

Welcome to Road Metals Nomination the Minerals Sector Awards 2018.

History – Road Metals has been operating for over 60 years in the industry and has always taken the health & safety of their employees seriously. As times have changed over the years from operating Paintin & Nottingham screens or a Mark 3 chip master hammer mill so has Health & Safety in New Zealand. Road Metals have welcomed both operational and legislative changes and aims to be a leader for other companies to follow when it comes to the Safety of their crews.

Health and Safety must come from upper management which has never been a problem to either Jonny or Murray Francis, as Road Metals is a family orientated company, looking after each other is number 1.



Words From our Director *Murray Francis*

“I am very proud of all our staff and to the level they have helped Road Metals to reach. I personally, as Managing Director, looked after our Health & Safety needs for a period of 10 years and achieved ACC Tertiary Level for all audits bar the first when we were new and achieved secondary level on this audit, but on every audit since, have achieved Tertiary level, a fact we are all very proud of. Road Metals continues to provide strong leadership in all aspects of Health & Safety and is at the forefront of the industry in creating a safer working environment. Regular staff meetings with management take place where safety issues are discussed and actioned if required. Our safety record is highly commendable, and one that we strive to maintain and improve upon. We are constantly looking for improvement and in September 2015, Road Metals employed a full-time Health & Safety Manager to take our company to the next level. Amanda has not only taken us to the next level, but in my opinion, has taken us to the top of the ladder. She has managed to get 100% participation by all our staff who now feel part of the process and eager to help her with Hazard Identifications, and developing Safe Work Procedures and who enjoy being an integral part of our team that achieves “arrive safe, go home safe”.

In 2015, with the advent of the new rules on Health & Safety 2016, we were challenged by some of the changes to the new rules and found some hard to accept but we were told that the train was leaving the station, and it was our choice to be on the train or get left behind. We elected to board the train but insisted on the front carriage and wanted to help steer it. We weren't allowed to steer it but have accepted the changes and I believe that Road Metals is ahead of the game and the rules. We currently employ 150 staff, of which 70 are directly involved with the Quarry side of our business. Of these 70 staff we currently have 20 with their A Grade or B Grade, 2 of these are upgrading to A Grade, and another 9 new enrolments at various stages of gaining their B Grade.

One of our biggest achievements was winning the “Winstone Health & Safety Award” in 2016. This goal was set early 2016 and now our goal is to win the Minerals Sector Award. We have all treasured this award and the trophy that came with it and we have taken it on tour to our other Quarries to show it off and to thank our loyal staff with this achievement, who without their help, this goal would never have been achieved.”



Road Metals – Proud winners of the 2016 Winstones Health & Safety

HEALTH AND SAFETY WORK ACT 2015

In wake of the new Health and Safety at Work Act that came into play on April 4th 2016. Road Metals took the opportunity to do a complete revamp of their current Health & Safety System.

Up until September 2015 Road Metals H&S System had been ran by the directors Murray Francis between 1996 -2005 and Jonny Francis between 2005-2010.

Sarah Mason took over the H&S role in 2010 until Amanda Burke joined the team in September 2015. Road Metals recognized that as legislation was changing and wanting to stay on top of their game they decided to employ a full time Health & Safety Manager to oversee the new changes involving Road Metals employees along the way.

Amanda Burke was hired for the role having gained her H&S experience within the Mining Sector in Australia. Amanda has fitted in extremely well into the vital role of Health & Safety.

Road Metals recognise that any company's biggest strength is the involvement of its employees and take every opportunity to encourage this. Employee participation is extremely important in Health & Safety especially so when setting and achieving any Health & Safety Goals within the work place.

REVAMP

The Road Metals management team sat down and planned ahead deciding to carry out a full risk assessment of all of the job activities that the RM employees face every day, implementing any additional controls needed along the way.

This exercise in itself served extremely well with the RM team and management sitting down and talking about a job and how to make it safer. It gave managers the chance to see that things may have changed in the field and also for the team to understand that sometimes things are out of manager's control, maybe the requirements of the job. By sitting down and conducting this risk assessment that covered everything from coming to work fit & healthy to safely changing liners made everyone feel their worth to the company and in return this got their buy in with Health & Safety and helping with the culture change.

