

GENERAL COMPANY INFORMATION



POTTER INTERIOR SYSTEMS

a business unit of CSR Building Products (NZ) limited

AUCKLAND

Main accounts, admin office and branch

Physical address 393 Church Street, Penrose, Auckland 1061
Postal address PO Box 13 451, Onehunga, Auckland 1643
Phone number 0800 POTTERS | 09 579 1338
Fax number 09 579 2383

Sales orders

Email orders@potters.co.nz
Phone number 09 571 9162
09 571 9165
09 571 9168

HAMILTON

Physical address 127A Maui Street, Pukete
Postal address PO Box 10 372, Te Rapa, Hamilton 3241
Phone number 07 846 0050

WELLINGTON

Physical address 20 Hutt Road, Petone, Lower Hutt 5012
Postal address PO Box 33338, Petone, Lower Hutt 5046
Phone number 04 568 8855
Fax number 04 568 8840

CHRISTCHURCH

Physical address 37 Kingsley Street, Sydenham, Christchurch 8023
Postal address PO Box 12244, Beckenham, Christchurch 8242
Phone number 03 338 8763
Fax number 03 338 0680

CSR BUILDING PRODUCTS (NZ) LIMITED

Incorporated December 1928
Company number 42246
Registered office Price Waterhouse Coopers
Postal address Private Bag 92 162, Auckland
Physical address Level 8, Price Waterhouse Coopers Towers, 188 Quay Street, Auckland City

CSR Building Products (NZ) Ltd is a subsidiary of CSR Ltd - an Australian public company.

Bank ASB Institutional Banking Branch
NZ Account 12 3113 0127757 00
BSB 123113
SWIFT code ASB BNZ 2A
Account 012775700
GST number 11739938
Accountant Sydney based (inhouse)
Nature of business Building supplies wholesaler and distributor
Website www.potters.co.nz
General manager Craig Hawkins | craigh@potters.co.nz
Accounts payable Glenda Toon | glendat@potters.co.nz
Invoices + statements ap@potters.co.nz

REFERENCES

Inex Metals Ltd 09 270 8342
Altus NZ Limited 09 272 1710
Office Max Ltd 0800 729 967

PERSONAL GUARANTEES We do not give personal guarantees

If you are supplying our company with any possible hazardous goods, all relevant details for safe storage etc to meet OSH regulations must be forwarded to our Health & Safety Officer lseegers@csr.co.nz before or on supply.

1. Objectives

To ensure that all purchased equipment & materials do not present a hazard to the environment, safety or occupational health.

2. SHE Assessment

Prior to the purchase by Potter Interior Systems of any equipment or materials, assessment should be made of the potential hazards associated with the goods, & the means for controlling them. This assessment should constitute a 'toll-gate' in the purchasing process, i.e. unless the assessment has been conducted & the product approved, the purchasing process should not proceed.

If unacceptable risks are identified during the assessment, alternative goods or products should be sought. Measures for the elimination, reduction or control of identified risks should be included in the purchasing specification.

Please contact your CSR representative to arrange assessment of your supplies.

3. Purchasing requirements

The purchasing specification should include specific requirements for the reduction control & (where possible) elimination of hazards & should nominate all the relevant New Zealand & or Australian Standards & other references, as applicable (particularly for plant, equipment & PPE).

In addition, CSR personnel should identify products & materials, which require a Material Safety Data Sheet. All such products & materials should be subject to a risk assessment & arrangements should be in place to ensure MSDS are provided.

Where applicable, purchasing specifications should include requirements related to the recycling of purchased goods & materials & to the reduction of packaging waste.

Please provide your CSR representative with MSDS's & other relevant documentation.

4. Inspection of Purchased Goods & Materials

Where appropriate, a process of inspections should be put in place. This should include inspections at the manufacturer/supplier's premises & a final inspection prior to receiving the goods.

