



Minimum Health & Safety Standards for Contractors



FEBRUARY 2026

1. Introduction

This document sets out the minimum Occupational Health and Safety standards for contractors engaged by Kaingaroa Tipu. These requirements apply to contractors and to all persons engaged, employed, or otherwise directed by the contractor, including sub-contractors and workers performing services in the forest or on Kaingaroa Tipu-managed sites.

Where additional site-specific documentation, procedures, or instructions apply and specify higher OHS standards, those requirements shall take precedence over this document.

2. Legal and other requirements

Contractors must comply with all legal requirements, regulations, codes of practice and standards relevant to the work being undertaken. In addition, contractors are required to comply with the OHS requirements set out in the services agreement as well as any site-specific Health & Safety requirements applicable to Kaingaroa Tipu-managed sites.

You must review your health and safety management systems at least annually, and update them as required.

3. Worker wellbeing

Where high-risk hazards exist that require health monitoring (e.g. noise, chemical application) the contractor will be expected to implement a planned program of health monitoring i.e. pre-employment health checks, ongoing health monitoring, post-critical event testing and exit testing.

Contractors must monitor the health of workers who have worked with hazardous substances to identify and investigate potential ill-effects resulting from hazardous substance exposure. Hazardous substances are defined within the Health and Safety at Work (Hazardous Substances) Regulations 2017.

Contractors are required to implement provisions that ensure employees have access to, but not limited to, the following:

1. Safe and healthy working conditions (Health and Safety at Work (General Risk and Workplace Management) Regulations 2016).
2. Support for work-life balance and mental wellbeing through services including Employee Assistance Program, Forest Wellbeing Champion, Be a Mate, and other support programs.
3. Effective management of working hours and fatigue.
4. Opportunities for training and professional development.

4.

Kaingaroa Tipu drug and alcohol policy

The Kaingaroa Tipu Drug and Alcohol Policy applies to anyone working in the forest or on Kaingaroa Tipu-managed static sites. The policy and other relevant documents are available upon request.

Drug and alcohol testing may include pre-commencement, random, post-incident, and/or reasonable cause tests. If you or your workers are requested to undergo testing, it is expected that this will be complied with. Should any person return a 'non-negative' test result or refuse the test, they will be stood down from Kaingaroa Tipu operations, pending investigation. Refusal to undergo testing may result in termination of your services agreement.

Re-entry to operations will be at the discretion of Kaingaroa Tipu. Further testing or rehabilitation costs are the responsibility of the contractor.

5.

Kaingaroa Tipu contractor safety planning requirements

5.1 Prequalification – In-forest contractors

Contractor certification demonstrates your professionalism to Kaingaroa Tipu and a commitment to OHS. It provides a benchmark that your health and safety systems can be designed to, and means everyone is held to the same standards. By using certified contractors, Kaingaroa Tipu provides an assurance that those we hire are trained and competent, and ensures the scheme will lead to improved health and safety and employment conditions for our workers.

In-forest contractors are required to be either Safe Tree Certified or working towards a Safe Tree certification.

Kaingaroa Tipu may consider other pre-qualifications, including, but not limited to:

- (a) ISO 45001.
- (b) Totika.
- (c) SHE PreQual.

5.2 Site specific safety plan (SSSP) – Kaingaroa Tipu-managed static sites

Contractors working at Kaingaroa Tipu managed-static sites must prepare and submit a suitable SSSP prior to commencing work. A Kaingaroa Tipu SSSP template can be provided upon request.

Contractors must develop a SSSP that outlines how occupational health and safety will be managed for the work undertaken.

The SSSP must apply to the contractor and all persons engaged by the contractor and document the minimum health and safety actions to be implemented, including:

- (a) Identifying, assessing and managing hazards.
- (b) Reporting and investigating accidents, incidents and near misses.

- (c) Training and supervision of workers.
- (d) Preparing for emergencies, including first aid, and rescue plans.
- (e) Providing opportunities for workers to be involved in health and safety matters and procedures.

