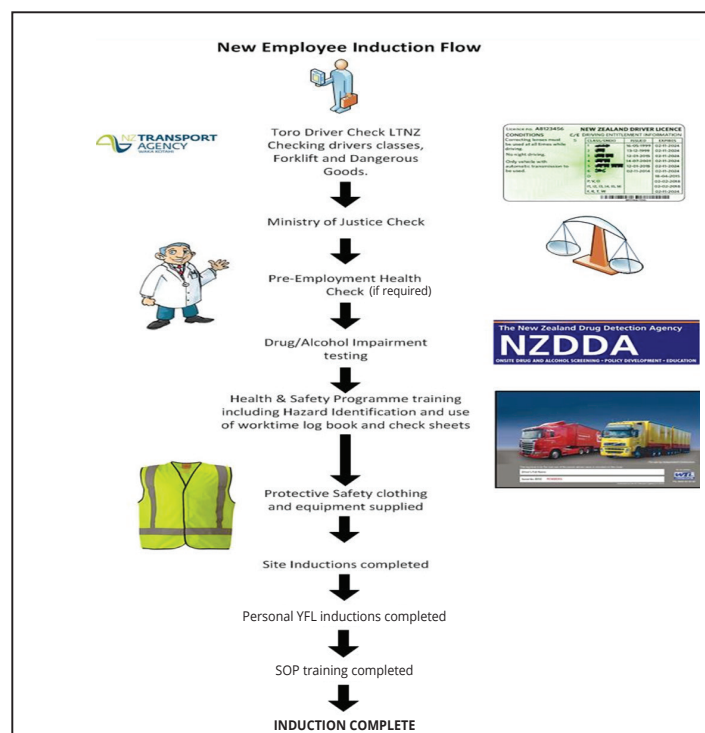
Employee Commitment:

All Employees are required to provide all information required and advise management should any circumstances change.

The register includes:

Pre -Employment Checks	Ministry of Justice Drug/ Alcohol and Impairment testing Pre-employment Health Checks (If Required)
Licences	Drivers – Expiry- Classes, Forklift – Expiry, Dangerous Goods – Expiry
Health & Safety	Site Inductions, Personal Inductions Hazard Identification Training

Employee Register *(example currently in use)*



6. REGISTER OF EMPLOYEES


Yates Freight Ltd Drivers

Region	Contractor ID	Contractor	Driver Surname	DOB	commence date	licence_type	licence	classes	expiry_date	Resit	Other licences required	On Driver Check ?	address1	address2	city	Postal1	Site inductions	Safety induction and PPE
Wellington						Drivers Dangerous Goods Forklift OSH Forklift		1,2,3,4,5,6 D F	18/01/20/22 6/03/2017 19/01/20/ 21/09/2018			YES						
Wellington						Drivers Dangerous Goods Forklift OSH Forklift		1,2,4,R,T D F	26/01/2016 27/10/2016 26/01/2016 13/03/2018			YES						
Wellington						Drivers Dangerous goods Forklift OSH Forklift Class 1		1,2,3,4,5 D F	13/09/2024 15/06/2020 13/09/2024 17/03/2017 6/07/2015			YES						
Wellington						Drivers Dangerous goods Forklift OSH Forklift Class 1		1,2,3,4,5 D F	18/05/2025 29/04/2020 18/05/2025 18/05/2025 5/07/2015			YES						
Wellington						Drivers Dangerous Goods Forklift OSH Forklift		1,2,3,4,5,6 D F	15/03/2020 30/07/2019 15/03/2020 21/09/2018			YES						
Wellington						Drivers Dangerous Goods Forklift OSH Forklift		1,2,3,4,5 D F	24/08/2022 27/05/2018 24/08/2022 21/02/2016			YES						
Wellington						Drivers Dangerous Goods Forklift OSH Forklift		1,2,3,4,5,6 D F	16/07/2017 4/08/2019 16/07/2017 17/03/2017			YES						
Wellington						Drivers Dangerous Goods Forklift OSH Forklift Class 1		1,2,3,4,5 D F	16/11/2016 3/02/2018 16/11/2016 11/03/2017 5/07/2015			YES						
Wellington						Drivers Dangerous Goods Forklift OSH Forklift		1,2,3,4,5,P,I D F	4/07/2016 10/03/2018 4/07/2016 8/10/2017			YES						
Wellington						Drivers Dangerous Goods Forklift OSH Forklift		1,2,4,6 D F	29/05/2021 NOT REQD 29/05/2021 12/05/2017			YES						
Wellington						Drivers Dangerous Goods Forklift OSH Forklift		1,2,3,4,5, D F	3/02/2022 11/07/2019 3/02/2022 8/05/2018			YES						
Wellington						Drivers Dangerous Goods Forklift OSH Forklift Class 1		1,2,3,4,5,R; D F	23/02/2022 25/02/2017 23/02/2022 23/03/2018 25/04/2017			Yes						
Wellington						Drivers Dangerous Goods Forklift OSH Forklift		1,2 D F	2/02/2019 31/05/2017 2/02/2019 ?????			Yes						
Wellington						Drivers Dangerous Goods Forklift OSH Forklift		1,2,3,4,5,6 D	21/10/2023 1/11/2018 21/10/2023 13/05/2017			Yes						
Wellington						Drivers Dangerous Goods Forklift OSH Forklift		1,2,3,4,5 D F	12/05/2024 14/10/2018 12/05/2024 18/08/2016			Yes						
Wellington						Drivers Dangerous Goods Forklift OSH Forklift		1,2,3,4,5,P D F	14/05/2023 1/05/2019 14/05/2023 20/08/2017			Yes						
Wellington						Drivers Dangerous Goods Forklift OSH Forklift		1,2,4 D F	20/10/2021 15/01/2019 20/10/2021 8/10/2018			Yes						
						Drivers Dangerous Goods Forklift OSH Forklift		1,2,3,4,5,6 D F	28/09/2017 4/04/2018 1/03/2016									
						Drivers Dangerous Goods Forklift OSH Forklift		1,2,3,4,5 D F	10/05/2017 10/05/2017 19/05/2017 19/05/2017									

7. LIST OF SOPS (STANDING OPERATING PROCEDURES)

- | | | | |
|-----|--|-----|---|
| 1. | Mezzanine Floor | 11. | In & Out of Trucks |
| 2. | Tail Lifts | 12. | Slips & Falls |
| 3. | Curtain Side Use | 13. | Cyclists on Road |
| 4. | Roof Support Pole Use | 14. | Manual Handling |
| 5. | Connecting & Disconnecting Truck & Trailer Combination | 15. | Driving Safely – Environmental Conditions |
| 6. | B Train | 16. | Driving Safely – In Cab Distractions |
| 7. | Forklift Use | 17. | Medication & Impairment |
| 8. | Load Security - Weight of Containers | 18. | Driver Fatigue |
| 9. | Dangerous Goods | 19. | Electric Pallet Lifter |
| 10. | Working Alone | 20. | Pallet Lifter |
| | | 21. | Dealing with Road Rage |

- All Standing Operating Procedures are help in Standing Operating Procedure Manual and are located at Seaview Office YFL, NZ Post Seaview Hub, Napier NZ Post Depot & in all trucks
- All records of Standing Operating Procedure training must be held on Drivers personal file
- Copy of Form – Standing Operating Procedure Training
- Copy of Standing Operating Procedure Training Record



**SOP Manual Driver
Training Log**
Date: _____

Mezzanine Floor SOP (1)
Trainer: _____ Driver: _____

Tail-Lift SOP (2)
Trainer: _____ Driver: _____

Curtain Side Use SOP (3)
Trainer: _____ Driver: _____

Roof Support Pole Use SOP (4)
Trainer: _____ Driver: _____

7. LIST OF SOPS (STANDING OPERATING PROCEDURES)

Connecting & Disconnecting Truck & Trailer Combination SOP (5)

Trainer: _____ Driver: _____

B Train SOP (6)

Trainer: _____ Driver: _____

Forklift Use SOP (7)

Trainer: _____ Driver: _____

Load Security SOP (8)

Trainer: _____ Driver: _____

Dangerous Goods SOP (9)

Trainer: _____ Driver: _____

Working Alone SOP (10)

Trainer: _____ Driver: _____

In & Out of Trucks SOP (11)

Trainer: _____ Driver: _____

Slips & Falls SOP (12)

Trainer: _____ Driver: _____

Cyclists on Road SOP (13)

Trainer: _____ Driver: _____

Manual Handling (14)

Trainer: _____ Driver: _____

Driving Safely – Environmental Conditions (15)

Trainer: _____ Driver: _____

Driving Safely – In Cab Distractions (16)

Trainer: _____ Driver: _____

Medication & Impairment (17)

Trainer: _____ Driver: _____

Driver Fatigue (18)

Trainer: _____ Driver: _____

Electric Pallet Lifter (19)

Trainer: _____ Driver: _____

Pallet Lifter (20)

Trainer: _____ Driver: _____

Dealing with Road Rage (21)

Trainer: _____ Driver: _____

8. TRUCK/DRIVER/EQUIPMENT CHECK

Company Commitment: To provide and maintain vehicles and equipment which exceed minimum requirements of safety and service.

The company will actively seek feedback from workers and will monitor daily the "Vehicle & Equipment check reports" completed daily by all drivers to ensure Vehicles and Equipment are free from faults or defects.

Worker Commitment: To complete the "Daily Start-up Checklist" and provide to the company on a daily basis. Drivers are also to ensure that any faults or defects that affect the safety of the vehicle or COF standards are repaired before operating the vehicle.