Person(s) authorised to conduct final inspections & approve delivery & acceptance of goods, should be formally nominated & authorised.

Please contact your CSR representative to arrange inspection procedures for your supplies.

5. Site Specific Requirements

Each State & CSR site may have specific requirements.

Requirements include Site Safety Induction Procedures, specific times allowed, etc.

Please contact your CSR representative to determine Site Requirements before entering a CSR site or making deliveries.

WELCOME

To all persons calling to our site to deliver or pick up goods and products.

There are some rules and guidelines that you need to know which may save your life or prevent injury.

Please read these rules and guidelines before you start work.



LWS-NZt-WHSE-3.03-PR-03.

Version 1

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Chain of Responsibility Rules

All persons involved in loading and unloading vehicles have a legal obligation to do so safely and lawfully.

CSR employees will not knowingly allow a vehicle to be over weight or over size.

Please do not become offended if a CSR employee refuses to load illegally.

- It is the responsibility of all drivers to ensure their load is restrained in such a manner to adhere to National Road Safety laws.
- It is the drivers responsibility to know and inform loaders of their vehicle mass (carrying capacity)

General Site Rules

- Smoking is not permitted
- High Visibility vests or shirts must be worn at all times.
- Enclosed footwear must be worn at all times.
- Follow the directions and instructions of CSR employees.
- Report all injuries, near misses or property damage to a CSR employee.
- First aid facilities and trained first aid persons are available if required.
- Alcohol and Illicit Drugs are prohibited on CSR sites and random testing is conducted
- Children are not permitted in the warehouse or yards,.
- Dogs and other pets **MUST** remain in the vehicle at all times.
- In the event of an evacuation please follow the direction of a CSR employee.
- CSR reserves the right to refuse entry to anyone not complying with these rules.

Drivers Responsibilities

- ◆ Must use walkway when proceeding to and from the office
- ◆ The use of mobile phones is prohibited in the warehouse area and yard/ loading and unloading areas, you must be inside your truck to answer or make a call or the showroom
- ◆ Walking or wandering through the warehouse is strictly off limits at all times
- ◆ When being loaded you must stay near your truck at all times, but please remember to stay compliant with the exclusion zones, wandering away to chat to someone is not permitted
- ◆ You must adhere to the exclusion zones at all times, Refer to picture inside leaflet for details
- ◆ After receiving your packing slip / delivery docket you will proceed to your truck for loading, you must use the walkways where marked to where your truck is parked.
- ◆ You must use the same route to return to your truck and exit the site

Name: _____ Signature: _____

Transport Co. _____ Date: _____



We care for and protect each other.

OBSERVE THESE RULES WHILST ON THE TARMAC:

- Truck Driver & Forklift Operator to be visible to each other whilst loading or unloading
- No Person to stand closer than 4 metres to the truck tray on the opposite side of the truck whilst product is being loaded / unloaded from the truck
- No person to stand closer than 2 metres to a moving forklift or its load

- If a person is required to stand between a forklift and the truck tray, the forklift must be out of gear, handbrake applied, footbrake applied and tines lowered to the ground
- No standing / climbing on the truck tray without appropriate fall protection
- Driver to remain in Safety Zone or vehicle

Closer than 2m is too close!

Do not enter the safety zone whilst loading or unloading.

Driver may remain in the cab.

Closer than 4m is too close!

Do not enter the safety zone whilst loading or unloading.



No person is to stand closer than 4 metres to the truck tray on the opposite side of the truck whilst product is being loaded or unloaded.

No person is to stand closer than 2 metres to a moving forklift or its load.

CSR

“When working at any height I will assess the risk and use the correct equipment and tools provided (risk of falling person or object at least 2 metres)”



I will...

- Undertake a risk assessment to ensure adequate fall protection is in place when a risk of falling 2 metres or more exists
- Plan to work from the ground and use the tools provided including the mobile platform ladder
- Ensure the harness is secured to the lanyard before getting on the truck