5.3 Emergency management

The following must take effect before work is commenced:

- (a) Emergency meeting points:
 - i. Contractors working within forest sites must have a map of emergency meeting point (EMP) locations,
 - ii. If on a static site, workers should be aware of the location of evacuation points.
- (b) Stickers detailing emergency procedures are located near radios in mobile plant and vehicles. Workers at Kaingaroa Tipu managed-static sites should follow emergency procedures as per their site induction.
- (c) Contractors must have a working alone policy that includes at least two forms of effective communication, ie. radio/RT, satellite messaging systems, Personal Locater Beacons (recommended).
- (d) Workers must carry emergency equipment relevant to the work being undertaken, including an adequate personal first aid kit. Emergency equipment may include first aid equipment located in vehicles, where this is appropriate to the task and readily accessible.
- (e) A call-in or check-in system must be in place to ensure the safety of workers who are working alone.
- (f) Emergency response plans must be communicated to workers and practiced at least once every six months.
- (g) An adequate number of workers trained in first aid must be available on site at all times, with a minimum of two first aid-trained workers, unless otherwise approved.
- (h) A comprehensive first aid kit must be available onsite, readily accessible, and its location known to all workers.
- (i) All safety hatches on plant and machinery must be fully operational and capable of being opened and exited by the machine operator.
- (j) Emergency tools must be suitable for the task being performed and have a current certification (where applicable).
- (k) A documented plan must be in place for responding to incidents.

5.4 Hazard and risk management

Contractors not associated with Kaingaroa Tipu managed-static sites are to have robust hazard and risk assessment procedures in place; this can primarily be achieved by:

- (a) Identification and assessment of hazards/risks within Kaingaroa Tipu operations in consultation with front line leaders, contractors, sub-contractors, and workers.
- (b) An evaluation of identified hazards/risks to determine their significance and priority.
- (c) Following the hierarchy of control strategy (eliminate, minimise), and deciding on appropriate controls.
- (d) Ensuring control measures are implemented and monitored.
- (e) Communication of identified hazards/risks and controls to all affected parties.
- (f) Managing the introduction of any additional risks/hazards following:
 - i. The introduction of new processes and/or machinery and plant.
 - ii. Completion of incident investigations, where applicable.
- (g) Kaingaroa Tipu and contractor pre-operational hazard/risk inspections will be documented and retained at the operational site. These may be in the form of Kaingaroa Tipu prescriptions.
- (h) The contractor will ensure that all people involved in the operation are made fully aware of high-risk hazards/activities and controls prior to commencing work.

6.

Forest & static site access

Kaingaroa Tipu forests are multi-hazard working sites and therefore access must be carefully managed to ensure the safety of all parties concerned. Access may be closed to parts, or all of Kaingaroa Tipu forests at short notice during periods of high risk (e.g., forest operations, elevated fire danger levels or extreme winds, etc.). We may, by giving you verbal (in the case of emergencies) or written notice, immediately suspend access to any forest or site for such periods as we believe necessary.

6.1 Permit system

All workers are required to complete the 'Business Forest Access Health & Safety Induction', located on our website, prior to commencement of any services, and ensure this is renewed on an annual basis.

Any vehicle entering the forest must have a valid 'Business Forest Access Permit', which is to be displayed on the front windscreen of the vehicle at all times. Prior to commencing operations at a new site, frontline leaders may conduct a site-specific induction with the worker that will, at a minimum,

identify any known hazards/risks. In place of this, a handover of any prescriptions can occur. Where applicable, site hazards/risks will be included on the operational prescription and associated documentation provided by Kaingaroa Tipu.

You must ensure your workers are inducted into your safety requirements prior to commencing work, and any visitors to the site must sign in and complete an induction.

Workers performing services at Kaingaroa Tipu-managed static sites must complete site specific inductions prior to entry. Restricted areas within these environments may require further induction. These requirements will be explained by the Kaingaroa Tipu frontline leader during the general site induction.