The Daily Start-Up Checklist (*Worktime Logbook*) is provided to ensure the safety of yourself, your vehicle and equipment.

Training on how to use the **Driver pre-trip walk around inspection guide** (*Worktime Logbook*) in conjunction with **Daily Start-Up Checklist** (*Worktime Logbook*) and how to identify a fault and its significance will be provided during worker induction.

These forms are included in your Worktime NZTA approved Log Book.

To be completed at commencement of shift or when changing vehicles:

- Using **Daily Start-Up Checklist** (*Worktime Logbook*) to identify issues with Vehicle or Driver. This must be completed and signed daily or when changing vehicles.
- Any boxes filled in as an **X** are to be advised to management before commencing a shift
- All faults that affect the vehicle safety or COF standards must be repaired before operating the vehicle.

VEHICLE & EQUIPMENT CHECK REPORT		
Fleet No.	Date / /	
Driver Name:		
Please fill in the following boxes as: <input checked="" type="checkbox"/> for OK <input checked="" type="checkbox"/> for NOT OK		
<input type="checkbox"/> Fuel Card	<input type="checkbox"/> Windscreen Washers	<input type="checkbox"/> Fire extinguisher & First Aid Kit
<input type="checkbox"/> Servicing Current	<input type="checkbox"/> Air Tanks Charged	<input type="checkbox"/> Chains & Tethers ok
<input type="checkbox"/> All Leaks	<input type="checkbox"/> 2nd Wheel OK & Engaged	<input type="checkbox"/> Straps & Patches OK
<input type="checkbox"/> Fluid Levels / Levels	<input type="checkbox"/> Ping Paddle Fully Latched	<input type="checkbox"/> Corner Boards OK
<input type="checkbox"/> All Warning Buzzer/Lights Working	<input type="checkbox"/> Brakes OK (Foot/Pedal)	<input type="checkbox"/> Deck/Covers/Curtains Clean & OK
<input type="checkbox"/> Lights and Horn Operating	<input type="checkbox"/> Clean Mirrors/Windows	<input type="checkbox"/> Permits & Certificates OK (TSL/COF/REGS)
<input type="checkbox"/> Customer Compliance Requirements Done	<input type="checkbox"/> Hat Lift in good working order	<input type="checkbox"/> Curtains are secure with no rips or tears
<input type="checkbox"/> NO placards in place, documentation correct and completed		
Equipment		
<input type="checkbox"/> Torch	<input type="checkbox"/> Drivers manual	<input type="checkbox"/> Shift keys access cards
<input type="checkbox"/> DOGS doc bag	<input type="checkbox"/> Emergency numbers	<input type="checkbox"/> Mezz Components
FOR ANY FAULTS THAT REQUIRE ATTENTION FILL OUT THIS REPORT AND HAND TO THE OFFICE IMMEDIATELY. ALL FAULTS THAT AFFECT THE VEHICLE SAFETY OR COF STANDARDS MUST BE REPAIRED BEFORE OPERATING THE VEHICLE.		
Comments/Faults/Damages		
Law Enforcement Stop Details (Where/When/Who/Why?)		
Drivers/Checkers Signature		
HAVE ANY DEFECTS REQUIRING IMMEDIATE ATTENTION REPAIRED BEFORE PROCEEDING		

Driver pre-trip walk around inspection guide (*Worktime Logbook*)

Driver pre-trip walk around inspection guide			
12. Reflectors, tow coupling, load anchorages, tail lights, indicators and air hoses <ul style="list-style-type: none"><input type="checkbox"/> All fitted, working correctly, clean and not damaged	14. Check <ul style="list-style-type: none"><input type="checkbox"/> Drawbar, drawbar, certification, turntable, tail lights, reflectors, indicators and air hoses	1. Before moving off check <ul style="list-style-type: none"><input type="checkbox"/> Steering for excessive free movement<input type="checkbox"/> No apparent air leaks from brakes<input type="checkbox"/> All switches and warning lights operate correctly<input type="checkbox"/> Heating and ventilation system operate correctly<input type="checkbox"/> Sufficient fuel to complete trip<input type="checkbox"/> Check security of your load<input type="checkbox"/> Ensure logbook is started and correct<input type="checkbox"/> Warm up / cool down truck for no more than 2 minutes	2. Horn and speedometer <ul style="list-style-type: none"><input type="checkbox"/> Working correctly
13. Tail lift operation <ul style="list-style-type: none"><input type="checkbox"/> No damage to rails<input type="checkbox"/> No fluid leaks<input type="checkbox"/> In good working order	15. Curtain Certification <ul style="list-style-type: none"><input type="checkbox"/> Check curtain certification is displayed and visible	3. Labels <ul style="list-style-type: none"><input type="checkbox"/> CoF label is displayed on the windscreen and is current<input type="checkbox"/> Certificate of loading is displayed and is visible to the driver<input type="checkbox"/> Ensure RUL, Reg, TSL and loading certs are current and in place	4. Licenses <ul style="list-style-type: none"><input type="checkbox"/> Registration licence is current and displayed<input type="checkbox"/> Road User Licence is current and displayed<input type="checkbox"/> Correct TSL label displayed
11. Hubodometer <ul style="list-style-type: none"><input type="checkbox"/> Fitted and not damaged<input type="checkbox"/> Recording correctly<input type="checkbox"/> Easily readable	10. Wheels and tyres (This check must also be carried out on the other side of the vehicle) <ul style="list-style-type: none"><input type="checkbox"/> Tyres are correctly inflated and not damaged<input type="checkbox"/> Wheel nuts are tight<input type="checkbox"/> Wheels not damaged<input type="checkbox"/> No cuts or bulges in tyre sidewalls<input type="checkbox"/> Adequate tread depth	9. Fluid leaks (This check must also be carried out on the other side of the vehicle) <ul style="list-style-type: none"><input type="checkbox"/> No fluid leaks from engine, fuel system or waste water tank	6. Windscreen, windscreen wiper, sunvisor and mirror <ul style="list-style-type: none"><input type="checkbox"/> Wipers work correctly<input type="checkbox"/> Windscreen clean and not cracked<input type="checkbox"/> Wiper blades not damaged<input type="checkbox"/> Washer fluid container full<input type="checkbox"/> Windscreen wipers work correctly<input type="checkbox"/> Sunvisor is clean and not cracked<input type="checkbox"/> Rear-view mirrors are intact, clean and correctly adjusted
8. Door and seatbelts <ul style="list-style-type: none"><input type="checkbox"/> All doors open and close fully<input type="checkbox"/> Seatbelts working correctly	7. Lights and indicators <ul style="list-style-type: none"><input type="checkbox"/> All lights work correctly including hazard lights<input type="checkbox"/> Lenses are clean and not cracked		

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NZ TRANSPORT AGENCY
WAIKATO

8. TRUCK/DRIVER/EQUIPMENT CHECK

Protective Equipment / Clothing

Approved Protective Equipment / Clothing such as High Visibility Vests, Safety Boots and Gloves will be supplied at Induction.

Site specific requirements in regards to the wearing of Safety clothing will also be identified during the Induction process.

YFL requirements are that a Hi Viz vest/clothing MUST be worn at any ECL, Courier Post or NZ Post site or 3rd Party customer.

Protective equipment and hi visibility clothing is for personal safety and must be worn at all times as appropriate to the nature of the work being undertaken.

Boots

Open toed footwear is prohibited in Operational areas, approved safety footwear must be worn.

Gloves

Issued to Driver

Hi Visibility Clothing

Hi Visibility uniform and vests supplied by the company

Notify management if further protective equipment is required or when protective clothing requires replacing due to wear and tear.



First aid kits

First aid kits are supplied in all vehicles glove boxes. Any usage is to be reported via "Driver Incident and Hazard form" to enable reporting, review and restocking.



8. TRUCK/DRIVER/EQUIPMENT CHECK

NZ Red Cross suggested minimum contents for a vehicle or Lone Worker First Aid Kit

(Sourced from www.redcross.org.nz First Aid for Workplaces-a Good Practice Guide)

- A leaflet giving general guidance on first aid
- Six individually wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work
- Two individually wrapped triangular bandages (sterile)
- One stretch bandage
- Clasps or safety pins to tie bandages
- One large sterile individually wrapped un-medicated wound dressing – approximately 18cm x 18cm
- One pair of disposable gloves
- One resuscitation mask.

Once the employer has completed their assessment of the first aid items required, a need for additional items may be identified. This could include, for example:

- Scissors
- Adhesive strips or band-aids for minor wound dressing
- Non-allergenic adhesive tape
- Disposable aprons
- Forceps or tweezers to remove foreign bodies
- Plastic bags for waste disposal
- Individually wrapped moist wipes or saline solution
- Plastic bags for waste disposal.

Fire Extinguishers

Fire Extinguishers are supplied in all vehicles. Any usage is to be reported via “**Driver Incident and Hazard form**” to enable reporting, review and restocking.

The Daily check sheet requires the checking of any expiry date on the unit to ensure it is fit for purpose and are located beside passengers seat – Volvos, on floor/or centre console – Hinos



Truck Emergency Evacuation Pack

To be used in situations where driver has to abandon vehicle or the vehicle is stuck somewhere e.g. earthquake, flooding or accident.



9. WHAT TO DO IF INVOLVED IN A CRASH

A driver's response immediately after impact is critical for minimising harm and all drivers are expected to follow the steps outlined, even where the crash is of a minor nature and no injuries eventuated.

