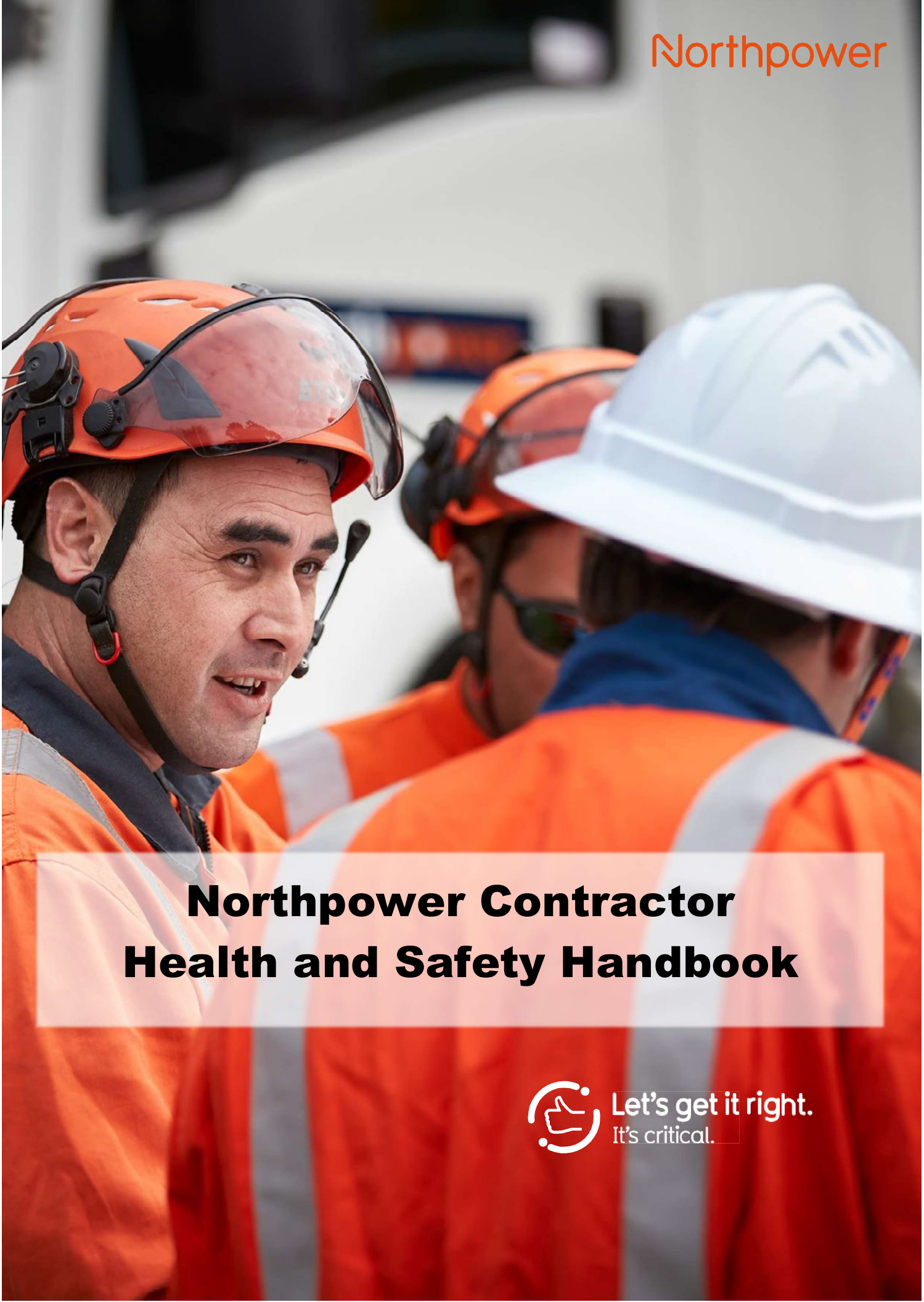

Northpower
Northpower Contractor
Health and Safety Handbook
Let's get it right.
It's critical.

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Purpose of the Subcontractor Health and Safety Handbook

The purpose of the Subcontractor Health and Safety Handbook is to set clear expectations for subcontractors working for Northpower, to ensure a safe, healthy work outcome for all workers, the public and the environment.