7.

OHS communication & consultation

Contractors must provide reasonable opportunities for their workers to be involved in health and safety, including the opportunity to raise OHS concerns or issues.

Contractors must:

- (a) Complete a daily Pre-Start/Crew Briefing meeting with your workers.
- (b) Allow supervisors to attend contractor OHS meetings.
- (c) Ensure all workers attend a regular safety meeting.
- (d) Upon reasonable request by Kaingaroa Tipu, encourage your workers to attend site-wide meetings on specific OHS topics.

There may be a requirement to have representatives attend health and safety forums. The names of any formally appointed Health and Safety Representatives are to be recorded in your OHS documentation.

All workers on Kaingaroa Tipu-managed sites have the right to stop work when they consider it unsafe to continue. This right must be communicated and understood by all workers.

8.

Evaluation of new machinery & systems

Any new or modified equipment, materials, services, or processes must be evaluated prior to becoming operational to determine whether any additional workplace hazards/risks could be introduced.

Plant must be fit for purpose before arriving on site. Plant and equipment must be maintained, with records kept of inspections, servicing, cleaning, and maintenance. Logbooks and pre-inspection checklists must be completed. Plant and equipment must not be operated if any critical safety item is missing or broken. All other repairs must be carried out in a timely manner.

9.

Incident reporting and investigation

You must notify us of all near misses, incidents, accidents, and notifiable events as soon as reasonably practicable, and no later than 24 hours following the occurrence. If complete information is unavailable within this timeframe, you must provide an initial report with available details, followed by a comprehensive report as soon as reasonably practicable thereafter.

To enable formal notification, call 0800 854 624. You may also utilise the SEAMS mobile application. Kaingaroa Tipu also supports hard copy incident notifications via email to appropriate contract managers. All incidents must be logged in SEAMS within 24 hours from the time the event occurred.

In the event of a serious incident that is notifiable to WorkSafe, the scene must be frozen – nothing is to be moved or touched until released by a WorkSafe Inspector or NZ Police (unless it is necessary to do so to prevent further injury or damage).

It remains the contractor's responsibility to notify WorkSafe if a notifiable event occurs. A copy of the notice that is provided by you to WorkSafe must also be provided to us at the same time.

Post incident drug testing shall occur within 24 hours (where practical) of an incident when requested by a Kaingaroa Tipu frontline leader.

9.1 Injury management

Contractors must have in place an injury management policy and procedure that, at a minimum:

- (a) Provides a clear process for all workers following injury, illness, or disability.
- (b) Facilitates the safe and early return to meaningful work for injured workers through communication with all relevant parties.
- (c) Ensure that injured workers receive early and accurate medical assessments.
- (d) Aims to assist the worker to return to the pre-injury position or to another position where possible.

9.2 Non-reporting

Failure to report an incident on time, or at all, may result in disciplinary action.

10.

Kaingaroo Tipu OHS safe working requirements

10.1 Critical risk

Critical risks in the workplace refer to hazards or potential events that have a high likelihood of causing serious injury, illness, or a fatality if not properly managed. These may result in life-altering outcomes. Understanding and controlling these risks is central to maintaining a safe work environment. Kaingaroo Tipu has 25 critical risks spread across all operations, and conducts critical control verifications in the field.

10.2 Critical rules

Kaingaroo Tipu maintains a suite of Critical Rules within the workplace to provide essential guidelines that promote safety, professionalism, and a respectful work environment. Contractors must abide by these rules. Kaingaroo Tipu reserve the right to remove anyone and/or issue infringements for not observing the Critical Rules while working for Kaingaroo Tipu.

Breaches reported by the contractor responsible (Self-Reporting), that are investigated and managed appropriately, will not be treated as a Critical Rule breach.