If involved in a Crash:

- Turn on the hazard lights
- Check for any injuries to yourself or other occupants of your vehicle
- Check and make sure that occupants of any other vehicle involved in the accident are OK, but only if it's safe to do so
- Call an ambulance immediately if you suspect that someone has suffered physical injury
- Provide appropriate first aid.
- If no-one else has, call the police
- Ascertain whether to move a vehicle involved in a crash if leaving it where it is poses a safety risk.
- Contact your Manager. Contact numbers are in YFL Drivers Manual in each truck.
- If on ECL business contact **ECL NETWORK MANAGEMENT CENTRE - (0800) 767-887** if there is going to be any delay / deviation with arrival to destination. The Network Management Centre will also assist with the recovery of freight or rescheduling of transport if necessary.

Please consult YFL Drivers Manual Procedure 7, Vehicle Accident

Collecting information/completing Accident Reports

It's important to get the right information collected for insurance purposes and so the company can learn what to do to avoid similar situations arising again.

The Drivers Manual YFL & the Accident Claim Form provides a list of information to be collected from the other driver, including their name and phone number, the name of their insurance company, its phone number and their policy number, and the vehicle licence plate number, make, model and year.

9. WHAT TO DO IF INVOLVED IN A CRASH

A **Driver Incident and Hazard report** in your Worktime Logbook must be completed.

Remember to be careful not to discuss details of the accident with the other driver, and avoid discussing what happened or who may have been responsible for the accident. This will help to avoid any disputes later on.

Include when making notes:

- Your location
- The nearest intersection
- The time of the incident
- Road and weather conditions such as night/day, moonlight, raining etc
- The direction in which all vehicles were traveling
- The approximate place on the road where the vehicle was at the point of impact and the same for any other vehicles nearby or involved in the accident
- Make notes about specific details of damage to the vehicles, and take photographs if possible
- Get information from any witnesses, in particular their contact information.
- Ask witnesses to remain on the scene until the authorities arrive.

Driver Incident & Hazard Report													
Name:	Truck No.:												
Date: / /	Time: AM / PM												
Location:	Customer:												
<table border="1"> <thead> <tr> <th colspan="2">Type of Incident</th> <th>Serious</th> <th>Minor</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Accident</td> <td><input type="checkbox"/> Near Miss</td> <td><input type="checkbox"/> Hazard</td> <td><input type="checkbox"/> Injury / Pain</td> </tr> <tr> <td><input type="checkbox"/> Person</td> <td><input type="checkbox"/> Vehicle Damage</td> <td><input type="checkbox"/> Property Damage</td> <td><input type="checkbox"/> Other</td> </tr> </tbody> </table>		Type of Incident		Serious	Minor	<input type="checkbox"/> Accident	<input type="checkbox"/> Near Miss	<input type="checkbox"/> Hazard	<input type="checkbox"/> Injury / Pain	<input type="checkbox"/> Person	<input type="checkbox"/> Vehicle Damage	<input type="checkbox"/> Property Damage	<input type="checkbox"/> Other
Type of Incident		Serious	Minor										
<input type="checkbox"/> Accident	<input type="checkbox"/> Near Miss	<input type="checkbox"/> Hazard	<input type="checkbox"/> Injury / Pain										
<input type="checkbox"/> Person	<input type="checkbox"/> Vehicle Damage	<input type="checkbox"/> Property Damage	<input type="checkbox"/> Other										
Does this Incident need Investigating? Yes <input type="checkbox"/> No <input type="checkbox"/>													
Description:													
Details of Others(Witnesses) Involved	Details of Others (Witnesses) Involved												
Name:	Name:												
Phone:	Phone:												
Address:	Address:												
Other:	Other:												
Manager Sign off: _____ Date: / /													
Initiator Informed of Outcome: _____ Date: / /													
Please use other side for Drawings													

10. ACCIDENTS, INVESTIGATION AND NEAR MISS REPORTING

Company Commitment: To ensure correct processes are followed in the Investigation and reporting of Accidents and Near misses to prevent recurrences or to minimize further risk. The company will engage with workers, customers and external organisations to provide accurate and timely reporting and risk elimination or control.

Worker Commitment: To actively and accurately report accidents and near misses so to assist in the elimination or management of hazards providing a safer work environment. This can be done via “Driver Incident & Hazard report in YFL logbook”.

Near Misses, Incident & Accident Notification

These will be recorded on the **“Incident/Accident register”** for review and action, monitored via the Health and Safety Committee, and notified when appropriate to ECL Limited and third party via **email in a timely manner**. The company with the assistance of the driver and H&S committee will, where required, undertake an incident investigation (See form 2) if a hazard is identified via form 1 this will be added to the **hazard register**. **A hazard alert** will be sent to all drivers and revisited at monthly toolbox meetings.

Examples of near miss reporting:

- Loose Items falling from truck while unloading
- Container breaking dropping freight items
- Forklift almost hitting pedestrian
- Trailer pole breaking its pin

Incident/Accident notification

The following occurrences shall be reported immediately to management by the Driver via the **Driver Incident and Hazard report** (Worktime Logbook) completed. If applicable management will complete an ECL **“HS1 Form Incident & Injury Report”** completed. This form is to be forwarded for notification to ECL Limited when contracted to ECL.

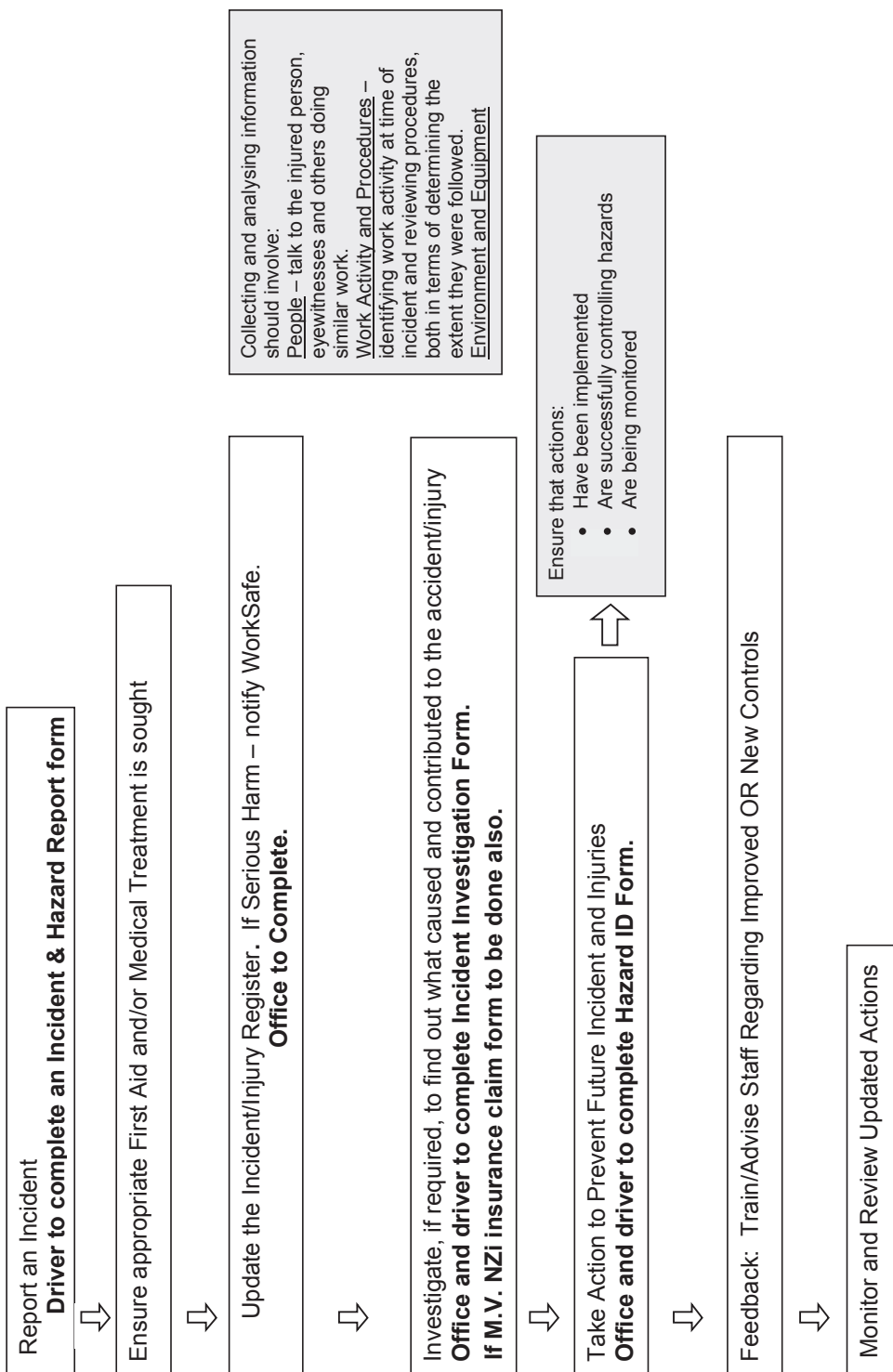
Management to complete a **Worksafe NZ “Form of Register or Notification of Accident or Serious Harm”** for notification to Worksafe NZ where required.

