

CRANE TRUCK DRIVERS

Site Delivery

SAFE WORK METHOD STATEMENT



'We've got your WORK COVERED!'

SITE ACCESS

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Meyer
TIMBER®
New South Wales

UPDATED SEPTEMBER 2022

MEYER TIMBER® ORGANISATION DETAILS

Business Name	Meyer Timber® N.S.W.		
ACN/ABN	25 106 954 033		
No. of Employees	53		
Scope of Business	Timber Import Wholesaler Engineered Floor System Supplier to Truss Plants & Resellers including Site Crane Deliveries		
Insurances (copies attached)	Organisation	Policy Number	
Workers Compensation	icare™	114909001	
Public Liability	CHUBB	02CLO19309	40 million
Product Liability			40 million
Advertising Injury			40 million
Managing Director	David Meyer		
NSW Manager	Kent Powell		
Business Address	2101-2113 Castlereagh Road, Penrith NSW 2750		
Telephone	(02) 4726 5900		
Fax	(02) 4726 5992		
OH&S Officer	Mr Tony Szczygiel (Email: tonys@meyertimber.com.au)		

Revised July, 2022



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Workers Insurance

Certificate of currency

000085 1137 EMAIL
Sandie Powell
MEYER TIMBER N.S.W. PTY LTD ATF MEYER STRUCTAL
AM TRUST
PO Box 292
ST MARYS NSW 1790

Issue date:

14/07/2022

Statement of coverage

The following policy of insurance covers the full amount of the employer's liability under the *Workers Compensation Act 1987 (NSW)*.

Employer name:	Policy number:	Valid:
MEYER TIMBER N.S.W. PTY LTD ATF MEYER STRUCTALAM TRUST	114909001	30/08/2022 - 30/08/2023
Trading name:	Trust ABN:	Trustee ACN:
	25 106 954 033	126 515 606

Industry classification number (WIC) ³	Number of workers ¹	Wages/units ²
453100 Timber Wholesaling	53	\$6,771,824.76

1. Number of workers includes contractors/deemed workers

2. Total wages/units estimated for the current period

3. The policy covers all workers employed by the entity named on this certificate in the course of its primary business activity or any other activities ancillary to its primary business activity as required.

Important information

Principals relying on this certificate should ensure it is accompanied by a statement under section 175B of the *Workers Compensation Act 1987 (NSW)*. Principals should also check and satisfy themselves that the information is correct and ensure that the proper workers compensation insurance is in place, i.e. compare the number of employees on site to the average number of employees estimated; ensure that the wages are reasonable to cover the labour component of the work being performed; and confirm that the description of the industry/industries noted is appropriate. A principal contractor may become liable for any outstanding premium of the sub-contractor if the principal has failed to obtain a statement or has accepted a statement where there was reason to believe it was false.

Yours faithfully,

Peter Meighan
Underwriting Operations Manager
icare Workers Insurance

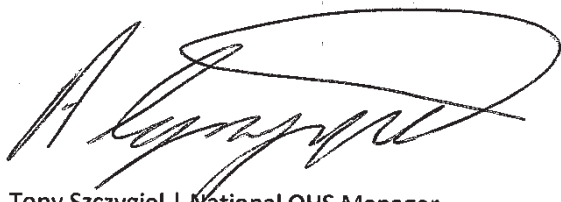
The Occupational Health and Safety (OH&S) of all persons employed, visiting or contracted to Meyer Timber is considered to be of the utmost importance.

Declaration of Commitment

Meyer Timber is committed to provide a safe workplace and to comply with OH&S Legislation. We will provide and maintain a healthy and safe working environment to prevent injury, illness and impairment to the health of our employees, our business partners and the public.

This will be achieved by:

- Constantly improving our identification, assessment and control of hazards.
- Training and supervision.
- OH&S consultation.
- Hazzard reporting and accident investigation.
- OH&S policies and procedures
- Provision of first aid and emergency procedures.
- Working with suppliers and customers to collaborate on improved processes for the safe and effective use of products supplied.



Tony Szczygiel | National OHS Manager
Meyer Timber Pty Ltd
M: 0411 131 921 | P: (02) 4726 5900
2101-2113 Castlereagh Road, Penrith NSW 2750

Honan Insurance Group

Level 9
IBM Centre, 60 City Road
Southbank VIC 3006

P.O. Box 4747
Melbourne VIC 3001

t — +61 3 9947 4333
f — +61 3 9947 4300

honan.com.au

Honan.