Employees participated throughout the whole process of the Risk Assessment.

From the Risk Assessment Road Metals was able to gauge on what areas needed improvement and additional controls.

Monthly inspections, internal and external audits, tool box talk, hazard cards, task analysis, SWPs all came out of the Risk Matrix and was easy for employees to understand as they had so much involvement and understood how it all came about.

This lengthy exercise gave the whole company the ownership of the process and system.

Snap Shot of the Risk Matrix

Road Metals Risk Assessment Matrix											
Activity	Unwanted event (Hazard)	Current Risk			Improvement Actions	Revised Risk			Comments	Action Owner	Date
		Likelihood	Consequence	Risk Rating		Likelihood	Consequence	Risk Rating			
Equipment Selection.	Unauthorised equipment on site. Person not trained on how to use appropriate equipment.	C-Possible	2-Medium	Moderate	Ensure personnel are trained on how to use the right equipment fit for the task. Training information to be recorded within training register.	D-Unlikely	2-Medium	Low	All internal & external training to be recorded within register.		
General Site Activities											
Light Vehicle movement around site.	Light Vehicle movements around site coming into contact with loaders / plant or people.	C-Possible	4-Major	Critical	Speed limit signs erected at front gate and entry into quarry. Speed limit signs to be displayed and followed around site. All visitors to report to office sign. Use of hazards light when driving around quarry / site zone. All vehicles and people to give way to heavy machines e.g. loaders, trucks. No sales men allowed on site.	C-Possible	2-Medium	Moderate	Look at creating Traffic Management Plan		
RM Personnel moving around site	Personnel moving around site coming into contact with loaders / plant.	C-Possible	4-Major	Critical	All personnel to wear hi-vis/day glow PPE Personnel to make confirmed eye contact with machine operator before walking behind machinery Personnel to under go RM induction and relevant site induction.	C-Possible	2-Medium	Moderate			
Sub-Contractors entering site	Coming into contact with loader, people or plant.	C-Possible	3-Serious	High	RM to issue Sub-Contractors with RM Sub-contractor agreement procedure Sub-Contractors to be inducted before entering site Ensure sub-contractors are wearing hi-vis and RM required PPE	E-Rare	2-Medium	Low	Sub contractor short induction		
Loaders over loading trucks	Loaders over loading of trucks - unhappy client	C-Possible	2-Medium	Moderate	Scales in loader to be set to zero or target weight entered before loading begins. If more than one bucket ensure that the air button is push in order to receive total weight Verify with customer the correct weight wanted All plant operators to undergo RM induction and follow RM safe work procedures Load to be place correctly on the truck/vehicle as per RM Safe Loading Procedure	D-Unlikely	1-Minor	Low	RM Safe Loading Procedure - RM Safe work Procedures?		
Cleaning up around site	Cleaning up around site using loaders or diggers - coming into contact with loaders / plant	B-Likely	3-Serious	High	Ensure all personnel on site are aware that cleaning up is in progress by radio contact Personnel to make eye contact with machine operator before walking behind Machinery Operator to identify all plant, cables and water piping before commencing clean up.	D-Unlikely	1-Minor	Low			
Housekeeping	Trip Hazards / resulting in jury	B-Likely	1-Minor	Moderate	Employees to made aware of importance of everyday tidying up around site. Putting tools etc. away in correct place when finished using. (Includes crib rooms) To be mention in monthly tool box. Mini digger to be rotated between quarries to assist with cleaning up around plant.	E-Rare	2-Medium	Low	Tool Boxes Hazards Cards to be used for identification of housekeeping		
Small vehicle sales	Small vehicle sales - Public coming into contact with loaders / plant	D-Unlikely	5-Catastrophic	Critical	Speed limit sign erected at front gate and entry into quarry Speed limit signs around site All visitors to report to office sign Office to instruct trailer sales of RM trailer sales procedure Plant operators to be aware that car trailer sales may enter their work area. Trailer sale people not to get out of their car Use of hazards light when in quarry / site zone All vehicles to give way to heavy machines e.g. loaders	D-Unlikely	3-Serious	Moderate	Look at creating laminate of what to do when entering the Quarry for front office for visitors to read.		
Contamination of gravel	Contamination of gravel. Unhappy client	C-Possible	2-Medium	Moderate	Plant operators to check and clean bucket before loading if required taking extra care after loading top-soil. Ensure bucket is completely empty before loading another product. (if required get out	E-Rare	1-Minor	Low			