- Minor injuries
- Accidents with no visible injuries or damage
- Serious Harm
- Property damage

10. ACCIDENTS, INVESTIGATION AND NEAR MISS REPORTING

Yates Freight Ltd - JLT Health and Safety Management System

Incident Investigation Procedure Flowchart



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10. ACCIDENTS, INVESTIGATION AND NEAR MISS REPORTING

Yates Freight Ltd - JLT Health and Safety Management System

Accident / Incident Register

Incident Date and Time	Employee Name	Injury Description and Treatment	Assessment of How Incident Occurred	Completed Investigation Form	Require Update to Hazard Register

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10. ACCIDENTS, INVESTIGATION AND NEAR MISS REPORTING

Yates Freight Ltd - JLT Health and Safety Management System

Incident Investigation

Driver's Name:	Driver's License Number:	
Vehicle Type:	Vehicle Registration Number:	
Date of Accident:	Place:	
Time:	Weather Conditions:	
Injury Sustained to Driver:	Injury to Others:	
<input type="checkbox"/> Description <input type="checkbox"/> Serious Harm – Notify Department of Labour 0800 20 90 20	<input type="checkbox"/> Description	Name: Address: Phone:
Other Vehicle/s Registration Number/s:	Other Vehicle/s Driver Details:	

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10. ACCIDENTS, INVESTIGATION AND NEAR MISS REPORTING

Yates Freight Ltd - JLT Health and Safety Management System

Witness Details:

Name:

Address:

Phone:

Witness Details:

Name:

Address:

Phone:

Damaged Property:

☒ Description

Description of Accident:

☒ Description

Picture of What Happened:

↑

North

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10. ACCIDENTS, INVESTIGATION AND NEAR MISS REPORTING

Yates Freight Ltd - JLT Health and Safety Management System

Incident Causes and Contributory Factors:	Causes and Contributory Factors	Hazards Involved

Assessment – Was the incident OR injury caused by Known Hazards AND/OR New Hazards:

If Known Hazards – Did any of the current controls fail AND how can the current controls be improved to **Eliminate, Isolate**, or **Minimise** the Hazard?

If New Hazards – Ensure they are fully understood and effective controls and implemented [Refer to **New Hazard Identification Flowchart - Form**].

Identify any Follow-Up Action Required:

Name:

Signed:

Date:

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10. ACCIDENTS, INVESTIGATION AND NEAR MISS REPORTING

Yates Freight Ltd - JLT Health and Safety Management System

New Hazard Identification Flowchart

Potential Hazard – What Work Task or Area Could Cause Harm/Injury?

Possible Outcome in Terms of Harm/Injury

Is the Potential Injury a Serious Harm (or could have longer term health implications) and therefore is a Significant Hazard – Refer to HSE Act.

YES



What Management Control Action Does Yates Freight Ltd intend to implement to:

Eliminate ("to get rid of the significant hazard") OR

Isolate ("to keep people away from the significant hazard") OR

Minimise ("to take steps to reduce the chance of someone being hurt")

The Health and Safety in Employment Act 1992 Defines a **Significant Hazard** as either something that causes

Serious Harm - defined as follows:

1. Any of the following condition that amounts to OR results in permanent loss of bodily function, or temporary severe loss of bodily function:

- Respiratory disease OR Cancer
- Noise-induced hearing loss
- Neurological disease
- Dermatological disease OR Communicable disease
- Musculoskeletal disease
- Poisoning Or illness caused by exposure to infectious material
- Vision impairment OR Chemical or hot metal burn of eye Or
- Penetrating wound of eye
- Bone Fracture
- Laceration
- Crushing

2. Amputation of body part.

3. Burns requiring referral to a specialist medical practitioner or special outpatient clinic.

4. Loss of consciousness, or acute illness requiring treatment by a medical practitioner, from absorption, inhalation or ingestion of any substance.

5. Loss of consciousness, or acute illness requiring treatment by a medical practitioner, from absorption, inhalation, or ingestion of any substance.

6. Any harm that causes a person to be hospitalized for a period of 48 hours or more commencing within 7 days of the harm's occurrence.

OR have **long term health implications** – defined as follows:

- Harm (being Harm that is more than trivial) the severity of whose effects on any person depend (entirely or among other things) on the extent or frequency of the person's exposure to the hazard; OR
- Harm that does not usually occur, or usually is not detectable, until a significant time after exposure to the hazard.

Describe the proposed hazard management control/s in the **Significant Hazard Register / Quarterly Hazard Control Checklist.**

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11. EMERGENCY MANAGEMENT PROCEDURES

Emergencies can occur at any time. If at a specific location, generally site management will manage the emergency.

Emergency procedures for the site will be included in the site induction. You are expected to comply with any reasonable request, otherwise the following procedures should be followed.

Earthquakes

YFL recognises that earthquakes are a hazard in New Zealand. In the event of an earthquake, the following procedures must be followed:

If indoors: eg: Contracting Yards

- Move away from windows
- Take shelter under a solid structure, e.g. doorway or solid furniture / equipment.
- Keep away from shelves with heavy objects and from windows that may break.
- If there is no suitable cover, drop to the knees with knees together, clasping both hands firmly behind the head bowing the neck. Bury the face in arms protecting the head.
- If instructed to vacate the building – follow emergency evacuation procedures.
- Fire alarms may be activated during an earthquake – await instructions from wardens prior to vacating the building.
- If the earthquake causes a fire, evacuate the building.
- Take care of fallen power lines.

If Outdoors:

- Take best shelter possible – move to an open space away from buildings, trees, power lines etc. Lie down or crouch low to the ground.

If within moving vehicle:

- Stop vehicle if you can do so safely and ascertain whether you may need to evacuate the vehicle or stay in the vehicle.
- Follow the: If Outdoors procedure.
- After the earthquake:
- Major earthquakes are often followed by after-shocks, normally of a lesser magnitude.
- Make sure you are safe and unhurt.
- Check to see if you need to help others.
- Watch for broken glass, fires, live electric cables, and gas and water leaks.
- Check to ensure if the vehicle has not been damaged in a manner that would prevent it from being safely operated. If so, call for roadside assistance.

If you are working and there has been a natural disaster such as an earthquake or flood, you MUST ensure that you and your family are all safe, if need be go home, using truck if necessary. Once you have established that your family is safe, then contact work to await further work instructions.

11. EMERGENCY MANAGEMENT PROCEDURES

Chemical Spill

If there is a chemical spill:

- Isolate the area and contain the spill where possible.
- Notify your shift manager and security. Make the call on a landline - not a cell phone. A cell phone may start a fire or explosion if there is a fuel leak.
- Evacuate the area if workers health is at risk. Follow standard evacuation procedures for your work-site.
- Arrange for a full clean-up of the spill.
- Call the Fire Service if required, giving them the name of the chemical that has spilled.



Oil/Petrol Leaks/Spills

If there is a spill/leak of flammable liquids or gases:

- Do not use your mobile phone or turn on lights as this may ignite the substance.
- In the event of evacuation: If you are not in immediate danger and it is safe to do so shut down your vehicle/equipment/machine/process.
- If driving a forklift or other motorized vehicle in the vicinity of a spill or leak: Proceed to a safe area away from danger. Park the vehicle so it does not block any driveway or access points.
- Park as safely as possible and leave the vehicle immediately.
- As you exit: Make sure any visitors vacate the building with you. Follow all fire exit signs. Keep left on the stairs. Leave lights on. Close doors (i.e. roller doors, etc.) if safe to do so and it does not hinder people exiting.



Brake Failure

Loss of Air Pressure

At all times when driving you should make sure that sufficient air pressure remains for long brake application.

A loss of air pressure can be caused by a leak in the air lines or over-use of the brakes. A warning buzzer / light or drop-arm will indicate that the pressure has fallen to a dangerously low level. When this happens, stop as quickly as you can. Don't wait until the pressure has completely gone.

- The first thing to do is change down gears.

11. EMERGENCY MANAGEMENT PROCEDURES

This will help in two ways. It will cause the engine compression to slow the vehicle. It will also increase engine speed and cause the air compressor to work harder. This will then supply more air to the brake system.

- Keep changing down, for as long as it is safe to do so.

Once your vehicle is moving slowly, apply the brakes. You may have enough pressure to bring the vehicle to a stop. If the air supply is gone, the emergency brakes will come on and bring the vehicle to a stop. Be prepared for the wheels to lock up and skid.

Loss of Hydraulic Pressure

Not all vehicles with hydraulic brakes have emergency braking systems. If your vehicle is one of these, when hydraulic brakes fail, you will have to bring your vehicle to a stop other means.

Here are some options:

- Change down gears. This will help to slow the vehicle.
- Pump the brakes -sometimes pumping the brake pedal will produce enough hydraulic pressure to stop the vehicle.
- Use the parking braking. This brake is separate from the hydraulic brake system, so it can be used to slow the vehicle. Be sure to press the ratchet release button (if fitted) and keep it pressed at the same time you use the brake. You can then adjust the brake pressure and stop the wheels from locking.
- Find an escape route. While slowing down, try to find an escape route. It could be driveway, an open paddock or a side street.

In larger hydraulic brake vehicles, the emergency braking system will start working when brake fluid problems develop. Be prepared for a skid when this happens.

Brake Fade on Long Hills

Being in the proper gear and braking properly will prevent most brake failures on long hills. But if the brakes have failed, you will have to look outside your vehicle for something to stop it. If there's a safety ramp, road signs will tell you about it. Use it.

If there is no safety ramp, take the best escape route you can, such as an open paddock, or side road that flattens out or turns uphill. Make the move as soon as you can't control the vehicle. The longer you wait, the faster you'll go, so it will be harder to stop.

Tyres

Checking Tyres including Wear, Tread Depth, Wall Condition and Tyre Inflation is part of your Startup-Shutdown Check and any faults at this point should be notified immediately to the manager and the vehicle not driven until rectified.