10.3 Road safety

Kaingaroo Tipu acts as the Road Controlling Authority (RCA) for all roads within the Kaingaroo Tipu-managed forest estate, and is responsible for:

- (a) Ensuring roads are in a condition fit for their purpose.
- (b) Are used for their purposes and,
- (c) Upholding safe user behaviour.

The Kaingaroo Tipu Road Safety Manual is based around established rules and processes such as the NZ Forest Road Engineering Manual, NZ Road Code, Safe Practice for Forestry and Harvesting Operations, the Log Transport Safety Council Industry Standards, the Code of Practice for Temporary Traffic Management, KiwiRail corridor access, and the requirements of the Kaingaroo Road Network Agreement. Safe behaviour rules are provided with respective non-compliance outcomes.

10.4 Permit to work

Contractors must comply with any Permit to Work (PTW) requirements for Kaingaroo Tipu operations. These may include:

- (a) Hot Works and fire watch requirements
- (b) Confined Spaces
- (c) Ground Disturbance (Underground Services)
- (d) Lift Plans and associated crane components and equipment
- (e) Working at height (harness)

(f) Firewood

(g) Drones/UAV's

(h) Other project-specific PTW activities, e.g. electrical isolations

Contractors must adequately supervise any work being carried out under a PTW system. All staff working under the Kaingaroa Tipu PTW system must complete Permit Receiver Training and/or Permit Issuer Training (where appropriate) prior to permits being issued and/or received.

10.5 Personal Protective Equipment

While performing services for Kaingaroa Tipu, all contractors and workers must use PPE that meets or exceeds the requirements set out in the ACOP.

Minimum PPE may include, but is not limited to:

1. Head protection
2. Eye protection
3. High visibility clothing (day/night compliant)
4. Hearing protection
5. Hand protection
6. Protective footwear

In mandatory hard hat areas, only approved hard hat liners (e.g., merino beanies) may be worn under a hard hat.

Additional PPE may be required depending on the task and associated risks, and must be worn while performing those tasks. This may include:

1. Climbing-type helmets for façade and industrial ropes works
2. Full-face shield
3. Respiratory Protective Equipment (RPE)

All PPE and RPE must be fit for purpose and comply with recognised industry standards applicable to their intended use.

10.6 Tree falling

Tree falling is considered a high-risk operation for which the primary method of control is mechanisation. However, Kaingaroa Tipu recognizes that this is currently not possible in all cases. Fallers must hold the correct qualifications relevant to the task they are undertaking and be Safe Tree certified for clearfell operations and Kaingaroa Tipu verified for Thin for Value. The cost of any certificates is the responsibility of the faller.

1. Clear-fell tree falling:

The Record of Learning for Level 4 tree falling should include:

- (a) Level 4 tree falling 17765 or 28561
- (b) Level 4 machine assist tree falling 1255 or 24569 & 24570
- (c) Using tree jacks to fall trees 24585

- (d) Level 4 windthrow 19765 or 1270.
 - i. Where a tree cannot be safely felled it is either left standing (in a safe manner) or felled by another (safe) mechanism which must be approved or arranged by Kaingaroa Tipu, i.e. blasting, poisoning.
 - ii. Exact qualification unit requirements will depend on what tasks the tree faller will be undertaking, and methods used to assist tree falling.
- 2. Silviculture operations:
 - Must comply with the requirements set out in Clear-fell tree falling, or:
 - (a) Are enrolled in the silviculture Thin for Value Assessment program, and,
 - (b) Hold appropriate unit standards:
 - i. 6916 Demonstrate knowledge of rules relating to chainsaw use and,
 - ii. 6917 Demonstrate basic chainsaw operations.