This Handbook needs to be complied with alongside other relevant Northpower documents and any Network owner standards, or land-owner requirements that have been communicated to you.

Who does it apply to?

The Subcontractor Health and Safety Handbook applies to all subcontractors carrying out work for Northpower or working on a Northpower work site.

Who we are

We adopt a mindful and present approach to safety. We work with our subcontractors as partners and through this approach; we will achieve safe and successful outcomes together. We trust in our partnership together and earn the trust of our clients and their customers. We each take ownership and responsibility for our respective work.

Northpower's behaviours are the foundation of all that we do



Northpower's commitment

Northpower is committed to work safely, *no matter the task or urgency*.We expect that our subcontractors will support us by:

a. Provide a safe and healthy workplace for their workers (including subcontractors) and take reasonable careof the public, visitors and environment.
b. Ensuring health, safety and environmental considerations are part of all business decisions.
c. Operating in a manner that ensures all workers are protected against the risk of harm arising from hazards in the workplace.

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We require our subcontractors to:

a. Understand their obligations under the health, safety and environmental legislation and regulations and have processes to monitor compliance
b. Have competent and qualified personnel responsible for health, safety and environmental compliance.
c. Have processes in place to enable reporting of health, safety and environmental eventsand ensure they are managed promptly, appropriately and consistently.
d. Ensure adequate resources are allocated to health, safety and environmental matters.

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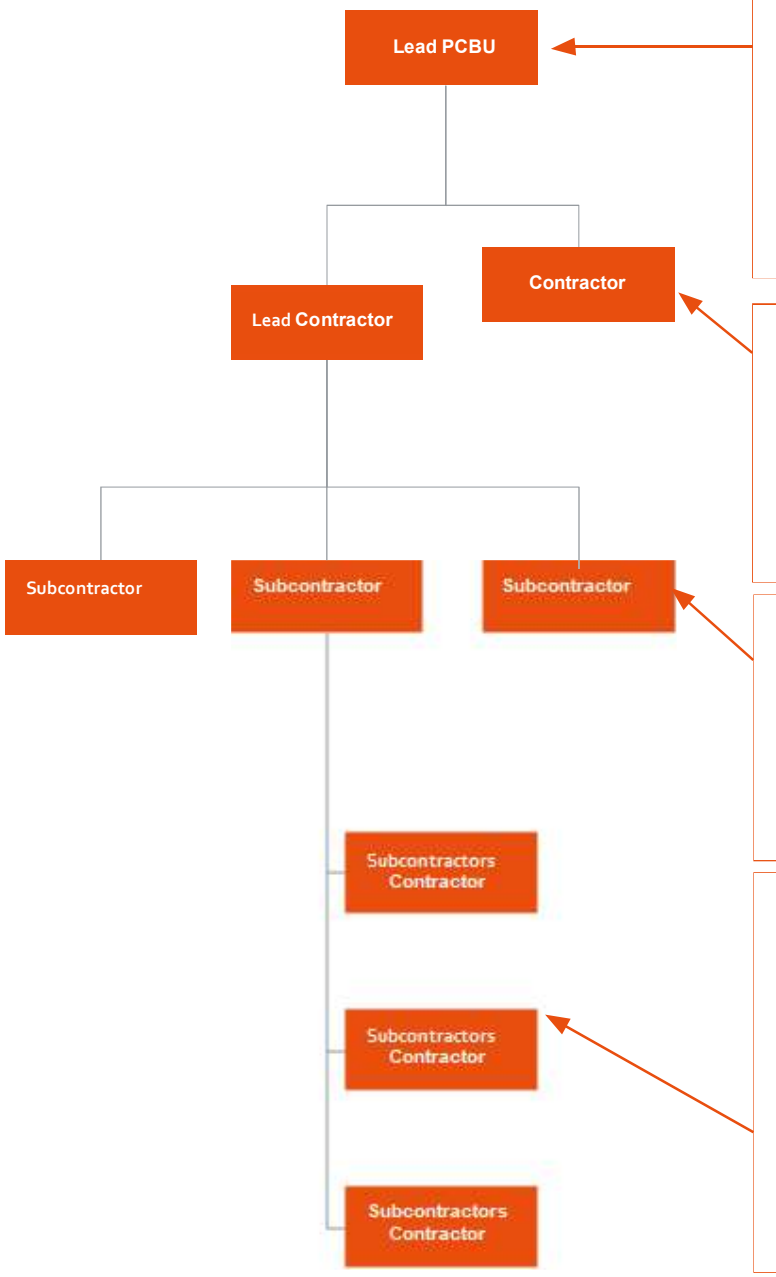
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Working with Northpower