Tyre Repair Company: Bridgestone-Firestone

Please See YFL Drivers Manual Tyre Procedures



11. EMERGENCY MANAGEMENT PROCEDURES

Tyre Failure

Tyre failure on one of the drive wheels or trailer wheels will not usually cause a crash. Failure of one of the front tyres could cause a loss of steering control.

To avoid tyre failure check your tyres regularly during your trip.

There are four important things that safe drivers do to handle a tyre failure safely:

- Know the signs that a tyre has failed.
- Grip the steering wheel firmly, with both hands.
- Stay off the brake.
- Apply the trailer brake lightly if a steering tyre blows.

Recognise Tyre Failure Signs

If you know that you have a tyre failure, you can do the right thing and do it quickly. The main signs of tyre failure are:

- **Sound.** Although many tyre failures cannot be heard, the loud “bang” of a blow-out is an easily recognised sign. Because a few seconds elapse before the vehicle reacts, many drivers at first assume it must have been another vehicle. So any time you hear a tyre blow, you should assume it is yours.
- **Vibration.** If the vehicle thumps or vibrates heavily, it may be a sign that one of the tyres has gone flat. With a rear tyre, this may be only sign you get.
- **Feel.** If the steering feels “heavy”, it is probably a sign that one of the front tyres has failed. Any of these signs should be warning of a possible tyre failure.

If your tyres have failed, you should:

- Grip the wheel firmly. When a front tyre fails, it can twist around the rim, exerting such a powerful force that it could snatch the steering wheel out of your hands. The only way to stop this happening is to have a firm grip on the steering wheel with both hands. Keep your thumbs out from under the spokes of the wheel. Your thumbs could get broken if the steering wheel snaps around before you can get control of it.
- The best way to make sure you have a firm grip when a front tyre fails is to keep a firm grip on the steering wheel at all times.
- Stay off the brake. It’s natural to want to brake in an emergency. However, in a tyre failure, it could make the wheels lock-up and result in a skid.
- Unless you’re about to run into something, stay off the brake until the vehicle has slowed down. After you’ve slowed down, then brake very gently, pull off the road, and stop.
- Check the tyres. After stopping, get out and check all the tyres. Do this every time you stop even if the vehicle seems to be handling correctly. If one of your dual tyres deflates, the only way you may know is by getting out and checking it.

11. EMERGENCY MANAGEMENT PROCEDURES

Fires

Vehicle fires are a frequent cause of damage and injury. Learn the cause of fires and how to prevent them. Know how to extinguish fires.

Causes of Large Vehicle Fires

The major causes of large vehicle fires are listed below.

- Crashes – spilled fuel after a crash.
- Tyres – under-inflated tyres and dual tyres that touch each other.
- Brakes – “riding” the brakes or excessive use of the brakes on hills. This causes the linings to overheat and ignite the wheel lubricant.
- Wheel bearings – running hot (not enough lubricant).
- Electrical system – damaged insulation, loose wires.
- Exhaust system – lack of proper insulation, parking in dry grass, sparks or hot exhaust gas coming into contact with loads that are easy to burn such as hay or loose fibres.
- Fuel – driver smoking, improper fuelling, loose fuel connections.
- Load – flammable loads, improperly sealed or loaded, poor ventilation.

Fire Prevention

Preventing fire needs no more than normal caution on the part of the driver. If you make the following checks you may reduce the chance of fire:

- Pre-trip inspection. Make a complete inspection of the electrical, fuel and exhaust systems, tyres and load.
- During the trip inspections. During the trip, make sure you often check tyres, wheels and the vehicle body for signs of heat.
- Follow safety procedures. Follow the manufacturer’s handbook safety procedures for fuelling the vehicle, using brakes and other actions that could prevent a fire.
- Monitoring. Check the instruments and gauges often. Use the mirrors to look for signs of smoke from tyres or the vehicle.
- Caution. Use normal caution in handling anything flammable.

11. EMERGENCY MANAGEMENT PROCEDURES

Fire Fighting

There are special instructions for vehicles carrying hazardous goods in bulk. (See *Standard Operating Procedure-Dangerous Goods*).

Steps to follow in the event of a fire:

- Do not panic.
- Get the vehicle off the road and stop.
- Park in an open area away from buildings, trees, bushes, other vehicles or anything that might catch fire.
- Don't pull into a service station!
- Stop immediately. In the event of tyre fire, stop immediately.
- **Notify emergency services:** When describing your location, give as much information as possible:
 - Name of street
 - Suburb
 - Distance from nearest town
 - A landmark that will help identify where you are.
- Stop the engine. Isolate battery or batteries if possible.
- Stop the fire from spreading if it is safe to do so. Otherwise, ensure that any members of the public have been moved to a safe distance.

With an engine fire, keep the bonnet or engine cover closed. This stops air reaching the fire to fuel it. If you can, shoot a dry powder extinguisher or foam through the louvers, radiator grill or from underneath the vehicle.

For a load fire in a van or box trailer, keep doors closed until you have sufficient extinguishers and help available, or leave closed and notify the Fire Service. If a trailer fire is out of control and it is safe to do so, quickly unhook the tractor and get it away from the fire.

When a tyre is smouldering and cannot be extinguished try to remove it. Get it away from the vehicle, only if it is safe to do so.

To extinguish a tyre fire, water is the best extinguishing agent. A large chemical dry chemical extinguisher may present the next best extinguishing medium.

11. EMERGENCY MANAGEMENT PROCEDURES

Putting Out the Fire

If under any threat, or possible danger, do not attempt to attempt to put out the fire, but contact Emergency Services and ensure the safety of yourself and any other persons.

Here are some rules to follow when you have to put out a fire:

- Know how the extinguisher works. Every time you see a different type of extinguisher, find out how it works and, if possible, get practical experience in using it.
- Know where the closest extinguisher is stored.
- Stay away from the fire. Use the full squirting distance of the extinguisher.
- Aim at the source or base of the fire, not up at the flames.
- Position yourself upwind. Let the wind carry the extinguisher contents to the fire rather than carry the flames back to you.
- Continue using the extinguisher until whatever was burning is cool. No smoke or flame does not mean that the fire is out or it can't start again.



12. DRUG, ALCOHOL AND SUBSTANCE IMPAIRMENT POLICY

Included in Individual Employment Agreement

Company Commitment: By application of this policy the company wishes to reflect that Transport is a high risk industry and zero tolerance is to be maintained to ensure the safety of both workers and the public.

Worker Commitment: To show workers responsibility and commitment to ensure a safe and healthy workplace so all staff can work in an environment free of alcohol and drug use or abuse.

Scope

This policy applies at the workplace, to all workers. All workers are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.

- Off the job and on the job involvement with alcohol or drugs can have adverse effects upon the workplace, the integrity of our work product, the safety of other staff, the well-being of our staff families, and the ability to accomplish the goal of an alcohol and drug free work environment. The Company therefore emphasises that it has zero tolerance for workers that arrive at work under the influence of alcohol or drugs, whose ability to work may be impaired in any way by the consumption of alcohol or drugs, or who consume alcohol or drugs on Company property.
- The Company strictly prohibits the use, making, sale, purchase, transfer, distribution, consumption, or possession of drugs or alcohol on company property. The Company reserves the right to conduct searches for drugs or alcohol, including, but not limited to, searches of lockers, vehicles, desks, packages, etc, which are on Company property or in a Company facility. Any drugs or alcohol found as a result of such a search will be confiscated and the occupant or user of the object searched will be subject to disciplinary action, up to and including termination of employment or engagement.
- The Company reserves the right to undertake random drug and alcohol testing for positions that are directly related to key safety roles. These roles include, but are not limited to, drivers, loaders and freight handlers.

Responsibilities of Staff

- It is the responsibility of all workers to identify concerns about any individual's immediate ability to perform their job, and take appropriate steps such as notifying their manager. Where necessary, they will advise somebody who will take action such as stopping the worker who is suspected of breaching this policy from performing his or her work, pending testing and a decision on the result including potential disciplinary action.
- If a worker or other person arrives at the workplace, (on Company property) and there is reasonable cause to suspect that they are under the influence of alcohol or drugs, they will be stood down from the work environment. If there is any doubt about whether they are, or are not impaired, the Company will err on the side of caution in that stand down.
- Unexpected circumstances can arise when an off-duty staff member is requested to work. It is the staff member's responsibility to refuse the request and ask that the request be directed to another person if the member feels unfit due to the influence of alcohol or other drugs.

12. DRUG, ALCOHOL AND SUBSTANCE IMPAIRMENT POLICY

- Workers who have been prescribed medication are expected to ask their doctor if the medication will have any potential negative effect on job performance. They are required to report any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment, and provide appropriate medical verification on any restrictions in performance of their duties.
- If a worker or contractor believes a person in a more senior position is in violation of this policy, they are expected to notify the company or someone in a role who can take appropriate action.
- In support of any person who may have developed or is developing the disease of chemical dependence, all workers and contractors are required to report any violation of this policy. Any worker, co-worker, contractor or supervisor not doing so is enabling the dependence. Enabling behaviour leads to on-going health and safety concerns for an affected individual and those around him or her.

Drug and Alcohol Testing Procedures

All testing will be performed by the use of a non-intrusive drug test (a urine test) by pre-approved IANZ accredited tester (NZDDA preferred supplier).