10.7 Working at heights

To ensure safety and compliance when working at heights, appropriate control measures must be implemented, such as the installation of permanent or temporary handrails. The following minimum actions must be taken:

- (a) Ensure all components are securely fastened to prevent failures, such as a loose handrail.
- (b) Conduct regular inspections to verify the integrity and stability of handrails and platforms, addressing any signs of defect or potential failure immediately.
- (c) Implement a supervision and handover process for height safety controls, including checks by an independent inspector before releasing handrails or fall restraint systems.
- (d) Use permits to access height safety controls, particularly when transitioning from temporary to permanent solutions.
- (e) Ensure all personnel are trained in the proper use.
- (f) Ensure a documented Job Safety & Environmental Analysis (JSEA) has been completed and is available.

10.8 Mobile plant and equipment, including inspections

All workers operating mobile plant and equipment, including at Kaingaroa Tipu-managed static sites, must have the appropriate level of competence and, where required, hold the relevant class of driver's licence and endorsements:

1. HT (Heavy Truck) with WTR (Wheels, Tracks, Rollers) endorsements.
2. F (Forklift).

Additionally:

- (a) A working beacon and rear vision mirrors may be required for plant operating in high traffic areas. Where installed these must be in use

- during all movements. Reversing alarms may be required for trucks active in high traffic areas at Kaingaroa Tipu-managed static sites.
- (b) Seat belts must be worn if fitted. Where applicable, four point harnesses must be used as intended and must be certified.
 - (c) All drivers must stay in their vehicles while loading or unloading.
 - (d) Plant must be fitted with the correct level of Operator Protective Structures (OPS) (refer to the Safe Practice for Forestry and Harvesting Operations for Operator Protective Structures on Self-propelled Mobile Mechanical Plant) and must be in working condition.
 - (e) Other equipment including poles used in hauler or tethered operations must be certified by a competent person before use.
 - (f) Work performed in the inspection, servicing, cleaning, and maintenance of plant and equipment must be conducted by competent persons and be recorded.

10.9 Lifting equipment

All lifting equipment used on a Kaingaroa Tipu-managed sites must comply with the requirements outlined in WorkSafe's Safe Practice for Forestry and Harvesting Operations for Load-Lifting Rigging:

- (a) All slings, chains, hooks, and winches must display the working load limit (WLL).
- (b) Open hooks (without a safety latch) must not be used unless defined otherwise within an approved JSEA.
- (c) Lifting equipment must be entered on a register, and copies of current certifications must be available.

10.10 Hazardous substances

Contractors bringing hazardous substances to a Kaingaroa Tipu-managed forest and/or a static site must prepare and maintain a Hazardous Substances Inventory. This inventory must include the substance name, quantities used on site, storage locations, and specific PPE requirements. A current manufacturer's safety data sheet (SDS) issued within the last 5 years must be available in all areas where the hazardous substances are being used.

Contractors must ensure that the following minimum actions are implemented:

- (a) Hazardous substances are used and stored in accordance with the manufacturer's guidelines. Hazardous goods stores must comply with relevant legislation, regulations, guidelines, and industry best practice.
- (b) Containers are clearly labelled with their contents and a contact number for the contractor's representative (legible).
- (c) Gas cylinders are restrained in a secure, upright storage area with appropriate signage. Cylinders must not be stored in containers unless

- designed for this purpose (i.e. ventilated). Empty cylinders must not be stored on site.
- (d) Workers in contact with infectious substances, such as wastewater, must have any appropriate inoculations (e.g. Tetanus and Hepatitis A).
 - (e) Asbestos controls must comply with the Health and Safety at Work (Asbestos) Regulations 2016.
 - (f) Workers must be provided with correctly fitting and appropriate PPE, and be trained in its use, care and limitations.
 - (g) Refuelling and maintenance activities must be conducted in approved areas on site. Operators must use the correct PPE and have controls to manage the substance, including emergency response equipment such as spill kits and fire extinguishers.

10.11 Dust and fume control

Work that generates dust or fumes (including welding) must have adequate controls in place to protect workers and the environment, including:

- (a) Vacuums and attachments for cutting airborne materials.
- (b) Effective dust extraction/control on plant and tools.
- (a) Effective fume extraction (e.g., Local Exhaust Ventilation).
- (c) Appropriate PPE (e.g. P2 masks, respirators).
- (d) Workers using respirators must undergo annual fit testing.