So that we can work together safely; protecting our people, the public, and the environment we work in, Northpower expects all subcontractors to share with Northpower their known risks or risks they are introducing via their work activities.

The subcontractor and Northpower will determine who is best to manage and control the risk and will make/maintain suitable arrangements in this regard.



Lead PCBU:

Description

a Person Conducting a Business or Undertaking (PCBU) means the same as the Health and Safety at WorkAct 2015) definition of a PCBU. The Lead PCBU is the Network Owner

Examples

- Northpower Network
- Northpower Fibre; and
- Other Network owners e.g., PowerCo Vector etc

Lead Contractor / Contractor

Description

means Northpower, who is engaged by various Network owners to work on their networks.

Examples

- Northpower Contracting; and
- Northpower Fibre

Subcontractor

Description

meansany PCBU's that Northpower engages to do work on Northpower's clients' networks.

Examples

- Companies we directly employ when a Lead contractor

Subcontractors Contractor

Description

means any other PCBU that Northpower's Subcontractors engage with Northpower's permission, to complete Northpower's work.

Examples

- Companies our sub-contractors directly employ
- Could be companies who are Northpower's subcontractors at times
- Owner companies or partnerships

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Raising a concern

At Northpower, everyone is encouraged to stop work at any time if they do not feel safe. We expect that all subcontractors will have a procedure whereby workers are informed and encouraged to ”stop and speak up” when a worker feels unable to conduct a task due to safety concerns

Health and safety expectations

1. Prequalification

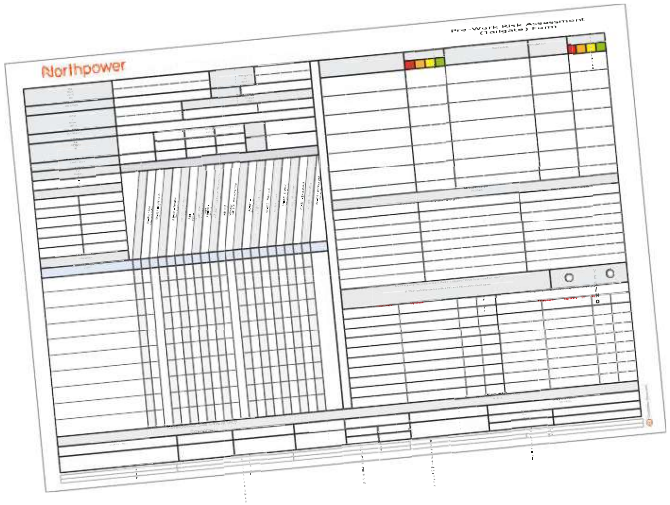
Subcontractors that Northpower engages must first complete prequalification via Northpower’s nominated prequalification scheme and achieve an acceptable status. If you engage contractors, you are also required to have a prequalification process in place within your contract chain, to a similar or higher standard as Northpower. Subcontractors are required to maintain an acceptable prequalification status throughout the service agreement period.

2. Risk management

Northpower expects that all subcontractors have appropriate health and safety risk management processes in place. When Northpower wishes to engage a subcontractor, we will advise the subcontractor of any safety risks that the Northpower team knows about via the Northpower Risk Control Sharing Sheet. These risks should be considered and factored into your planning, so that you can perform your work safely. Subcontractors must also document any known risks they are aware of on the Northpower Risk Control Sharing Sheet and send this back to Northpower, so Northpower can understand any additional risks created for other workers.

Pre-start risk assessment (Tailgate)

To make sure the site risks and controls are shared between all the organisations working together on a site i.e., all Persons Conducting a Business or Undertaking (PCBUs), Northpower expects that a representative of each PCBU (e.g., the Supervisor) signs onto every other PCBU’s Tailgate form.



