Health & Safety Policy

January 2026

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HEALTH AND SAFETY POLICY STATEMENT

Purpose: GVI Logistics Ltd (GVI) is committed to a safe and healthy working environment for everyone using the premises as a place of work or visiting on business.

Objectives: Health and safety is everyone's business, and everyone is expected to share in our commitment to avoid all accidents and incidents which may cause personal injury, property damage or loss of any kind. GVI's mission is to ensure everyone goes home safely.

Policy: Every GVI employee is expected to share in the organisations commitment to health and safety.

Employees are to act in a way to ensure their own welfare and that of their fellow employees and others in the workplace.

- Every manager and supervisor is accountable to the employer for the health and safety of employees working under their direction
- All workers are provided with the necessary support for the safe and structured return to work after an injury.

Employees will:

- Follow all safe work procedures
- Properly use all safety equipment and clothing provided
- Report any pain or discomfort early
- Take an active role in GVI's Return to Work Plan
- Report all incidents, injuries and hazards as soon as practicable via the incident reporting section on the gviHUB or using the red/yellow reporting cards.
- Due to the nature of the products stored and transported through GVI Logistics' Coolstore, all staff must maintain good hygiene practices.

Management will:

- Review performance of management, team members and work areas against expected standards and objectives (if relevant).
- Encourage accurate and timely reporting and recording of all incidents and injuries.
- Investigate all reported incidents and injuries to identify all contributing factors and, where appropriate, formulate plans for corrective action.
- Work with ACC to provide treatment and rehabilitation plans that ensure a safe return to the workplace.
- Identify all existing hazards and take all practicable steps to eliminate or minimise the exposure to any significant hazards.
- Identify any new hazards and take all practicable steps to eliminate or minimise the exposure to any significant hazards.
- Ensure that all employees are made aware of any hazards and are adequately trained so that they can carry out their duties in a safe manner.
- Encourage employee consultation and participation in all health and safety matters.
- Enable employees to elect health and safety representatives.
- Ensure that all contractors and subcontractors are actively managing health and safety for themselves and their employees.

- Promote a system of continuous improvement, including annual reviews of health and safety related policies and procedures.
- Meet all obligations under the Health and Safety at Work Act 2015.

HEALTH AND SAFETY REPRESENTATION:
GVI encourages employee consultation and participation in all aspects of Health and Safety.

Health and Safety Meetings:
Health and Safety meetings are held fortnightly at our Auckland sites and monthly at our Christchurch Sites.

We have a Director of GVI attend each meeting.
Kate Newcombe – Christchurch Meetings
Peter Wales – Timberly Road Meetings
Graham Bruce – Laurence Stevens Drive Meetings

Health and Safety Coordinators and Representatives are responsible for voicing the health and safety concerns of their respective area. These employees are listed at the end of our Manual on Appendix 1.

Roles and Responsibilities:
All Employees: To adhere to this policy at all times.
Management: To implement and enforce this policy.

Date: 10 January 2026_____

Name: Ashleigh Anglem_____

Position: Head of People and Compliance_____

Signature: __  _____

This policy will be reviewed biennially – next review date 1st February 2028

HAZARD IDENTIFICATION AND CONTROL PROCEDURES

The H&S Committee is responsible for the Hazard Management decision process.
A full review of hazards and controls are completed by way of audit on an annual basis.
As hazards are identified they are entered into our online Health and Safety management system, CloudMyStaff by the H & S Administrator. The control procedures to minimise the hazard are also entered and a mitigation manager is allocated to that specific hazard.
A risk assessment is completed, and the risk rating allocated to the hazard is automatically generated based on the control procedures in place. This rating will change as controls are added or as their incident status changes. The risk rating for each hazard is noted on the GVI Hazard Register along with controls. The risk rating is measured on a scale of 1-10, the higher the rating the more significant the hazard.

The GVI Hazard Register is available for all staff to access on the Health and Safety page located on the gviHUB. We also have Hazard flip charts located on each Warehouse H&S Notice Board, these detail all of our current hazards along with risk ratings, controls in place and SOP's allowing for easy reference and training as required.

All workers can participate in Hazard Management, by submission of a Yellow Near Miss/Hazard Card, by web submission via the gviHUB incident reporting portal, by advising a GVI H & S Representative or their Direct Report.

Significant Hazard means a hazard that is an actual or potential cause or source of:

a) Serious harm; or
b) Harm (being harm that is more than trivial), the severity of whose effects on any person depend (entirely or among other things) on the extent of frequency of the person's exposure to the hazard; or
c) Harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard.

