

Visitor Induction

Daiken New Zealand Limited – Visitor Induction/Site Safety Rules

To ensure the safety and well-being of all visitors to our site we ask that you read the following and then sign the visitor's book which will indicate you have read our safety requirements, understand your obligations as a visitor here and agree to abide by all site safety rules detailed below.

All visitors to site MUST:

- Be accompanied by a Daiken New Zealand Limited host staff member at all times. All visitors must stay with the host staff member and are not permitted to enter any area on site (e.g. factory/warehouse) nor any other Daiken Property (e.g. farm) without the direct permission and/or supervision of the host staff member.
- Obey all reasonable safety instructions given by the host staff member and/or the Site Controller (e.g. Cease Action/Emergency Evacuation).
- Ensure that no action or inaction causes harm to themselves or to any other person at any time whilst on site.
- Adhere to all applicable safety signs, instructions and/or procedures whilst visiting our site (e.g. Correct PPE, Stop! And give way to forklifts etc.).
- Follow and stick to the walkway at all times in areas that provide them.
- Wear a hard hat, safety glasses, high visibility vest, steel or carbon capped footwear and appropriate hearing protection (Class 4 or 5 ear muffs/plugs) at all times whilst in operational areas. Visitors must not remove any PPE whilst in operational areas (factory/warehouse/yard) and may only remove PPE when in the offices, amenities or in areas designated by an **orange line**.
- Always beware of moving machinery on site and must Give Way to all forklifts, trucks and loaders. Make eye contact with the driver and wait for a signal that it is OK to proceed before crossing operational areas.
- Report all accidents/incidents/near misses/hazards to the host staff member immediately.
- Smoke only in the permitted areas as instructed by your host staff member.
- Obey the site speed limit of 10kph at all times and obtain a parking permit when bringing vehicles into site. This must be pre-organised with reception or host staff member.
- Conduct themselves in a responsible manner and respect all persons whilst visiting our site.



Visitors MUST NOT:

- Touch, alter or interfere with any plant machinery (including Guards) or process whilst visiting Daiken New Zealand Limited.
- Maliciously or wilfully cause direct or indirect damage to any part of our plant or processes whilst visiting Daiken New Zealand Limited.
- Be under the influence of drugs and/or alcohol whilst on site. We reserve the right to refuse admittance and visitors found to be under the influence of drugs and/or alcohol may be ejected from site.

In the event of an EMERGENCY:

- Follow all instructions given by the host staff member, Site Controller or Evacuation Controller (as applicable).
- Evacuate the building immediately and report directly to the muster point. You are required to report to the Evacuation Controller where you will be accounted for and must remain at the muster point until the All Clear is given by the Evacuation Controller and your host staff member.