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3. Northpower Critical Risks

Critical risks are risks that could have serious consequences to workers on our worksites, so Northpower has identified the critical risks that are often present in Northpower's activities. As subcontractors, you may be exposed to these critical risks when you do work for Northpower, therefore we expect our subcontractors to have appropriate processes in place to manage these critical risks, as well as all other health and safety risks.

There may be other or different risks that arise from your works, so it is important that every subcontractor identifies their own work and workplace risks, and ensures they have controls in place that eliminate, isolate or minimise these.

Northpower Critical Risks and clarifications

 **Live electricity**	Exposure to Live electricity including switching,arc flash and encroaching within minimum approach distances
 **Working at height**	A person falling from one level to another
 **Moving vehicles**	A loss of control of a moving vehicle or contactwith a person or object by a moving vehicle or plant item
 **Public safety**	Livening an installation with reverse polarity, pedestrians and motorists in contact with ouractivities or assets
 **Fatigue**	A decrease in the ability to respond to a situationdue to previous activity either mental, emotional or physical
 **Personal security**	Exposure to physical or verbal challenges, operating remote location or working alone
 **Confined spaces**	An area with limited access and the potential tocontain a toxic or oxygen-deficient atmosphere
 **Falling objects**	Tools, equipment or trees / debris falling from height. Includes structure collapses
 **Hazardous substances**	Any substance that is known or suspected tocause harm to health

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Mental health	A reduced state of physical, mental and socialwellbeing

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3.1 Working around live electricity

Subcontractors who work on or near electrical works must have a process in place to comply with all relevant safety standards contained within the following EEA publications (among others):

- Safety Manual Electricity Industry (SM-EI) Parts 1, 2 & 3.
- Safe Practices for Low Voltage Electrical Work.

Subcontractor's processes must also comply with the appropriate competency requirements (including information, instruction, training, supervision and authorisation) to perform prescribed electrical work.

3.2 Working at height

When subcontractors are engaged to carry out activities that involve working at heights, contractors must have a process which meets the Best Practice Guidelines for Working at Height in New Zealand as issued by the Ministry of Business, Innovation and Employment. We expect that the hierarchy of working at heights is applied:

a. Be eliminated, if possible, otherwise kept to a minimum;
b. Be properly planned;
c. Be appropriately supervised; and
d. Be carried out by someone who is trained, competent and able to complete the task safely.

When working at heights, we expect subcontractors to use appropriate fall prevention and/or fall arrest equipment for the task that meets the New Zealand Standard.

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3.3 Moving vehicles

Subcontractors must have processes in place to manage the risk associated with operating or working near moving vehicles. All vehicles, plant and equipment used to perform work must be fit for purpose, and any testing, licencing or certification requirements must be complied with. Subcontractor's processes must ensure all vehicle and mobile plant is compatible with the risks of the work being undertaken and designed and manufactured to meet relevant legislative requirements and New Zealand Standards.

Subcontractors must also have processes in place for appropriate servicing, maintenance and repairs of all vehicles, plant and equipment as required by established standards and manufacturer's specifications.

Subcontractor operators who drive vehicles or operate plant on Northpower worksites (including depots, storage yards) must have undergone appropriate training and hold the appropriate licence for the type of vehicle, plant or equipment they are operating. Subcontractors must have systems in place to ensure all licences remain valid.

Subcontractors must have a monitoring process in place to ensure all manufacturer's safety devices are used by all operators of vehicles, plant and equipment.

Where temporary traffic management services are provided to Northpower, the service provider must, among other things:

a. be an approved STMS traffic management provider, as per the relevant regulations.
b. ensure personnel hold current qualifications, training and accreditation.
c. obtain appropriate approval from the applicable road authority for the Traffic Management Plan (TMP).
d. ensure the appropriate work does not commence until the TMP is available onsite.
e. notify the appropriate authority when any alterations are made to the TMP.
f. stop work if traffic management is inadequate or unsafe.
g. provide copies of the TMP to Northpower on request.

3.4 Public safety

Northpower takes working in the community and preventing harm to any member of the public very seriously. We expect that subcontractors have suitable processes in place to manage any risks to the public that may arise when performing work activities on behalf of Northpower.