- **Pre-employment**
Any person who has applied to be employed in any role will be tested prior to beginning that role.
- **Random testing**
Selection of key role staff for random testing will be conducted in a clear, transparent manner and in accordance with "good faith".
- **After accident or incidents**
Any worker employed or engaged in a key role who are involved in any accident or incident involving a company vehicle, or any accident or incident where serious harm did or may have resulted will, prior to continuing that role, be required to undergo an immediate test.
- **With reasonable cause during working hours**
Where there are reasonable grounds for suspecting that a worker is impaired while at work, the worker will be required to undergo a test.

Positive and Non-negative Test Results Action

Any test, performed by any person other than by a laboratory, which returns a positive result, will be known as a 'non-negative' result only. Non-negative means the initial test has indicated that there may be drugs or alcohol present in the sample.

On producing a non-negative result, a person may be withdrawn from the work place or have their duties altered. The effect of this is to take action so that a possible non-safe situation is managed. The worker may provide an explanation for the result which will be taken into consideration.

An additional laboratory test by a third party tester, on the same sample, will then be performed to confirm the result as positive or not. The worker has the right to undergo their own third party test if they want.

12. DRUG, ALCOHOL AND SUBSTANCE IMPAIRMENT POLICY

The laboratory result will be either negative or positive.

If negative, the worker will be allowed to continue to perform their role.

If confirmed as positive, the worker may be further withdrawn from the work place, subject to disciplinary procedure and may be subject to summary dismissal.

Refusal to Take or Submit a Drug and Alcohol Test

If a staff member is selected and refuses to undertake a drug and alcohol test, he/she is required to provide an explanation for the refusal, which will be taken into consideration by the Company.

If grounds for refusal are not acceptable, that person may be subject to withdrawal from the workplace and to disciplinary procedures.

Disciplinary Procedure for a repeat refusal: immediate withdrawal from work until a test is performed. Unless there are extremely extenuating circumstances, direct termination will result.

The Company reserves the right to immediately terminate employment or engagement if, for example, returning a positive test after having an accident.

Privacy, Consent and Dissemination of information

A written consent will be obtained from the worker prior to the test and will include the release of the results to the Company.

All drug and alcohol test results will be provided and available to the worker upon completion of the test and the availability of the result.

All information gathered as a result of drug and alcohol testing is collected for the purpose of implementing the Company's policy and achieving its safety objectives.

Information may be disclosed only with the written consent of the worker, the exception being disclosure to relevant safety regulators or authorities.

Policy Source:

Civil Aviation Authority of NZ. www.caa.govt.nz https://www.caa.govt.nz/HSE-CAA/sample_policy.doc

13. PRE-EMPLOYMENT MEDICAL CHECKS

Company Commitment: Workers will be required to complete pre-employment medical screening. This has been designed to minimise the potential for injury or work-related illness through exposure to a task.

This will allow the company to ensure the worker is suitable for the position, acknowledging that workers will be responsible for the use of Heavy Equipment and Machinery that can pose potential risks to themselves and the public. The company will respect the privacy of the individuals and information will be securely managed.

Worker Commitment: To freely provide accurate information, recognising the potential risk to themselves and the public if they should be unsuitable for a position. The worker will commit to updating this information should any circumstances change. This includes temporary taking of medication.

This screening may include, but is not limited to;

- Hearing testing
- Lung function testing
- Vision testing
- Physical mobility including grip strength
- Work related blood or urine testing
- An injury questionnaire
- A work related health questionnaire
- A full range of blood tests including blood lead levels

Personal Medicines

- All workers required to take medication for a temporary or on-going illness or condition that arises after employment, shall notify management.
- All workers are responsible for the storage, administration and disposal of their own medication.

Failure to disclose, or providing inaccurate information, could be considered serious misconduct and result in termination of employment.

Privacy, Consent and Dissemination of information

- A written consent will be obtained from the worker prior to the medical and this will include the release of the results to the Company.
- All information gathered as a result of the medical is collected for the purpose of implementing the Company's policy and achieving its safety objectives.
- Information may be disclosed only with the written consent of the worker, the exception being disclosure to relevant safety regulators or authorities.

14. DRIVER'S HANDBOOK

DO NOT REMOVE THIS MANUAL FROM THE TRUCK

Each truck should have –

- Drivers manual
- Operators handbook for the Transport of Dangerous goods by road
- Dangerous goods – initial emergency response guide
- New Zealand Post transport contractor manual
- Tailift manufacturers operational hand book
- Forklift operator training handbook

DRIVERS HANDBOOK PROCEDURES, HAZARDS, SHIFTS AND IMPORTANT PHONE NUMBERS

14. DRIVER'S HANDBOOK

DRIVERS MANUAL CONTENTS

- Cover sheet
- Drivers manual Introduction
- Use of Shellcard – Procedure
- Mechanical breakdown – Procedure
- Tyres breakdown – Procedure
- Use of mobile phone – Procedure
- Vehicle accident – Procedure
- Use of rentals – Procedure
- Use of adhocs/con notes – Procedure
- Pre-trip checks – Procedure
- Fuel savings tips
- Post network control centre – Function
- DGs wheel, Load plan
- Truck certification (over length permits – HPMV)
- Drivers run sheets
- Truck Bulletins

Each truck should have –

- Drivers manual
- Operators handbook for the Transport of Dangerous goods by road
- Dangerous goods – initial emergency response guide
- New Zealand Post transport contractor manual
- Tailift manufacturers operational hand book
- Forklift operator training handbook

14. DRIVER'S HANDBOOK

The purpose of the Driver's Manual

The purpose of this manual is to enable each driver to have an accurate reference of the work that we do for New Zealand Post Ltd. and any other customers we may have and to the standards that they expect of Yates Freight Ltd.

It is important that if you find that the shift sheets, phone numbers, after hours breakdown numbers or delivery addresses have changed and I have not made the necessary updates please contact me ASAP so that the manual can be updated.

Listed also at the end of each run sheet is a list of shift specific hazards, this is not a definitive list of all hazards, please consult our master hazard register on our staff noticeboards

I will endeavour to keep the manual updated regularly, and will inform you when I do so.

Please familiarise your self with the manual, if there is any issues that I have not made clear please contact me.

If the drivers manual is understood by everyone and is kept updated it is my believe that this will assist in the smooth running of Yates Freight Ltd. and allow us to fulfill our obligations to all of our customers In a professional manner.

Please feel free to make comments about the driver's manual

Please use this manual in conjunction with the New Zealand Post Transport contractor manual.

Mike Yates

Yates Freight Limited

14. DRIVER'S HANDBOOK

Use of ShellCard

All vehicles have individual Shellcards , however they all share the same P.I.N number **4766**. **Do not use another trucks individual shellcard on an another truck**, if the shellcard is faulty there is a spare shellcard in the locker with the cleaning gear and logbooks. Same P.I.N number.

- Input card details to transerve.
- Input speedo reading (this must be done to enable me to do accurate costing of more work in the future).
- Take copy of reciept where possible. Keep in truck.
- If transerve does not work please use forecourt pump, but please give me a copy of the reciept.
- Please let me know ASAP if the Shellcard is lost or damaged.

DON'T LEAVE TRUCK IDLING WHEN FUELLING THE TRUCK

14. DRIVER'S HANDBOOK

Mechanical Breakdown

DELAYS NEED TO BE KEPT TO AN ABSOLUTE MINIMUM. GET VEHICLE ON ROAD ASAP.

1. Ring through to repair company, (phone repairer closest to breakdown area – phone numbers listed below).
2. Advise transport or network of delay. (Phone numbers listed below)
3. If upon arrival the mechanic believes there is no quick fix solutions, ring tr group for another vehicle, phone numbers in manual.
4. Again, advise transport or network of delay. (Phone numbers listed below)
5. 5. If only temporary repairs are possible to get the truck on the road, organise with repairer for permanent repairs during normal workshop hours.

TRUCKSTOPS – WELLINGTON: FOR HINO, VOLVO AND TRAILER REPAIRS

6.00AM – 7.00PM 570 3990

AFTER HOURS MECHANIC 027 295 7485

AFTER HOURS AUTO ELECTRICIAN – WELLINGTON

AARON 027 241 2292

TRUCKSTOPS – PALMERSTON NORTH: FOR HINO AND TRAILER REPAIRS ONLY.

15 Malden Street

7.00AM – 6.00PM 06 356 7179 | 06 351 9800 (WK SHOP)

AFTER HOURS 0274 458 426 (ON CALL MECHANIC)

EMMETTS SERVICE CENTRE – PALMERSTON NORTH: VOLVOS ONLY

799 Tremain Ave

7.00am – 6.00pm 06 354 2691

AFTER HOURS 027 244 0035

MB CANVAS- PETONE (CURTAIN REPAIRS)

37 FITZHERBERT ST, PETONE

568 5358 | 027 688 6782 (TROY)

MOBILE COMMUNICATIONS (CB AND PHONE REPAIRS)

74 NELSON ST, PETONE

568 3139 | 0274 459 416 Eugene, Adam or Dave Rangī (the boss)

14. DRIVER'S HANDBOOK

HALE MANUFACTURING (BODY REPAIRS)

22 WAKEFIELD STREET, ALICETOWN
027 448 4971

TRUCK AND TRAILERS (MERCEDES VAN ONLY)

PORT RD, SEAVIEW
04 974 5853

POST NETWORK	24 HOURS	04 568 0282 027 442 4048 027 204 7122
POST TRANSPORT	TONY HILL	027 274 7819

For all truckstop locations outside Wellington see attached brochure.