CONFIRMATION OF PLACEMENT

This letter is to confirm that the appointed insurance broker has arranged the following contract of insurance. The policy referred to is current as at the date of issue of this confirmation and whilst a due date has been indicated it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date. This letter is not a substitute for the Policy of insurance. The policy, not this letter, details the rights and obligations of the Insured and the extent of the insurance cover.

Name Insured: Meyer Timber Consolidated Pty Ltd (ABN 63 006 318 458) as parent of Meyer Timber Pty Ltd)

(a) Subsidiary companies, organisations and other associated companies as defined under Section 50AAA of the Corporations Act 2001 (Commonwealth); and

(b) social and sports clubs (including the committees and officers from time to time of unincorporated bodies) and the trustees of the Insured's superannuation and pension funds and welfare organisations; and

(c) all organisations and other entities to whom (whether mortgagees, lessors, joint ventures or other parties with a legal or equitable interest in the Property Insured) the named Insured has a responsibility to maintain insurance, all for their respective interests, rights and liabilities and to the extent that they are not more specifically insured.

Business Description: Principally timber wholesalers and distributors of structural engineered wood and timber products for residential and commercial markets, manufacturer, seller and installer of construction modules, commercial and retail property owner, tenants, property occupiers, retailer timber and hardware and any other activity incidental thereto and/or in which the Insured engages or may become engaged.

Policy Type: Public & Products Liability

Insurer: Chubb Insurance Company

Policy Number: 02CL019309

Policy Period: From: 31/08/2022 at 4.00pm local standard time
To: 31/08/2023 at 4.00pm local standard time

Total Limit of Liability:

Public Liability:	\$40,000,000
Products Liability:	\$40,000,000
Care, Custody & Control:	\$600,000
Errors & Omissions:	\$250,000
Product Recall:	\$250,000

This Policy extends to cover employers for vicarious liability for actions of their employees

Situation: 2083-2089 Castlereagh Road, Penrith, NSW, 2750

Territorial Limits: Anywhere in the World except the United States of America, Canada and their respective protectorates and territories.

Signed:

Vinh Ngo

Vinh Ngo
Client Manager
Honan Insurance Group

Dated: 31 August 2022

www.meyertimber.com.au

MEYER TIMBER® CRANE TRUCK DRIVER SITE DELIVERY SWMS & CONTRACTOR DETAILS

The following Site Delivery Crane Hiab Truck Contractors adhere to the following
'Site Delivery' SWMS.

Contractor	Details	
Arem Australia PTY LTD	ABN Workers Comp Insurance Public Liability Insurance	82 615 036 363 icare - #176987601 ALLIANZ #171AN0374COM
CKD TRANSPORT PTY LTD	ABN Workers Comp Insurance Public Liability Insurance	11 607 798 818 icare - #778994801 Insurance HQ - #SCL000423
R & C O'Reily	ABN Accidental Injury Public Liability Insurance	34 676 465 289 AAMI - #G5060971 Zurich - #06407XZBI

SAFE SITE DELIVERY

Meyer Timber® N.S.W. has prepared this document to create a safe procedure for all Contract Drivers delivering to building sites where mounted crane and or Hiab Truck lifting is required to unload. Meyer Timber® N.S.W. takes safety seriously and is committed to providing a safe work environment for all employees and its contractors with site deliveries.

The information and instructions in this document becomes a part of all of our Contract Drivers SWMS.



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THE ENVIRONMENT

- Delivery scheduling is to be mindful to not cause a nuisance to the neighbouring properties. The delivery must also comply with council law.
- Provisions must be provided by the site for vehicles to be cleaned down should they be requested to drive off the road.

SAFE SITE ACCESS

- Safe and legal entry to the site must be provided by the builder. The builder must be respectful to provide adequate access for our drivers with the courtesy to move vehicles blocking safe access. Appropriate traffic control when required needs to be provided by the builder.
- Clear and safe directions to the delivery point needs to be provided.
- Excavations & holes need to be clearly marked.
- Stable ground surface needs to be provided. Uncompacted areas are potentially dangerous with heavy vehicles.
- Delivery point must be clear of obstructions and rubbish.
- A safe exit point must be provided.
- Provide a list of hazardous substances complete with the appropriate MSDS for any substance that our contractors may come into contact on site.
- Clear instructions as to any special requirements required by the site.

POWER LINES

- Every site is to be assessed as to the provision of both above and underground power and safe working distances are to be maintained. A minimum of 2m is to be maintained with any part of the crane or load to distribution powerlines and a minimum distance of 6m is to apply to high voltage powerlines.