Road Metals Risk Assessment Matrix 369216 - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		1-Minor	2-Medium	3-Serious	4-Major	5-Catastrophic		Likelihood	Consequence	Combination	Outcome			
2	A-Almost Certain	Moderate	High	Critical	Critical	Critical		A-Almost Certain	1-Minor	A-Almost Certain1-Minor	Moderate			
3	B-Likely	Moderate	High	High	Critical	Critical		B-Likely	1-Minor	B-Likely1-Minor	Moderate			
4	C-Possible	Low	Moderate	High	Critical	Critical		C-Possible	1-Minor	C-Possible1-Minor	Low			
5	D-Unlikely	Low	Low	Moderate	High	Critical		D-Unlikely	1-Minor	D-Unlikely1-Minor	Low			
6	E-Rare	Low	Low	Moderate	High	High		E-Rare	1-Minor	E-Rare1-Minor	Low			
7								A-Almost Certain	2-Medium	A-Almost Certain2-Medium	High			
8								B-Likely	2-Medium	B-Likely2-Medium	High			
9								C-Possible	2-Medium	C-Possible2-Medium	Moderate			
10								D-Unlikely	2-Medium	D-Unlikely2-Medium	Low			
11								E-Rare	2-Medium	E-Rare2-Medium	Low			
12								A-Almost Certain	3-Serious	A-Almost Certain3-Serious	Critical			
13								B-Likely	3-Serious	B-Likely3-Serious	High			
14								C-Possible	3-Serious	C-Possible3-Serious	High			
15								D-Unlikely	3-Serious	D-Unlikely3-Serious	Moderate			
16								E-Rare	3-Serious	E-Rare3-Serious	Moderate			
17								A-Almost Certain	4-Major	A-Almost Certain4-Major	Critical			
18								B-Likely	4-Major	B-Likely4-Major	Critical			
19								C-Possible	4-Major	C-Possible4-Major	Critical			
20								D-Unlikely	4-Major	D-Unlikely4-Major	High			
21								E-Rare	4-Major	E-Rare4-Major	High			
22								A-Almost Certain	5-Catastrophic	A-Almost Certain5-Catastrophic	Critical			
23								B-Likely	5-Catastrophic	B-Likely5-Catastrophic	Critical			
24								C-Possible	5-Catastrophic	C-Possible5-Catastrophic	Critical			
25								D-Unlikely	5-Catastrophic	D-Unlikely5-Catastrophic	Critical			
26								E-Rare	5-Catastrophic	E-Rare5-Catastrophic	High			
27														
28														
29														
30														
31														
32														

	1-Minor	2-Medium	3-Serious	4-Major	5-Catastrophic
A-Almost Certain	Moderate	High	Critical	Critical	Critical
B-Likely	Moderate	High	High	Critical	Critical
C-Possible	Low	Moderate	High	Critical	Critical
D-Unlikely	Low	Low	Moderate	High	Critical
E-Rare	Low	Low	Moderate	High	High

ARRIVE SAFE – GO HOME SAFE.

Arrive Safe – Go Home Safe was created in line with the revamp on Health & Safety within Road Metals. Coming to work Fit & Healthy is just as important as being safe while at work. There is both a management & employee commitment.

We advise and educated our employees of the importance of coming to work in a fit and healthy state encouraging them to monitor their personal life so it does not affect their safety or one of their mate's safety at work. "Don't burn the candle at both ends".

Managers are educated to identifying signs of fatigue or if someone's personal health is deteriorating and employees are urged to speak to their supervisor if they ever feel that they are overworked or have personal issues that we could help them with. "Work as a team and look out for each other"

ACHIEVING OUR GOAL

- Strategy, planning, action and follow up are all areas that are vital to making any business process successful. Road Metals have started work in each of these areas to achieve our goal of Arrive Safe – Go Home Safe.
- Along with management commitment the involvement of all employees, contractors and visitors is also crucial to achieving our goal.