Subcontractors are required to have processes in place to monitor that controls are correctly used, maintained and effective.

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3.5 Fatigue

Fatigue is a serious risk and can affect everyone. Subcontractors must have processes in place to identify and control the risks associated with fatigue.

We expect subcontractors to have a process in place to consider, manage and review, among other things:

h. Identification of hazards associated with fatigue.
i. Consideration of who might be harmed and how; and
j. Evaluation of the risks and associated control measures.

3.6 Personal security

Northpower takes any kind of abuse seriously, whether it is physical or verbal. Workers may get abused by a member of the public or by a fellow worker. Subcontractors are expected to have processes in place to manage the risk of any personal security issues faced and provide support to workers to safely remove themselves from the situation.

Subcontractors must have a process for remote/lone workers that addresses, among others:

a. Identifying remote/lone working risks.
b. Establishing controls to mitigate lone/remote worker risk.
c. Emergency response for lone workers.

3.7 Confined spaces

All confined spaces must be treated as high risk and any subcontractor undertaking work for Northpower that involves accessing or working in a confined space shall have a process complying with AS2865:2009 Safe Working in a confined space.

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3.8 Falling objects

Northpower expects that all subcontractors have processes in place to manage the risks associated with activities where objects could fall. This includes tools, equipment or trees/ debris falling from height.

Subcontractors must also have appropriate processes in place to manage risks when transporting material, equipment or tools such that all items/loads are secured appropriately and transported safely.

3.9 Hazardous substances

All subcontractors are expected to have processes in place to manage the storage, use and transportation of hazardous substances.

This will include processes to;

a. Identify hazardous substance risks
b. Establish controls to eliminate or mitigate hazardous substances risk.
c. Manage any emergencies e.g. spill containment/clean up

There are specific requirements for work involving asbestos, silica or Synthetic Mineral Fibres (SMF) and Northpower requires subcontractors to have a process in place that is compliant with (among others):

- The Health and Safety at Work Act 2015 (HSWA).
- The Health and Safety at Work (Asbestos) Regulations 2016.
- The Approved Code of Practice for the Management and Removal of Asbestos.

3.10 Mental health

Northpower expects that all subcontractors have a process in place to manage work-related psychosocial hazards arising from their work, and to monitor and manage this risk appropriately.

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4. Safe system of work

A safe system of work is any procedure or process to document how the subcontractor will eliminate, isolate or minimise risk exposure to workers. All subcontractors who will be performing a high or very high-risk activity (as per Appendix 1) will be required to submit their safe system of work to Northpower prior to the contract or a specific project starting. The safe system of work must be submitted to the Project or Contract Manager for review.

Some examples of documentation that could be provided, among others:

- Diagrams i.e., mark outs, temporary traffic management plan, service layouts etc.
- Lift plans for rigging activities.
- Health and Safety Plan.
- Safe Work Method Statements / Safe operating procedures.
- Roles and responsibilities.
- Risk register and controls.
- Notifiable work (If applicable).
- Facilities on site.
- Environmental management controls.
- Procedures outlining audits and monitoring activities.

5. Competent workforce

Subcontractors are to ensure that all workers have the necessary training, knowledge and experience to carry out their work safely. Subcontractors are required to deem their workers competent against the specific region's Network owner competency standard or Northpower Depot requirements.

Where qualifications are required, these must be kept current for the duration of the work, e.g., EWRB Registrations, Work Type Competencies, and driver's licences, among others. All subcontractors must be able to, on request of Northpower, provide an updated list of competency records for workers working on Northpower contracts.

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6. Establishing control over the worksite

In some cases, our subcontractors will be the only PCBUs on site. Northpower's expectation is that on all worksites, it is clear who at the time has control over the worksite and this is recorded through the Pre-start risk assessment or tailgate. There may be instances where there are multiple PCBU's on site therefore, establishing who is in control of the worksite is expected for site induction, risk sharing and emergency planning purposes (among others).

If you are unsure at any time, discuss with your Northpower Contract or Project Manager.

7. Drug and alcohol testing

All subcontractors shall have processes in place to ensure that their workers or subcontractors are not impaired by drugs & alcohol whilst at work.