GENERAL

- Customers and other site personal are prohibited from climbing onto or riding on the delivery vehicle.
- It is the responsibility of the Meyer Timber® customer or their builder to give 24hrs notice if site access has changed.
- Meyer Timber® NSW or its contractors will not break any government RTA or council laws to illegally load "over length" product on trucks just because the builder can't or will not provide access to the appropriate truck required to deliver legally.
- Any unsafe work practises need to be reported to the Meyer Timber® N.S.W Despatch manager Mr David Pullen.
- The use of the truck is restricted to the safe delivery of product to site only. Other requests from the builder to lift material onto the structure is strictly forbidden and if requested will be reported back to our client.
- Safe access and determining a safe drop point for materials remains at the discretion of the truck and crane operator at all times.
- Meyer Timber® N.S.W and its contractors accept no responsibility for any site damage when asked to travel off the designated access or road.
- Any material missing or damaged must be reported within 24hrs of delivery, and will not be recognised if site is unattended at time of delivery.
- Any part of the delivery considered to be unsafe will be at our drivers discretion even if instructed by the site supervisor.

Kent Powell
NSW STATE MANAGER

MEYER TIMBER® CONTRACT DRIVERS LISTED BELOW AGREE TO AND MAINTAIN THE ABOVE CRANE OPERATING PROCEDURE:

Arem Australia Pty LTD • R&C O'Reilly
Duke Henning Driver on Behalf of CKD TRANSPORT Pty LTD

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MEYER TIMBER® CONTRACT DRIVER PLANT & EQUIPMENT REGISTER

Equipment Description	Plant Registration & Serial No.	Operator's Licence Yes / No	Evidence of Maintenance Yes / No	Hazard I.D. Risk Assessment Conducted Yes / No	Operating Manual Available Yes / No
AREM AUSTRALIA PTY LTD					
ISUZU Prime Mover	XN33GU	Yes	Yes	Yes	Yes
Trailer	P75571	Yes	Yes	Yes	Yes
Palfinger PK	12001-EH	Yes	Yes	Yes	Yes
IZUZU Prime Mover	XN08WZ	Yes	Yes	Yes	Yes
Hino FM Ranger 2003	YZA751	Yes	Yes	Yes	Yes
Palfinger 16502 Crane	100092435	N/A	Yes	Yes	Yes
R&C O'REILLY					
International 2670 12 Tonne Rigid	XN42CW	9121MS	Yes	Yes	Yes
Palfinger PK 10500	9892434	N/A	Yes	Yes	No
CKD TRANSPORT PTY LTD					
FVZ 1400 14 Tonne Rigid	CE99PF	6098CL	Yes	Yes	Yes
Hiab hiab 122E-3DUO B Crane	12202404	N/A	Yes	Yes	Yes



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MEYER TIMBER® CONTRACT DRIVER SLING & CHAIN REGISTER

MANUFACTURER	WORKING LOAD LIMIT	PRODUCT LABELLED YES / NO	CERTIFICATE NUMBER / SERIAL NUMBERS
AREM AUSTRALIA PTY LTD			
AUS LIFT	Flat Web Slings 4.0mtr x 2000kg x 3	Yes	Certificate Number: F14107 Serial Numbers: 10066, 10297, 10119
	Flat Web Slings 4.0mtr x 2000kg x 2	Yes	Certificate Number: F14090 Serial Numbers: 8089, 8031
	Flat Web Slings 5.0mtr x 2000kg x 2	Yes	Certificate Number: F14077 Serial Numbers: 10043, 10081
GORILLA	Round Slings 3.0mtr x 3000kg x 6	Yes	Serial Numbers: 53A-1/2869, 63A/8751, 63A/9447, 53A-1/2794, 63A/8857, 53A-1/2878
AUS LIFT	Flat Web Slings 4.0mtr x 2000kg x 15	Yes	Serial Numbers: F171253774, F20373-54-970, F20373-54-600, F20373-54-607, F20373-54-608, F20373-54-609, F20373-54-232, F20373-54-468, F2037-54-964, F20373-54-803, F21185-2-445, F20373-54-419, F20373-54-101, F20373-54-575, F20039/2x4x0166
	Flat Web Slings 5.0mtr x 2000kg x 2	Yes	Serial Numbers: F20221/2x5/0048, F20221/2x8/0059
	Flat Web Slings 4.0mtr x 2000kg x 18	Yes	Serial Numbers: F21233-2-724, F21233-2-210, F21233-2-716, F21233--2-028, F21233-2-428, F18012/2x6/0384, F21026/2x4/0275, F20373-54-975, F21356-4-138, F21356-4-325, F21356-4-56, F21356-4-595, F21356-4-596, F1712513977, F110978/2x4/0132, F20373-54-616, Ds01004-056, Dsy/6010204-586
R&C O'REILLY PTY LTD			
AUS LIFT	Flat Web Slings 4.0mtr x 2000kg x 4	Yes	Certificate Number: F14107 Serial Numbers: 1259056, 12590541, 15710842, 15710844
	Flat Web Slings 4.0mtr x 2000kg x 2	Yes	Certificate Number: F14090 Serial Numbers: 8246, 8247
	Flat Web Slings 6.0mtr x 60mm x 6	Yes	Serial Numbers: 20091206, F20400346, F20400254, F20400289, F03328, F272304
	Flat Web Slings 5.0mtr x 60mm x 2	Yes	Serial Numbers: F14077 x 2
	Flat Web Slings 4.0mtr x 4	Yes	Serial Numbers: F14090 x 2, F14107 x 2
CKD TRANSPORT PTY LTD			
AUS LIFT	Flat Web Slings 2.0mtr x 2000kg x 4	Yes	Certificate Number: F14077 x 4 Serial Numbers: 7020, 7023, 7073, 7044
	Flat Web Sling 4.0mtr x 2000kg x 12	Yes	Certificate Number: F15018 X 3 Serial Numbers: 15088, 15105, 15075
	Flat Web Sling 5.0mtr x 2000kg x 8	Yes	Certificate Number: F15018 X 2 Serial Numbers: 16015, 16008