Note; be aware in Palmerston North, Napier and Gisborne truckstops are not the agents for Volvo. Again see attached brochure for location and phone number contacts.

If in doubt with Volvo repairs ring 0800 802 273

Please see enclosed brochures for all branches of truckstops and volvo agents.

All other non urgent repairs are to be noted on your driver check sheets in the drivers logbook and handed in asap.

Tyre Failure/Puncture

DELAYS NEED TO BE KEPT TO AN ABSOLUTE MINIMUM. GET VEHICLE ON ROAD ASAP.

1. Ring through to tyre repairer company, Firestone (24 hours)

0800 244 735, They will ask you for a gold card account number which is **908560** they will ask you for your location and will then transfer you to the nearest possible tyre serviceman.

If the above phone numbers fail to reach firestone use the phone numbers of the dealers in the area that you are in.

The numbers are given on the next page, or see attached bridgestone ahours brochure.

They may then ask you for the size of the tyres on the truck you are in. Truck registration numbers and matching tyre sizes are listed on the next page.

Ask for an estimation of the servicemans time of arrival.

2. Advise transport or network of delay. (Phone numbers listed on the next page)

14. DRIVER'S HANDBOOK

CPOST 1	FRONT	235/75 X 17.5	NEW
	REAR	235/75 X 17.5	New (DRIVE PATTERN)
KBL110	FRONT	9.5 x 17.5	NEW
	REAR	9.5 x 17.5	NEW (DRIVE PATTERN)
HCQ177	FRONT	275/70 X 22.5	NEW
	REAR	275/70 X 22.5	NEW
M319B	ALL TYRES	265/70 X 19.5	NEW
HCQ178	FRONT	275/70 X 22.5	NEW
	REAR	275/70 X 22.5	NEW
M310B	ALL TYRES	265/70 X 19.5	NEW
HFF540	FRONT	275/70 X 22.5	NEW
	REAR	275/70 X 22.5	NEW
	LAZY AXLE	355/50 22.5	NEW
HFW321	FRONT	275/70 X 22.5	NEW
	REAR	275/70 X 22.5	NEW
	LAZY AXLE	355/50 22.5	NEW
HLC778	FRONT	275/70 X 22.5	NEW
	REAR	275/70 X 22.5	NEW (DRIVE PATTERN)

RING THESE NUMBERS AND YOU WILL BE TRANSFERRED TO THE ON-CALL SERVICEMAN.

FIRESTONE WELLINGTON	04 586 7742 (24 HOURS)
FIRESTONE LEVIN	06 368 9269 (24 HOURS)
FIRESTONE P. NORTH	06 355 0566 (24 HOURS)
FIRESTONE WAIRARAPA	06 378 7074 (24 HOURS)
FIRESTONE NAPIER	06 835 7319 (24 HOURS)
FIRESTONE WAIROA	06 838 7027 027 595 9991 (24 HOURS)
FIRESTONE GISBORNE	06 867 5444 (24 HOURS)
NETWORK	24 HOURS – 04 5680 282 0274 424 048 027 204 7122
TRANSPORT	TONY HILL 0274 274 7819

14. DRIVER'S HANDBOOK

Use of Mobile Phone

Mobile Phone is our only means of communication, adhoc jobs are likely dispatched via the mobile phone, along with vital contact with our customers. It is for this reason that it is imperative that the mobile phone is left on during the duration of each shift and that any messages left on the voice mail are responded to promptly.

Please limit private use.

To make calls to a landline press the STD code before the number,

eg: **Wellington 04**

If you are out of the truck and you miss a call, or a voice message has been left, **"call"** will be displayed on the Phone

To retrieve calls from the voice mail dial **707snd**, follow instructions.

Please delete messages that are not required to be saved; this saves the voice mail becoming full.

Truck mobile phone numbers

CPOST 1	0274 382 696	Darrell, Peg
KBL110	027 291 4709	Gary (Biggles), Brian, Sid
HCQ177	021 826 857	Tony, Taurean
HCQ178	021 825 027	Tony, Taurean
HFF540	021 332 100	Allan, Faamu
HFW321	021 222 9122	Paul, Geoff
HLC778	021 222 1681	Pam
GZH138	021 222 1156	
	0274 490 221	Mike Yates
	027 493 0952	Peg Smith
	021 399 795	Jodi Haftka (Yates Freight Office Manager)
	021 909 426	Albey Dutch (Ops Manager – Napier)

Tait mobile radio (cb and phone repairs)

568 3139 0274 459 416	Eugene, Adam, Dave (the boss)
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14. DRIVER'S HANDBOOK

Vehicle Accident

1. Attend to any injured persons first
2. Notify Police, Fire and or Ambulance.
3. Write down the details of any other vehicle involved.
 - Vehicle registration
 - Vehicle make and model
 - Vehicle owned by?
 - Vehicle driven by?
 - Insurance company name
 - Location of accident
4. Give the third party the name of Yates Freights' Insurer - Wilkinson Insurance Brokers Ph. 903 4579
5. Write down the name and address and telephone of all witnesses

DO NOT ADMIT LIABILITY

FOR WINDSCREEN REPLACEMENTS

Sharps Auto Glass 0800 742 777 OR 566 5226 | Victoria St, Alicetown.

Inform them that you are from Yates Freight and that you would like a replacement windscreen. Indicate that the vehicle is required ASAP.

The windscreen will be covered by insurance - our insurance is with **NZI**. Our insurance broker is **Wilkinson Insurance brokers** Ph. 903 4579. Or 021289 5497. **STEVE PYKE**. PO Box 11641 Manners St, Wellington.

Just quote **Policy number 12-6972290-BPK** and **vehicle reg. no.** to the windscreen company. **No claim form is required.** Repairer will send invoice to above address.

FOR PANEL REPAIRS

As above contact Wilkinson Brokers and then contact Ashton Panel and Paint 569 9363 Cory.

Claim forms, vehicle accident are behind this page, if not see MIKE.

Policy number 12-6972290-BPK

Please also fill in incident report from logbook.

14. DRIVER'S HANDBOOK

Use of Rental Truck or Trailer

I have accounts open with all listed rental companies. There is no need to quote an account number with Tr Group.

Inform them what sort of vehicle you require and the urgency of the need. Sometimes the mechanic that is attending the breakdown will bring out the rental.

AT ALL TIMES KEEP NETWORK INFORMED.

Tr Group (Truck Rentals)

Gough Street Seaview Wellington

568 6701 (Normal Working Hours)

Ricky 027 441 8084 (After Hours)

Rest Of Country

0800 504 050 (Rentals)

0800 808 069 (Maintenance)

Only ring this number if we have a rental that breaks down

Budget

Annie Huggan Grove Petone

568 6100

Quote Account Number **87657**

Henderson Rentals

589 0371

027 623 2413 Ricky

Post Network

027 442 4048 | 0272047122 (24 hours)

04 5680 282

Post Transport

Tony Hill 027 274 7819

14. DRIVER'S HANDBOOK

Use of Con Note for Adhoc Work

Con Notes (adhocs) are to be used when we are asked to undertake extra work which is not part of our normal run.

It is important that the con. note is completed properly so that we will be paid. They must contain the following details for that to happen.

From:	Senders name and address
To:	Receivers name and address
Pickup date/time:	Date and time of pickup/delivery
Pu/Del driver	Your name in here
Description of goods:	Eg. Ulds, cages, pallets of mail, courier etc PLEASE PUT IN HERE THE HOURS TAKEN FOR THE JOB
No. of Pallets/containers:	Eg. 6 rollcages, Ulds
Totals:	Please leave this blank, this where we put in the cost to New Zealand Post for the job.
Transport service Ref:	Please put in the reg. no. of the truck that did the job
Signature of sender:	Customers signature.

If any con.notes are damaged or mistakes are made the con. notes still need to be accounted for. This is a requirement of New Zealand Posts' auditing procedures. Please leave them, along with completed con. Notes in the adhoc folder in your truck.

Please find on the back of this page an example of a completed con. note.

If you have any queries please don't hesitate to give me a call.

14. DRIVER'S HANDBOOK

Pre Trip Checks – Refer Driver's Logbook

- Walk around truck, check for any damages, report damages ASAP.
- Check underneath truck for any obvious fluid leaks, report any leaks.
- Check all fluid levels; oil, water etc.
- Check condition of all tyres, punctures, damages etc. report any faults
- Crack open all air tank valves until no moisture comes out.
- Check operation of all lights, report any faults.
- Check that Diesel tank is full.
- Check security of your load
- Ensure that all DGS documentation is correct and is consistent with the DGS you are carrying. Placard where required, ensure load plan is carried where required. Carry all DGS docs in the approved holder in the cab of the truck.
- Ensure logbook is started and correct.
- Warm up/cool down truck for no more than 2 mins.
- Ensure phone, RT and GPS is turned on.
- Ensure RUL, Reg, TSL and loading certs are current and in place.

YOU MUST FILL IN YOUR DRIVERS CHECK SHEET IN YOUR DRIVERS LOGBOOK, ALL VEHICLE FAULTS MUST BE RECORDED ON THE DRIVERS CHECK SHEET AND HANDED IN TO THE OFFICE ASAP.

