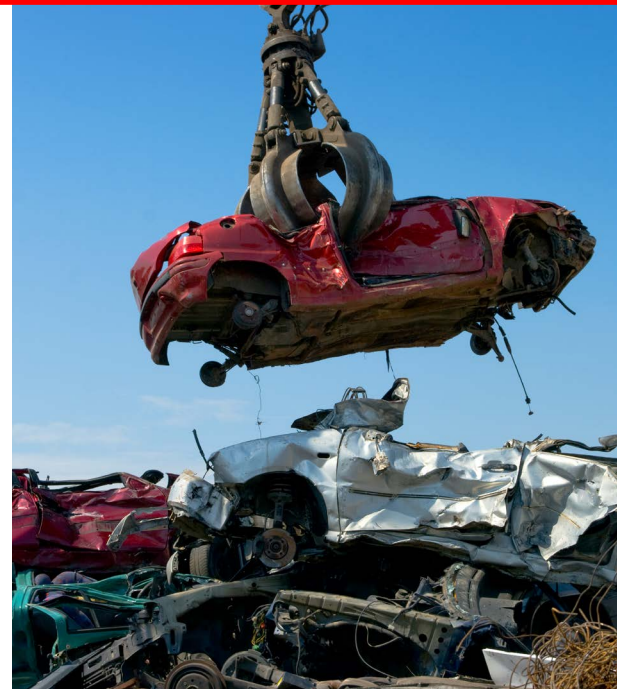


Working safely at the wreckers

While we're here to pay to claims if the worst happens, we're all about trying to keep you and your property safe and secure in the first place.

When you're doing wrecking and dismantling, you'll have a set of unique risks to deal with as you work. Here are a few things to know upfront.

The use of cutting and welding equipment and the presence of fuels and oils increase the risk of a fire. Poor controls can lead to unsafe practices which increase the fire risk. Fires in wreckers yards are difficult to extinguish resulting in extensive damage to the vehicles and salvageable parts.



Structure of the building



Naturally, your shop/garage/ space should be in good condition and kept secure.

Best practice

- Ensure that high risk areas, like spray painting and hot work areas are adequately separated.

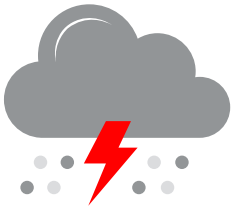
Must haves

- ✓ That means making sure cladding, access doors, windows and their locks, latches and hinges are in good working order and condition, firmly secured to the building structures.
- ✓ Any access roller doors need to be secured with pins and padlocks after hours. If you've got motorized doors, make sure the electric open/ close switch is locked – while while manual doors should be chained to the building.

✓ A regular maintenance schedule is really important. Check that:

- Water drainage isn't obstructed by clearing gutters and channelling drains and yard sumps, (especially where there are large trees)
- Fire walls are free from holes and that fire doors can close freely. Keep areas around fire doors clear.
- Any fragile or exposed cladding is protected with bollards or barriers to stop impact damage.

Weather watch outs



While you can't control wild weather, you can reduce the risks that come with it.

Best practice

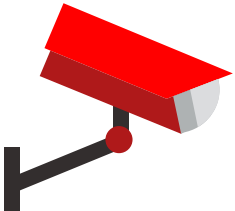
- Be aware of what weather or flood events are likely to affect your building or business. This can help you plan what needs to be done.
- Keep trees and shrubbery well-trimmed, and remove diseased or damaged limbs. Ask a professional arborist to assess and strategically remove branches to allow wind to blow through the trees.
- Protect water and other pipes from freezing using insulation, or install heat tape.

- Remove snow and hail from gutters as soon as it's safe to do so. This will reduce the possibility of subsequent rain overflowing gutters.

Must haves

- ✓ Ensure the building is well maintained, that walls and roof are watertight. Make sure doors and windows are close fitting.
- ✓ Make sure gutters and down pipes are not blocked by leaves or rubbish. Check before the winter season, or more frequently if needed.
- ✓ Inspect channel drains, yard storm water outlets and sumps and make sure they are all free-flowing and that curb side gutters are not blocked by leaves and rubbish.

Secure sites



Keep your business, staff and equipment safe.

Must haves

- ✓ Keep all outdoor areas well-lit after dark – this means burglary, malicious damage and arson are less likely. LED is a great option, as it's cost-effective and high level lighting.
- ✓ Ensure your yard has a high fence and secured gate, with a padlock that can't be cut. Don't leave padlocks unlocked on the gate during the day.
- ✓ Install hi-def CCTV inside and out. It's best if it's infrared and motion activated so images recorded in low light are as clear as possible.
- ✓ Have a monitored intruder alarm with security patrol response. Make sure they're checked and maintained each year, and intruder alarm detectors are always unobstructed.