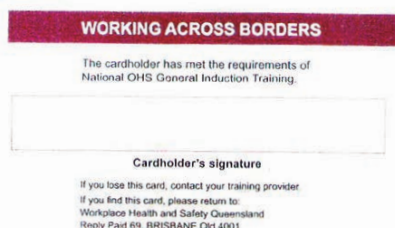
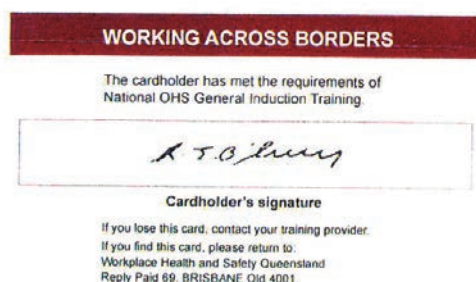
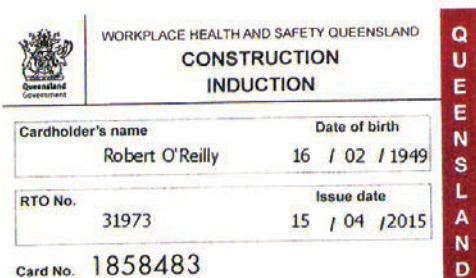
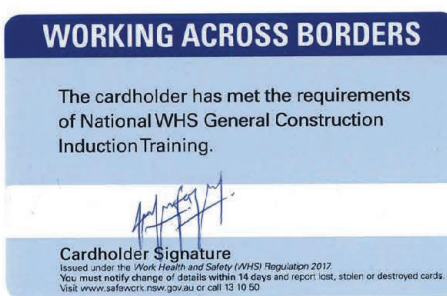
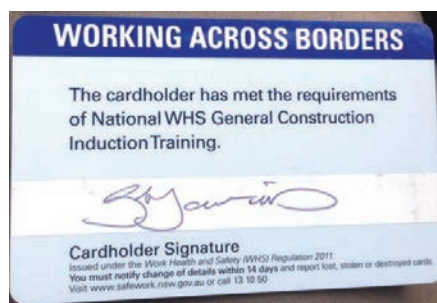
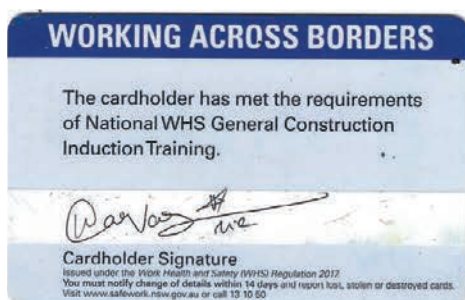
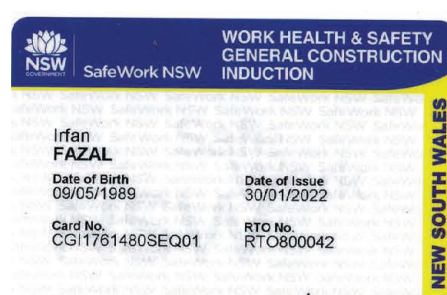
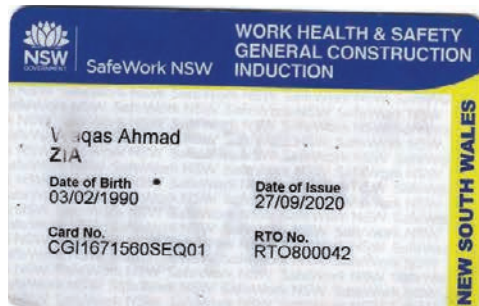
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MEYER TIMBER® CONTRACT DRIVER TRAINING, INSTRUCTION &/OR INFORMATION REGISTER