MANAGERS COMMITMENT

- Everyone is responsible for preventing harm
- Employee involvement is essential
- Managers and supervisory staff are accountable for preventing harm
- Training everyone to work safely is essential
- All incidents, near misses and hazards must be reported and acted upon
- Weekly Health & Safety meeting
- Monthly tool box meetings
- New machine or plant is not to be operated until Hazard ID and training is complete
- Participation in site inspection audits & rotating inspections at different sites

Road Metals set out yearly Health & Safety Goals reviewing these as the year goes on and at the AGM to see how we are doing to compare progress

This years Goals were as follows.

- Firm focus on Hazard Identification ✓
- Reducing our accident incident rate ✓
- Continuing with our focus on LTI Days reaching 365 ✓
- Safely relocating the Yaldhurst Quarry Plant. ✓
- Conducting and External Audit & Passing ✓
- Having an Infallible Health & Safety System
- Safety Reps to undergo Safety Rep Training ✓
- Enter the Minerals Sector Awards 2018

To Date Road Metals is well on their way to achieving all of this years goals.

Training

Training is a consistent part of Road Metals as we believe “it’s better to have trained someone and have them leave, than not to train and have them stay”.

We support anyone wanting to gain their Quarry Tickets, conduct in-house training, mentoring, provide external training. As Road Metals has strong family values, the team at Road Metals constantly support and encourage their guys in bettering themselves and provide support in gaining any personal goals. Road Metals is known for this throughout the industry so much so that other companies often use our site & facilities.



Operator & B Grade Ticket holder Brendon Teague showing fellow workers how to conduct prestart inspections



The team at the Rolleston Quarry attending Loader training around our Safe Work Procedures

Arrive Safe – Go Home Safe



Management at Road Metals lead from the front.

Directors Murray & Jonny Francis have always been behind Health & Safety, driving it 100%.

Here Murray is running the loader training along with Don Parker at the Rolleston Quarry October 2016.

Arrive Safe – Go Home Safe

Paul Osgood (Possum) one of our more experienced operators showing the guys how he checks his machine daily.



Some of the team shown here that attended the training during August 2016. We went over the SWP, conducted a pre-start check and then everyone completed a 3-5min demonstration of operating safely, using the 3 points of contact, seat belt and turning.



We introduced a water silo treatment system on one of our sites so we could reuse our water instead of it going to waste but found that this then filled our pond up with mud, so we continued to improve our site by introducing a filter press. The only waste we have now is around 10,000 lts of waste water a day compared to 950,000 before the press.

WORKING WITH THE INDUSTRY

One hazard we received had potential to be very serious and proves that RM takes safety seriously and that we are concerned about the industry as a whole and not just our Quarries.

The Hazard – We had a company come on to our site to change some tyres on one of our loaders. The hazard cards had been introduced a few weeks previous. The RM operator that was working with the sub-contracted alerted them to the need of using fall protection blocks. The sub-contractor did not see need for this and had the “*It will be alright, nothing will happen kinda attitude*” but the RM employee that had been at tool boxes and was told that if a job is unsafe “*don’t do it*” told the sub-contractor to “**stop**” and use them and alerted his manager.

The sub-contractor was happy to use the blocks once it was explained again to them. As this was quite a serious hazard RM took extra steps to ensure it was not happening on any of our other sites or at any other company.

Firstly we sent out a potential hazard in your workplace notification to notify all of the managers around the South Island. Secondly we contacted the sub-contractor and had a chat to them and advised that it was a requirement on our sites and that if they wished to continue they would need to comply.

The sub-contractor was extremely happy and grateful that we had alerted them to this situation and had advised that all of their guys would be retrained and the topic was going to be talked about at tool boxes and told us what to expect when one of their guys did visit our sites. We shared this information via toolbox talks and by email to remote managers.

First Notification Email Sent Out

From: Amanda Burke
Sent: Tuesday, 9 February 2016 1:06 p.m.
To: Amanda Burke; Chris Hancox; Chris Newcombe; Daniel Francis; David MacDonald; Don Parker; George Kelcher; Jack Parker; Jonny Francis; Kevin Donnelly; Lindsay Forbes; Murray Francis; Richard Hardwick; Sarah Mason; Vanessa Davies
Subject: POTENTIAL HAZARDS Within Your Work Area!!!