Northpower expects the following from our contractors:

a. Pre-Employment Testing – contractors must conduct pre-employment testing prior to a worker commencing work for the first time.
b. Random Testing – contractors must have random testing processes in place that tests workers without prior notification.
c. Justifiable Cause Testing – tests for drugs and/or alcohol when a workers' behaviour is judged by their supervisor to be impaired.
d. Post Incident Testing – A procedure to test for drugs and alcohol after a workplace incident occurs resulting in a notifiable event or an incident with high severity or potential for high severity.

Where no Drug and Alcohol Policy is in place then the subcontractor shall comply with the Northpower policy whilst undertaking work for Northpower. We reserve the right to request a drug and alcohol test post incident or for justifiable cause.

Northpower expect that each subcontractor when submitting monthly hours, include the number and results of random tests conducted for that month.

8. Personal protective equipment (PPE)

All subcontractors shall have a process for the selection identification, provision, issue, storage and maintenance of PPE, as well as training staff in its use. All Northpower worksites have set minimum PPE requirements for certain working areas/tasks. Subcontractors must meet or exceed these minimum standards.

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9. Emergency planning

Emergency planning is important to minimise harm and manage the situation when unplanned events occur. Northpower expects that the PCBU in control of the worksite willbe responsible for the development of the emergency plan and there will only be one emergency plan for the worksite. When multiple PCBUs are working together on a site, Northpower expects that clear arrangements are made between PCBUs regarding the provision and maintenance of emergency equipment.

Northpower expects that subcontractor's emergency plans are specific to the work activity, and all workers and site visitors are informed on arrival of the emergency plan including the location of first aid equipment, First aiders, water and evacuation points, as a minimum.

Emergency scenarios could include, among others:

- Medical event.
- Electrocution.
- Fire.
- Fall from height.
- Underground Service Strike.
- Natural disaster.
- Confined space/Excavation.



Gas strike -USA December 2014-Source Unknown

10. Audit and assurance

Northpower performs subcontractor audits to monitor contracts and projects and subcontractors will be informed of upcoming audits. Northpower's expectation is that all subcontractors conducting high or very high-risk activity (as per Appendix 1) must perform its own monitoring of works. The level and type of monitoring shall be proportionate to the scope of work andaligned to the requirements determined at the planning and specification stage.

All subcontractors are required to have procedures in place to monitor, audit and review health, safety and environmental performance and systems. Northpower requires that subcontractors' self-audits are submitted to the project or contractor manager as agreed in the Safe System of work submitted.

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11. Incident management and reporting

All subcontractors shall have a procedure in place that includes as a minimum, the management of any event, including site preservation and reporting to the regulator.

All subcontractors must have a process that includes, among other things, the accurate reporting of incidents including any health, safety and environmental regulatory compliance events.

When working with Northpower, our subcontractors are required to:

a. Report all incidents, near misses and other events occurring while working for Northpower in a timely manner. Subcontractors should report incidents to Northpower by contacting 0800NPSafe (677233). If you are unable to contact NPSafe send the details to your Northpower contract or project manager. Any notifiable events occurring during the course of work for Northpower must be reported immediately to the appropriate authorities and to your Northpower contact.

b. Ensure all relevant information for events is disclosed to Northpower upon request.

c. Complete investigations, where requested by Northpower, within agreed time frames. An investigation report must be provided to Northpower containing a list of recommended outcomes to ensure that appropriate steps are taken. Subcontractors must also provide verification that any investigation outcomes have been enacted.

Northpower may notify the Regulator of a notifiable event whether or not a subcontractor reports the event.

11.1 Incident investigation

All subcontractors must have a process for incident investigation, and for certain events Northpower may require that a root cause analysis-type investigation is conducted. Subcontractor's incident investigation process should include the investigation of all events based on their potential severity, using a formal documented analysis tool.

Northpower expects that subcontractors analyse their incident investigation findings to determine whether improvements to controls,practices, standards, procedures or management systems are warranted.

Subcontractors are responsible for the following:

a. Conducting investigations in a thorough and professional manner.
b. Cooperating with any Northpower employee who is assigned to support a subcontractor investigation.
c. Participating in a joint investigation if Northpower deems it necessary.