Fuel Saving Tips – Refer Driver's Logbook

- Keep idle time at warm up and cool down to a minimum
- For linehaul vehicles no more than 2 mins for both, for metro 2 mins max for warm up and immediate turn off at cool down.
- A modern diesel engine will operate most efficiently at normal operating temperature (see temp. gauge), the quickest way to achieve this is not by idling, but by driving in a normal manner.
- Do not idle while fueling up truck.
Every hour of idle time in linehaul vehicle can decrease fuel efficiency by 1%.
- Above 90km/h, each 2km/h increase in vehicle speed decreases fuel economy by nearly 2%
- Tyres, condition and pressure, make the biggest difference to fuel economy below 80km/h.
- Check condition and pressure of tyres before shift starts.
- Select the correct gear for the load and incline, drive in the truck green RPM zone.
- Avoid harsh braking and harsh acceleration. Make take offs smooth.
- Flow the vehicle to preserve momentum and maintain a constant speed.
- Don't pump accelerator on start up, the trucks computer will meter the correct amount of fuel for start up.

14. DRIVER'S HANDBOOK

Post Network Control Centre

Refer New Zealand Post Contractor Manual (in office and in each truck)

The roll of the Network control centre is to ensure that the transport network (Trucks, planes, vans, ferry crossings etc) of New Zealand Post function in a timely manner, ensuring all transport commitments are met.

The network control centre is in operation 24hrs, 7 days per week (phone nos. listed below).

If you are delayed for any reason, network must be informed.

Network will manage any issues around road closures due to weather, slips, ice or snow. They will send you alerts via your GPS screen informing you of any detours that may need to take.

If you experience adverse weather conditions which may have closed a road that you need to travel, you must contact network, they will inform you of what to do next, be it to take another route or to sit tight.

Do not make changes to route plans unless approved by Network.

If you have delays due to mechanical breakdown please refer to the mechanical procedures section of this drivers manual. Inform network.

If you have delays due to tyre failure please refer to the tyre procedures section of this drivers manual. Inform network.

Network 04 568 0282 | 027 442 4048 or 027 204 7122 (Sunday nights)
Ron James | Gary Bowman or Richard Moorcroft

If you have any issues contacting network, you must ring **Mike Yates on 027 449 0221.**

**PLEASE FAMILIARISE YOURSELF WITH THE NEW ZEALAND POST TRANSPORT CONTRACTOR MANUAL
(LOCATED AT OFFICE AND IN EACH TRUCK)**

14. DRIVER'S HANDBOOK

Emergency Truck Pack

In each truck there is an "Emergency truck pack", the packs are hanging behind either the drivers or passengers' seat.

The purpose of these packs is to allow drivers, who may get stuck on the road (due to weather, accident or earthquakes), to have some means of sustaining themselves and also remaining fit and healthy during the period they may become stuck on the road. The bag also gives the ability for the driver to leave the truck and have a means of carrying the emergency pack with them.

The pack consists of two compartments, one has the perishable (food items) and radio in it, and this is sealed, but can be easily opened. The other compartment is not sealed and carries a first aid kit along with a number of other emergency kind of items – Please see "Emergency Kit Inventory" below.

If you have to use any items please let us know so they can be replaced, this is an "Emergency Pack" please treat as such. We will endeavour to check the kit inventory on a regular basis.

Mike yates

Emergency Kit Inventory

	QUANTITY	
First Aid Kit	1	
Rubbish Bag	1	
Poncho	2	
Plastic Spoon	2	
Torch	1	
Batteries	5	
Tissues	2	
Wipes	1	
Cotton Balls	1 x Bag	
Thermal Blanket	1	
Fleece Blanket	1	
Radio	1	
Water	1	
Muesli Bars	1 x Box	
Chocolate	1	
Creamed Rice	3	
Lollies - Bag	1	
Mixed Nuts	1	

14. DRIVER'S HANDBOOK

Shift 1 – (Example)

MONDAY - FRIDAY | START 8.30AM | FINISH 6.30PM

If you have any problems with shut outs, delays, late arrivals or departures, please ring Network Transport | ph 568 0282
0274 424 048 for assistance.

Truck - CPOST1, KBL110

8.30am	Start at Yard. DO PRE-TRIP CHECK (Use CPOST1) Depart for Upper Hutt Posties.
9.05am	Arrive at Upper Hutt Posties, pick up empties of landing and also go up in lift and pick up from upstairs all empties. Code for door CY18 Depart for Lower Hutt Boxes.
9.45am	Arrive at Lower Hutt Boxes, pick up all empties and returns. Depart for Seaview Hub.
9.50am	Arrive at Seaview Hub, offload. Reload with all daily, bulk mail orders, (ULDs,Trays and lids) for Orange Box,Western Mailing, Marketing Impact. (IF NO STOCK ORDERS PLEASE WASH TRUCK)
10.15am – 10.45am	BREAK
10.45am	Depart for Western Mailing
10.55am	Arrive at Western Mailing, unload, and depart for Orange Box.
11.10am	Arrive at Orange Box, unload, and depart for Marketing Impact
11.45am	Arrive at Marketing Impact, unload, and reload with all mail on hand.
Noon	Depart for Orange Box
12.25pm	Arrive Orange Box pickup all mail on hand. Depart for Seaview Hub
12.40am	Arrive at Seaview Hub, drop all mail
12.50pm	Depart for Printlink and Western Mailing.(If required)
12.55pm	Arrive at Printlink pick up all mail, depart for Western Mailing
1.15pm	Arrive at Western Mailing, pick up all mail, Depart for Seaview Hub.
1.20pm	Arrive at Seaview Hub, unload all mail, load any empty cages for the Porirua hub, the morning driver to Porirua will let you know if any extra cages are required.
1.30pm	Depart for Porirua Courier

14. DRIVER'S HANDBOOK

1.50pm	Arrive at Porirua Courier, Park outside, Count how many empty metros are at the Porirua Hub, let Peg or Mike know the count. Collapse all empty Maxis.
2.00– 2.30pm	BREAK
2.30pm	Bring truck in and load the 5 maxis, wait for Hannahs courier to come in and fill his maxi, once this is done, load on final maxi. Also load empty, collapsed maxis under the full maxis.
2.45pm	Depart for WCP. Ring EYD 287 to discuss with driver swap point, either Seaview or Ed Corrie
3.00pm	Arrive at WCP, unload, Depart for Seaview or Ed Corrie.
3.35pm	Arrive at Ed Corrie.(Swap to KBL110)
3.40pm	Depart For Seaview Hub
3.50pm	Arrive at Seaview hub, Unload.
4.15pm	Depart for Orange Box.
4.20pm	Arrive at Orange Box, pick up mail and depart for Western Mailing.
4.45pm	Arrive at Western Mailing, Pickup depart for Seaview Hub (if full),
5.00pm	Arrive at Seaview Hub, unload, depart for Tepuni boxes.
5.30pm	Load all mail on hand, depart for Seaview hub.
5.45pm	Arrive at Seaview hub, unload, depart for yard.
6..00pm	Arrive at Yard, clean truck. DO POST TRIP CHECK.
6.30pm	Finish, fill out all relevant paperwork.

NOTES

1. If requested to do any jobs not covered by this shift sheet please fill out an adhoc sheet. (Sheets are in the green folder).
2. Please make notes on your weekly summary sheets for any shift problems, unsafe workplace situations or practices or any other general information or queries.

14. DRIVER'S HANDBOOK

Phone numbers and delivery addresses for shift 1

CPOST 1	0274 382 696	Darrell,Peg
KBL110	027 291 4709	Gary (Biggles), Brian, Sid T
HFF540	027 280 8174	Allan, Matt
HCQ177	021 826 857	Joe
HCQ178	021 825 027	Tony
DHL (Mario)	04 387 1471	Wellington Airport
DHL (Moana)	021 235 2655	
Mike Yates	0274 490 221	
Network	0274 424 048 04 568 0282	
PeggyAnn	027 493 0952	
WCP	04 470 2083	
Mark. Impact	04 381 4165	Belfast St, Wellington
Orange Box	04 939 4439	Toops Street, Seaview
Jodi Haftka	021 399 795	Office Manager, Yates Freight Ltd
Albey Dutch	021 909 426	Ops Manager, Napier

14. DRIVER'S HANDBOOK

Shifts Hazards Identified

Western Mailing	Very tight turn in and out of Western Mailing, proceed with caution, watch for traffic
OrangeBox	Loading can only be done from building side of lane, watch for traffic flow through lane, it can be busy at times. Watch for overhanging trees from neighbouring houses as you go down the lane. Proceed with caution.
Marketing Impact	Tight turn into Belfast st, be aware of pedestrians when entering Belfast st. There is vehicular and pedestrian traffic exiting McDonalds, proceed with caution. Access is tight into Marketing Impact due to parked cars at Marketing Impact and on the road outside Marketing Impact.
Printlink	Be aware of a lot of pedestrian movements through the yard at Printlink (pedestrians quite often without HI Viz on. Also a lot of forklift and truck movements through yard. Enter via Hutt Rd, exit via Jackson St.
Lower Hutt Boxes	Reverse into lane, be aware of pedestrians, drop off area to the childcare centre shares the lane. Proceed with extreme caution – children
Upper Hutt Posties	Watch for pedestrians when going over footpath into dockway.
Seaview, Porirua hubs and WCP	Vans, trucks, forklifts and pedestrians operating in all these locations, proceed with caution, ensure you are wearing HI Viz
Te Puni Boxes	Very tight access onto dockway, position truck so that tailift sits onto dockway as much as possible. Be aware of pedestrians accessing box lobby. Chain across dockway – remove when arriving, put back in place when leaving.

PLEASE NOTE, THIS NOT A DEFINITIVE LIST OF ALL HAZARDS IDENTIFIED, PLEASE CONSULT MASTER HAZARD REGISTER, ON STAFF NOTICEBOARD