- ✓ Random after-hours security patrols are a great idea.
- ✓ Keep everything valuable (e.g. WOF, COF or cash) in a cash-rated safe that's bolted to the floor, and covered by the alarm. It's also important to keep vehicle keys in a key safe in a secure room.
- ✓ Keep all other high value stock secure in the building and also covered by the intruder alarm and CCTV.
- ✓ Keep vehicle keys left onsite in a key safe in a secure room.
- ✓ It's worth noting that impound yards need a higher level of security. Think monitored perimeter fencing, proximal intruder detection and flood-lighting in the yard spaces – with bars fitted on accessible windows.
- ✓ Keep external shipping containers within enclosed yards and padlock the doors. Extend the intruder alarm to these containers if they hold valuable items.

Put out fire risks



Fires can be devastating for a business and a real risk to your people and property. Here's what we recommend to get ahead of it:

Best practice

- Consider installing a monitored fire detection system that's compliant with NZS 4512 that you check and test routinely. Alternatively you can hook up smoke and heat detection through your intruder alarm system.

Must haves

- ✓ You'll need an appropriate number of fire extinguishers, which are located throughout the site and can be easily accessible by staff. We recommend general purpose 4.5kg ABE dry powder units as a minimum. Foam fire extinguishers are a good option for flammable liquid fires. All fire extinguishers should be checked annually.

Smarter storage



Hazardous substances need to be stored and handled safely.

Must haves

- ✓ Ensure all hazardous substances are stored correctly. Secure and restrain any gas bottles.
- ✓ Check to see if the type and quantity of substances require certification and other compliance control measures.
- ✓ Keep small quantities of flammable liquids in dangerous goods cabinets. Larger quantities need to be in an approved dangerous goods store or separate areas within the building.
- ✓ Store solvent-covered rags in a steel bin with close-fitting steel lid.
- ✓ Fit flashback arrestors to any oxy-fuel gas welders.

Good housekeeping counts



By having a thorough housekeeping routine, you'll reduce the risk of major fire damage.

Best practice

- High risk areas, like storage and hot work areas to be kept separate.
- Train staff to use forkhoists and goods-handling equipment. Ensure they have licenses where required.
- Make sure fire exit paths are kept clear.

Must haves

- ✓ Keep the work area neat and tidy and limit combustibles in areas where vehicle are being cut up.

- ✓ Separate combustibles and ignition sources such as electrical switchboards. Undertake regular checks to assist with this.
- ✓ Remove fuel before dismantling or crushing work begins.
- ✓ Store batteries for recycling in the right spot, away from fuel sources and combustibles
- ✓ Keep external waste bins, pallets, local cardboard disposal bins at least 10m from the building, locked and closed – if you can't, use metal bins with lockable lids.
- ✓ Dispose any used oil, paint or solvent soaked rags in a metal bin with a lid.

Good maintenance protects you

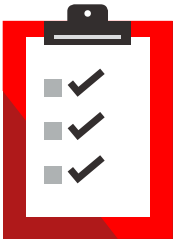


Good maintenance means your building and machinery used are better protected against fire, security and property damage risk.

Must haves

- ✓ Make sure any critical mechanical plant, machinery and tools are part of a routine maintenance plan.
- ✓ Maintain all plant and electrical equipment according to the manufacturer's guidelines.
- ✓ Keep electrical systems in good condition and fault free. We recommend:
 - That older buildings are checked comprehensively and regularly by an electrician where there are ongoing electrical problems or where the system shows wear and tear.
 - Thermographic imaging of switchboards to identify elevated temperatures (which can indicate potential failure) and overloading.
 - Test and tag all portable electrical items. Don't use extension leads or power boards unless you have to – and definitely not if they're damaged.

Essential management



Put controls in place to manage activities that could result in a fire or loss or help mitigate fire or loss. These include ensuring:

Best practice

- Before leaving at the end of the day, take a look around all of the areas to see that everything's as it should be.
- Train staff, to use and operate plant and equipment according to the manufacturer's guidelines.

Must haves

- ✓ Have proper procedure around hot work, like a fire watch and stopping welding an hour before close. Have designated welding areas or welding curtains.

- ✓ Keep combustibles away from ignition sources, remove trip hazards, ensure fire exits are unblocked.
- ✓ Enforce a safe process for draining fuel from vehicle fuel tanks.
- ✓ Ensure there is a robust self-inspection routine in place – a simple look around all areas to see that everything is as it should be and that housekeeping standards are being maintained.
- ✓ Limit any smoking to a designated area that's free of any waste bins and equipped with proper bins for throwing away cigarette butts. Prohibit smoking anywhere near dismantling operations.

Don't get disrupted



As standard, your maintenance should include:

Best practice

- Invest in a business continuity plan to ensure easy replacement of key plant and machinery.

Must haves

- ✓ Back up critical data weekly and consider using secure Cloud services.
- ✓ Ensure you've got antivirus protection on your computer and regularly update it.
- ✓ Keep important paper records in a fireproof box/cabinet.
- ✓ Keep critical spare parts for mechanical plant readily available.

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