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11.2 Monthly reporting

All subcontractors are required to provide Northpower with a monthly health and safety report detailing hours worked, injuries, incidents and near miss statistics, in addition to the number of self-audits completed and a summary of audit findings and any actions taken. Subcontractors must provide their monthly health and safety report by the third business day of every month.

11.3 Sharing event learnings

All subcontractors must have a procedure in place to ensure information regarding Safety, health and environmental events are communicated to all workers, including subcontractor workers. Northpower will often share 'Safety Alerts' and 'LessonsLearned' communications with its subcontractors, and it is expected that subcontractors will share this information within their own organisations to take advantage of learning opportunities when incidents occur.

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12. HSE performance review

Subcontractors will be required to complete HSE Performance reviews with Northpower following the completion of a project, during contract review or post contract. The purpose is to review how well subcontractors performed and help determine whether the subcontractor is suitable for future contracts or projects.

Health and safety performance reviews include a review of the following:

- The subcontractor's performance against the agreed safe system of work.
- The outcomes of any monitoring activity such as audits/ inspections by Northpower or subcontractor's self-audits.
- Corrective action close out.
- Any improvements agreements between Northpower and subcontractors.

Should there be any unsatisfactory performance noted, Northpower will require the subcontractor to put a plan together to address these shortcomings in a timely manner.

Sustained poor health and safety performance or serious health and safety performance matters may result in more serious and immediate action being taken by Northpower, including the issue of a Stop Work notice, and/or termination of the Northpower Agreement.

Media and social media

When working for Northpower, all subcontractors shall have procedures in place to manage external communication. Subcontractors will refer media enquiries to a Northpower representative or Network owner media liaison person.

Subcontractors will ensure that their workers comply with all relevant legislation including the Privacy Act 2020 and the Harmful DigitalCommunications Act 2015. Subcontractors should discourage workers posting any media to a social media group without the written approval of Northpower.

Disclaimer

This subcontractor Health and Safety Handbook is provided for information purposes only and forms part of the subcontractor's contract with Northpower. It does not constitute safety advice, nor does it replace the subcontractor undertaking whatever it thinks necessary to discharge its obligations under the law or to keep workers safe. Northpower is not responsible for any reliance a party may place on the information in this document.

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Appendix 1- High and Very High-risk Activities

Consistent with the Construction Health and Safety Association of NZ (CHASNZ) definitions, Northpower considers the following to be High and Very High-risk activities:

High Risk Work Activities

- Abseiling/Rope Access
- Arborist Services
- Biohazards or Infectious Materials Services
- Chemical Cleaning Services
- Commercial Cleaning Services
- Construction Rigger
- Drain Laying Services
- Drilling Services (Non-Hydrocarbon)
- Electrical services
- Facilities Management Services
- Forestry Silver culture
- Glazing
- Heavy Transport
- Industrial Coating Services
- Installation and Maintenance of Fire Systems
- Installation and Servicing of Hydraulic Systems
- Installation and Servicing of Lifts Installation and Servicing of Plant and Equipment
- Installation or Servicing of Pressure Vessels
- Labour Hire Services
- Mobile Plant and Equipment Servicing
- Operated Mobile Plant & Equipment Hire Services
- Passenger Transport
- Quarrying Services
- Recycling Services
- Roofing Services
- Sandblasting Services
- Surface Mining Services
- Traffic Management Services
- Trenching Services
- Waste Management Services

Very High-risk Work Activities

- Asbestos Removal
- Building Relocation
- Commercial Diving Services
- Cooling Tower Services (construction, maintenance, and other professional services)
- Demolition Services
- Drilling Services (Hydrocarbon)
- Explosive Blasting Services
- Fixed Wing Flight Services
- Forestry Harvesting/Extraction Services
- Fuel Supply or Storage
- Gas Services (High Pressure)
- Hazardous Substances Storage and Transport
- Helicopter Flight Services
- High Voltage Electrical Services
- High Wall Quarrying Services
- High Wall Surface Mining Services
- Oil and Gas Inspection & Engineering Services
- Oil and Gas Insulation Services
- Oil and Gas Surveying
- Oil and Gas Chemical Services
- Scaffolding Erection and Dismantling
- Stevedoring/Marshalling Services
- Mobile Crane Services
- Tower Crane Services
- Underground Mining Services

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