10.12 Tools, equipment and electrical safety, including residual current devices

All electrical work must be conducted by workers with the appropriate electrical registrations, and in accordance with relevant standards, regulations, and codes of practice.

1. All electrical equipment and residual current devices (RCDs) must be tested and tagged:
 - (a) Static site office equipment every 12 months.
 - (b) Operational equipment every 6 months.
 - (c) High risk equipment (e.g. welding machines) every 3 months, and visually checked daily prior to use.
2. If an RCD trips, it is a sign of a fault, and a check on the system must be carried out by a competent person before using it again. Defective units must be locked out/tagged out and not used until repaired.
3. Electrical extension cords connected to power tools must be connected to an RCD.
4. Portable generators must be fitted with an RCD unit. Domestic-type extension cords and plugs are not permitted on Kaingaroa Tipu-managed sites.

NOTE: Each contractor will be responsible for arranging to have their portable and semi-portable electrical equipment inspected, tested, and tagged. Contractors will also be responsible for the payment of the costs associated with the inspection, testing, and tagging of their portable and semi-portable electrical equipment.

10.13 Excavations and underground services

All excavation work must comply with the Good Practice Guideline "Excavation Safety" (July 2016) issued by WorkSafe. Should work on or near underground services be required (e.g. excavations, foundation work, driving waratahs), the identification, testing for, and marking of all services must be completed prior to work commencing.



11.

Definitions

ACOP means the Approved Code of Practice for safety and health in forest operations, and any other approved code of practice that may be issued by WorkSafe in relation to forestry.

Contractor means any individual, organisation, or PCBU engaged by Kaingaroa Tipu to provide or perform services, including the Contractor's employees, agents, subcontractors, or representatives as per the Health and Safety at Work Act 2015.

Forest means Kaingaroa, Whakarewarewa, Whirinaki, Marotiri, Rotoehu, Horohoro, Urutomo, and includes all plantation trees, trial areas, and infrastructure within the forest (including roads, landings, bridges, culverts, signs, survey pegs, fences, and gates).

Forest genetics laboratory means the genetics laboratory under the management of Kaingaroa Tipu.

JSEA means a Job Safety & Environmental Analysis.

Kaingaroa Tipu means Kaingaroa Tipu Limited.

Kaingaroa Tipu-managed static sites means any site under the management and control of Kaingaroa Tipu, including but not limited to MLY, KPP, Nurseries, Forest Genetics Laboratory and the Sala Street office.

KPP means the Kaingaroa Processing Plant.

Legal requirements means any legislation, statute (including the Health and Safety at Work Act and any environmental law), ordinance, rules, regulations, standards, approved codes of practice, subordinate legislation or by-law necessary for you to carry out and complete the services or otherwise comply with your obligations under this agreement.

MLY means the Murupara Log Yard.

Notifiable event has the same meaning as in the Health and Safety at Work Act.

Nursery or Nurseries means either the Rerewhakaaitu Nursery and/or the Te Ngae Nursery.

PCBU has the same meaning as in Health & Safety at Work Act 2015.

Permit to Work or "PTW" means a formal, written safety document that authorizes specific individuals to carry out high-risk, non-routine tasks at a designated time and location. It serves as a safety contract, ensuring hazards are identified, risks are controlled, and precautions are in place before work begins.

PPE means Personal Protective Equipment.

SEAMS means the incident management software used by Kaingaroa Tipu to manage health and safety.

SSSP means a Site Specific Safety Plan.

Worker means any individual involved in providing or performing services (whether as an employee, agent, contractor, subcontractor or representative) for a PCBU as per the Health and Safety at Work Act 2015.

WorkSafe means WorkSafe New Zealand a Crown entity established under the WorkSafe New Zealand Act 2013.



We grow better, every day