Good Afternoon All

We are getting good feedback on the hazard cards with your guys identifying hazards within their work areas.
 Can you all please take the time to read the following and advise your guys of these hazards that maybe in their work area.

HZNO	Date	Time	Location	Reported By	Hazard Type	Rated	Hazard Description	Corrective Action Taken	Date Raised	Close out Date
HZNO3	27/01/2016	09.30am	Waimak Quarry	Nathan Snyder	Unsafe Working Conditions	Critical	Contractor [redacted] were going to change tyres on a loader without using blocks as fall protection.	Operator advised that they have to have some support under the machine when working on it. Also contacted his supervisor for further advice. Supervisor advised they that they had to use safety blocks. Supervisor to contact [redacted] Tyres & Notify them of this requirement when visiting any RM Sites.	27/01/2016	5/02/2016

Regards

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Follow Up Email

Send [redacted]
Subject: FW: Follow Up On the POTENTIAL HAZARD in your work area

From: Amanda Burke
Sent: Wednesday, 17 February 2016 5:03 p.m.
To: Amanda Burke; Chris Hancox; Chris Newcombe; Daniel Francis; David MacDonald; Don Parker; George Kelcher; Jack Parker; Jonny Francis; Kevin Donnelly; Lindsay Forbes; Murray Francis; Richard Hardwick; Sarah Mason; Vanessa Davies
Subject: Follow Up On the POTENTIAL HAZARD in your work area

Hi All,

Since sending around the previous email it has come to light that this has happened on some of our other sites – We had a incident a few months back that involved nuts coming loose and falling off.

Follow Up:
 Chris Newcombe has been in touch with [redacted]. They have apologised and advised that it is their policy to use fall protection blocks and should be using them every time. For the re-torque of nuts the torque setting should be left on a card for the operator. [redacted] are then meant to return within 24hours to check & re-torque these nuts if needed. If they do not return within the 24hours to check a supervisor or quarry manager should contact them as soon as possible. They are briefing all their employees of this and were happy that we let them know.

Please let your guys know that if the company does not come back within 24Hrs to check to let you know as soon as possible so you can organise them.

