

Dear Heavy Transport Partner,

Terra Cat would like to make you aware of our requirements for Loading, Unloading and Transporting Heavy Plant and Equipment when delivering to and/or from a Terra Cat site. We want to have controls in place so there is No Harm for both Terra Cat team members and your team members.

Our requirements include:

1. Transport companies and owner operators are required to complete the Terra Cat Vendor prequalification procedure if they are a frequent visitor to any Terra Cat site.
2. All regular drivers must complete the Terra Cat Contractor online induction before arriving at any Terra Cat site. Visit our Health and Safety page on our website Terracat.co.nz
3. One-off and/or occasional drivers must be guided by a Terra Cat team member whilst on site.
4. All drivers must sign-in on arrival to site.
5. Drivers should be appropriately licenced, suitably trained and experienced in the type of machine to be loaded/unloaded and must be fit for work. Terra Cat cannot load or unload on your behalf.
6. Trucks and trailers must be routinely inspected, well maintained, and fit for purpose accordingly to the load being carried.
7. Terra Cat require notification from the transport company of any subcontracting to another transport company prior to arriving on site and will provide formal written approval.
8. The transport company must understand the dimensions and total weight of the load so the transporter is within its legal carrying capacity and there will be no contact with any structures or objects in transport.
9. The transport company must identify the delivery route to avoid any potential hazards.
10. Drivers must have and wear all required PPE.
11. The transport company must ensure they use a spotter/guide to load/unload all equipment and plant.
12. If operating out of normal Terra Cat operating hours the transport company is to have a spotter/guide in attendance and must supply a picture to Terra Cat the next working day demonstrating the 5-metre exclusion zone is in place.

A Safe Work Procedure has been developed to help guide our people and your drivers through creating a safe working area. This can be found on our Health and Safety page at Terracat.co.nz. If you want to access a Terra Cat site outside of normal operating hours you will need to seek prior approval from the Terra Cat team member that has engaged your services

If you have any questions about these requirements, please direct them to your Terra Cat site contact person. This should be done before dispatching a load to or from our site.

Terra Cat has started a process to mark specified loading zones on each of its sites, this process will take a few months to complete so in the meantime ensure you have made contact with your Terra Cat site contact person for guidance.

We thank you in advance for your support to make the loading, unloading and transporting of heavy machinery as safe for our people and yours.

Regards

A handwritten signature in black ink, appearing to read "Dean Heney".

Dean Heney
Safety and Sustainability Manager
Terra Cat

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