Hastings District Council as the operator of Omarunui Landfill has a legal requirement under the Health and Safety at Work Act 2015 and its amendments, to ensure we provide employees and contractors and visitors with adequate information on our safety requirements, and what to do in the event of an emergency. Your safety and welfare is important to us, so please do not hesitate to ask if you have any concerns.

**DRIVER / CONTRACTOR / VISITORS REQUIREMENTS**

**Opening and Closing Hours**

* Omarunui Landfill is open at 8.00am till 4.00pm Monday to Friday.
* Omarunui Landfill is open at 9.00am till 12.00pm Saturdays.
* If you are going to be a few minutes late call Kiosk on 06 8443177 to advise you are running late and we will stay open to accommodate you.
* Landfill will be open on some Public Holidays. There will be notification given to your company through Landfill Tips ENews when this applies.

**Health and Safety**

On site you **must**:

**Wear all required Personal Protective Equipment whilst on site**

* Hi Viz vest or shirt. (If exiting your vehicle)
* Hard soled footwear (Truck Drivers).
* Hard soled and steel capped footwear (For Contractors).
* A disposable respirator is to be worn by all driver when exiting their cabs to close doors or check the rear of their trucks when on Valley D and A.

The recommended type of respirator is a ‘GP2’ Particulate and nuisance level organic vapour relief is recommended e.g. 3M 9923V



**Covid Protocols on site**

**Wear all required Personal Protective Equipment whilst on site**

* Visitors and Driver are required to scan into Omarunui Landfill QR code.
* Masks must be worn when drivers exit vehicles to collect dockets **(No Mask No Docket)**

**Speed limits and signage on site**

Drive and obey speed limits these are signed and clear to see.

* 5 km/h on weighbridge. (Don’t slam you breaks on when stopping on bridge this action cause damage to the weighbridge)
* 70 km/hr on sealed roads.
* 30 km/hr on partial sealed and unsealed roads.
* **STOP** before accessing the tip face please **WAIT** here for tip face operator to wave you over and back you into position.

**Smoking and Vaping**

* Smoking and Vaping is not permitted at Omarunui Landfill Site. Omarunui is a smoke and vape free zone. This zone starts at the Landfill kiosk.
* This also includes smoking / Vaping inside vehicles whilst on site.

**Mobile Phone Use**

* As per NZTA regulation Handheld Mobile phone use is prohibited whilst driving or operating a moving vehicle or machine.

**Incidents / Near Misses Reporting**

* We hope you are not injured at any time on site; however, if you do suffer an injury while you are on this site, **you must report** this immediately to the **Kiosk Operator** or **Landfill Operations Supervisor** who will ensure an incident report form can be filled out and acted upon.

**Emergency and Evacuation Procedure**

In the event of an emergency evacuation,

* Truck drivers are to follow the instruction of the tip face staff. Please follow the instructions of on-site staff who will ensure your safety.
* Contractors an announcement will be broadcast over the site RT channel. Landfill staff will then direct you to the evacuation assembly point.

**Evacuation assembly point**

This is located

* In front of the weighbridge kiosk at the entrance to the site.
* When at the kiosk notify the **emergency warden** so you are accounted for.

**They will be in a Pink Hi Viz or be wearing a Warden armband.**

**Plant and Machinery on Site**

Companies disposing of refuse are required to have each company truck or vehicle registration registered into the Omarunui Landfill Weightrax Waste Disposal database before entry.

If the vehicle is not registered in the Weightrax system it will be denied entry.

**For all items of plant and machinery on site the following is required:**

* If you are driving a Dual Control Truck then you must be operating this from the RHS whilst on Omarunui Landfill property and roads.

* If you are Transporting a Dangerous Good (DG) (Placarding must be present on the front and rear of vehicle as per NZTA Rules.
* If you are carrying Dangerous Good then an approved Omarunui Landfill Hazardous Waste Manifest shall be presented with the load at the weighbridge kiosk.
* All trucks are required to be up to NZTA road standards.
* If a flashing beacon is fitted to the vehicle – It must be switched **ON** when coming onto the weighbridge and whilst on site.
* If no flashing light is fitted. - Then the vehicle’s headlights must be turned **ON** coming onto the weighbridge and whilst on site.
* All drivers are reasonable for opening and closing there truck doors. In high winds it is down to the driver to access weather or not it safe to open there doors. The tip face operator will not assist in this.
* If you cannot off load due to the load being stuck, you are to go off site to get this rectified. Landfill staff will not use any machinery to assist in unloading stuck loads.
* All incoming rubbish loads are to be covered so that nothing from the load being transported can escape while driving on Omarunui Landfill property.
* Drivers are to check before leaving the tip face that there truck has been fully off loaded and there is nothing that is able to be dragged behind truck.
* All chains, strops and load covers are to be removed from vehicles at the tip face before tipping. (No un-tarping is to be done, outside this area.
* All doors on the back of trucks need to be fully closed. All chains and covers need to be secure before leaving the tip face in valley D.
* Operators that are using a Hi Ab for unloading and loading purposes. Must have a Hiab Lifting plan in place along with the wearing of the correct PPE.

**CONTRACTORS / VISITORS REQUIREMENTS**

**Sign In and Out of Site**

* There is a sign in register at the weighbridge kiosk for temporary contractors/ visitors.

(Mandatory)

* On leaving the site you must sign out. (Mandatory)

**Contractor Work Site Management**

* There are spare RTs at the landfill, in the site office located at the workshop for use while you are on site. (Call into the site office and you will be issued with one)
* Any work carried out inside the valley D footprint or any gas system modifications will require a Gas Detector to be worn. (This is mandatory please call into the site office and you will be issued with one)
* As a contractor you will create hazards in carrying out your work. You are expected to manage those hazards as part of your duties and protect onsite staff and visitors from those hazards.
* Ensure that you have identified and isolated any work areas by appropriate means when required. (Barriers , Cones, Sign)
* Contractor plant and machinery entering Omarunui Landfill requires to be up to COF standards.

**Significant Hazards on site**

The full Omarunui Landfill hazard register is located at the main kiosk, this can be read so that you familiar with the hazards and associated controls on site.

There are THREE significant hazard signs on site please read them and make sure you are following these instructions at all times.



**Consequences for not following site induction rules**

* Any Driver, Contractor or Visitor caught breaking any of the above rules they will be spoken to and given a warning in the first instance.
* An incident report will be recorded and a copy of this report will be forwarded to the company owner / manager.
* If this occurs more than once then the Driver, Contractor or Visitor will be denied from entering the site for a week.

|  |  |  |  |
| --- | --- | --- | --- |
| **I have read and understood the Omarunui Landfill Site Induction information and agree to abide by these instructions at all times.** | | | |
| **I am a: 🞏 Contractor 🞏 Driver 🞏 Visitor** | | | |
| **Name** |  | | |
| **Signature:** |  | | |
| **Date:** |  | | |
| **Company Represented:** |  | | |
| **Contact Phone Number:** |  | **Email** |  |
| We require a copy of your driver’s license for photo ID only. Personal details can be deleted / blacked out if requested.  If you are a DRIVER or CONTRACTOR a copy of this will be held with your induction form on file.    **Driver License Copy attached (**tick if yes**)** | | | |

***Upon completion of this form please handover at Kiosk***

***or forward a copy to:***

Omarunui Landfill Kiosk Operator at [Omarunui.Disposal@hdc.govt.nz](mailto:Omarunui.Disposal@hdc.govt.nz)