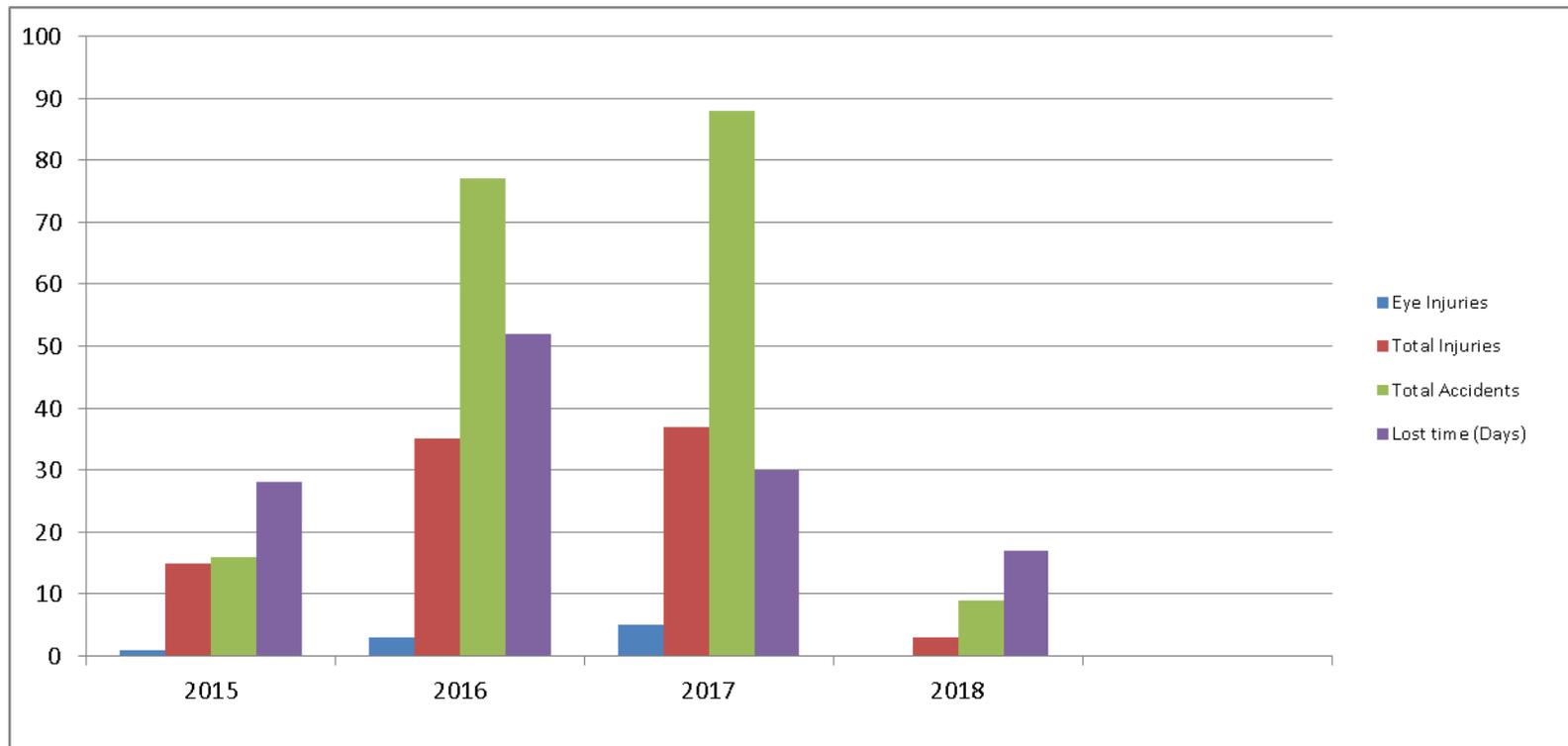
HZNO3	27/01/2016	09.30am	Waimak Quarry	Nathan Snyder	Unsafe Working Conditions	Critical	Contractor [redacted] were going to change tyres on a loader without using blocks as fall protection.	Operator advised that they have to have some support under the machine when working on it. Also contacted his supervisor for further advice. Supervisor advised they that they had to use safety blocks. Supervisor to contact [redacted] & Notify them of this requirement when visiting any RM Sites.	27/01/2016	5/02/2016
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REDUCING LTI DAYS

Another Goal RM has is reducing LTI Days – We have celebrated 100 & 250 Days LTI free. This year's Goal is to reach 365 days Lost Time Injury Free. Employee participation and the reporting of accidents and incidents when they occurred were key in achieving this. We are getting more and more incident reporting.





SOME OF THE ROAD METALS TEAM CELEBRATING THE ACHIEVEMENT AFTER WORK

Arrive Safe – Go Home Safe

Road Metal Management put on a BBQ & Cake as a thank you to everyone in reaching the goal. We also gave prizes (Hats & Keyrings) to those that identified hazards within the workplace. Giving one of the team a fuel voucher.





The Road Metals team celebrating 250 days LTI free, with Murray proudly showing off the Winstone H&S Trophy. Philip Fourie & Ivan Morice, from WorkSafe, attended this BBQ which was a fantastic opportunity for our teams to meet WorkSafe and see the support they have for us when it comes to keeping people safe.

REDUCING LTI'S

Education, Communication and Leading by Example are ways in which Road Metals aims to reduce LTI Days.

Education – Road Metals holds regular workshops with teams of operators from different sites. These workshops are based around, The Risk Matrix, Safe Work Procedure, Task Analysis, and anything new RM is considering.

Communication - Tool Box talks are held at each site every month to talk about Health & Safety along with letting employees know what is going on within the company and the industry as a whole. Tool boxes also provide the opportunity for all staff to put forward info and any new ideas that they may have to share.

Leading by Example – RM managers & supervisors have made a commitment to lead by example, as managers & supervisors they have come through the ranks and want to share their hands on experience and knowledge.

In House Training – Road Metals is recognised within the quarry industry as having loyal and long serving staff. Managers utilize their wide industry experience and knowledge by holding in-house training sessions to support RM employees currently doing their B-Grade training. Road Metals aim to pass on the years of experience to the next generation at every opportunity.

Thank you for taking the time to review our entry.

We look forward to hearing from you.