Type of Training Instruction or Information	Licence or Card No. (if applicable)	Training Provider	Date Issued
AREM AUSTRALIA PTY LTD			
White Card	10562114	AQT Training	July 2018
Work Health & Safety Construction Induction	CG1671560SEQ01	Safework NSW	September 2020
	CG1761480SEQ01	Safework NSW	January 2022
R&C O'REILLY			
OHS White Card	1858483	Urban E-Learning	15-04-2015
DUKE HENNINGS - DRIVER FOR CKD TRANSPORT PTY LTD			
Work Safely in the Construction Industry	CPCCOHS1001A	Express Online Training	23-08-15
OHS White Card	1920914	Working Across Borders	23-08-15



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MEYER TIMBER® CONTRACT DRIVER CRANE OPERATING PROCEDURE

IDENTIFIED HAZARDS

Overhead Power Lines
Equipment Failure

Proximity of Others
Unsafe/Unstable Loads

Roll Over/Instability
Lifting Capacity Exceeded

PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS TO OPERATE



Hard Hat when specified

A full document dedicated to Safety Operating Procedures is available from Meyer Timber®
OHS Officer Mr David Pullen on request.

PRE-OPERATIONAL SAFETY CHECKS

- Inspect the crane for any obvious damage, operational functionality and wear including slings, chains and associated lifting equipment. Check log book for currency and any recorded issues to action.
- Only use crane for intended purpose
- Ensure park break is applied.
- Ensure that there is adequate traffic management if required
- Know the safe working load of the crane.

OPERATIONAL SAFETY CHECKS

- Ensure the ground is firm and suitable with fully extended outriggers & stabilisers are used. Utilise packing under stabilisers in case of soft unstable ground.
- Barricade the work area if required (exclusion zone).
- Look Up and Live! Check for overhead power lines. Do not enter No Go Zones of electrical power unless de-energised / isolated.
- Ensure the load is safe prior to lifting / secured and evenly balanced. Check for loose material that could potentially dislodge during the lift.
- No persons allowed under suspended loads.
- Monitor stability throughout the operation as it can be affected during the movement of the load. Utilise tag lines if required.
- Maintain direct line of site of the load at all times. Where not possible, utilise assistance and adequate means of communication.
- NEVER LEAVE SUSPENDED LOADS UNATTENDED.

**MEYER TIMBER® CONTRACT DRIVERS LISTED BELOW AGREE TO AND MAINTAIN
THE ABOVE CRANE OPERATING PROCEDURE:**

Arem Australia Pty Ltd

R&C O'Reilly

Duke Hennings on behalf of CKD Transport Pty Ltd



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SITE UNLOADING INFORMATION - MEYER TIMBER® FLOOR SYSTEMS

ACTIVITY	FLOOR JOIST DELIVERY	
Date	Docket Number	Time
Assessment Undertaken by Driver Name		
Site Address	Driver Signature	

POTENTIAL RISKS	
1.	Is the site clear for you to be able to unload safely?
2.	Is there safe site access and egress and is traffic control required?
3.	Are there any other trades or activities that may impact on my work safety?
4.	Have I communicated with other trades /workers in this area?
5.	Can something fall on me or can I cause something to fall on someone else?
6.	Is there a risk of workers or pedestrians in the unloading zone?
7.	Is there a risk of injury due to open trenches or excavations?
8.	Is there a risk of coming into contact with overhead or underground services?
9.	Are there any other potential hazards that need to be addressed by the site supervisor?
10.	Additional Comments

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MEYER TIMBER® STAFF WHITE CARD REGISTER

NAME	ACCREDITATION NUMBER
David Pullen OPERATIONS MANAGER	CGI01414153SEQ1
George Dolezal STRUCTURAL ENGINEER	CGI00783273SEQ1
Brad Jarvis REPRESENTATIVE	CGI1481759SEQ01
Charlie Vella BUILDER GO-TO REP	CGI00659397SEQ1

Please see attached White Card copies on next page



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