It is our intention to systematically identify and control all hazards in our workplace. Where there are significant hazards we will take all practicable steps to:

Eliminate the hazard,
OR
Minimise the hazard

Where the hazards may only be minimised, we will ensure:

- Protective clothing and equipment is provided and used by all workers
- Good work practices are used and maintained
- Workers are properly trained and/or supervised
- Where appropriate, and with worker's consent, health monitoring in relation to exposure to significant hazards is undertaken by the H&S Co-ordinator & the HR Department.
- Any new hazards identified, are incorporated into the Hazard Register located on the gviHUB and all workers informed via email.
- Any new machinery/equipment/plant/tasks/chemicals/poisons are assessed before use, and safety controls/practices are established
- All hazards and the hazard controls will be reviewed by way of weekly checklist completed at each site and a full review will be included in the annual audit process. These will then be assessed at the Health and Safety Committee Meetings and as required additional control measures will be implemented.

- All workers are aware of emergency and evacuation procedures
- We have emergency procedure flipcharts located in multiple areas across our sites, these can be accessed easily as required and cover a range of emergency situations that may arise.

INFORMATION AND TRAINING FOR WORKERS

Worker's Responsibilities

Every worker shall take all practicable steps to ensure:

- Their own safety while at work; and
- That no action or inaction of the worker while at work causes harm to any other person(s).

No untrained workers will be permitted to perform any task, operate any machinery, or deal with any substance or material without prior experience (unless closely supervised by someone with such experience).

All workers are to be aware of:

- The hazards they will be exposed to in the workplace, and the hazard controls or procedures to be taken to prevent any harm or damage to themselves, other person(s) or property.
- What to do in an emergency.
- Where all necessary safety gear or safety equipment and materials are kept.

To ensure that we are complying with and maintaining this system, GVI will:

1. Ensure new, and existing staff read and understand this policy and have completed a full induction.
2. Ensure that this policy and other relevant documents are available and accessible to all new and existing workers.
3. Review this policy as required.

Any member of staff can raise Health and Safety Issues. If a staff member identifies a safety lapse, or a previously unreported hazard, they have 3 options.

- Notify a Health and Safety Representative or your direct report
- Complete a Yellow or Red Card
- Submit an Observation Web Form through the gviHUB

The Health & Safety committee is to review each safety suggestion and discuss the response with the submitter as well as advising all relevant staff.

Health and Safety Training

Health and Safety Induction Training will take place as soon as possible after commencement of employment with refresher training taking place at every employee's annual performance review.

At commencement of employment in the warehouses, Warehouse Managers and Supervisors will assess the relevant experience and skills of the new worker. The Warehouse Manager will decide the level of supervision required and designate a full-time staff member to supervise the new employee until both parties are comfortable with their level of competency and ability to safely carry out their duties independently.

External Health and Safety Training

Forklift training is to be outsourced and managed by the HR department.
Further training required on an ad hoc basis will be made by arrangement with the HR Department.
When choosing an external training provider, the following is to be taken into consideration:

- Experience in the chosen field;
- References from other customers;
- ACC WSMP participant;
- Relevance to GVI Logistics' business model
- Cost

HEALTH AND SAFETY REPRESENTATION

GVI encourages worker consultation and participation in all aspects of Health and Safety. Health and Safety Representatives are appointed by being nominated and then all staff have the opportunity to vote by way of secret ballot. Health and Safety Representatives have been appointed for the Auckland and Christchurch sites. The Health and Safety Representatives are to be a member of staff, not a director. All of our Health & Safety Representatives have completed Health & Safety training through accredited training providers. All of GVI Directors have attended Health and Safety awareness workshops and are aware of what is expected of them under the Health and Safety at Work Act 2015.

*Please refer to the Health and Safety page on the gviHUB or Appendix 1 for a current list of GVI'S Health and Safety Coordinators, Representatives, First Aiders and Fire Wardens.

HEALTH AND SAFETY LEGISLATION UPDATES AND AUDITS

As stated in GVI's H & S Policy Statement, Health and Safety committee meetings are held on a fortnightly basis in Auckland and monthly in Christchurch.

The GVI H & S Committee will discuss any changes/amendments made to Legislation, Regulation and/or Current Codes of Practice that relate directly to the Freight Forwarding industry and will action these changes as they deem necessary.

The WorkSafe Health and Safety Updates are emailed to the Health and Safety Coordinators. Any updates from other relevant sources are to be discussed at the GVI H & S Meetings.

On an annual basis the H & S Administrator conducts a full audit of GVI's Health and Safety system. The results of this internal audit will then be discussed with the Managing Director and the H & S Committee. Any changes or improvements are to be facilitated by the Health and Safety Coordinators and Administrator.

The GVI Board of Directors are given constant updates by way of meeting minutes located on the Health and Safety area on GVI's company intranet "gviHUB". The Managing Director attends the H&S Meetings whenever he is able and is emailed a copy of the meeting minutes after every meeting.

It is GVI's mission to constantly improve our Health and Safety performance and systems and to ensure that everyone working at or visiting GVI sites gets home safety. We have an ongoing informal audit process by way of a check sheet completed every week at each site. This highlights any issues, work to be done or areas to be discussed at our meetings. Health and Safety in our workplace is always at the forefront of our minds and we are always looking at more efficient and safer ways of doing things.

ACCIDENT AND INCIDENT RECORDING, REPORTING AND INVESTIGATION PROCEDURES

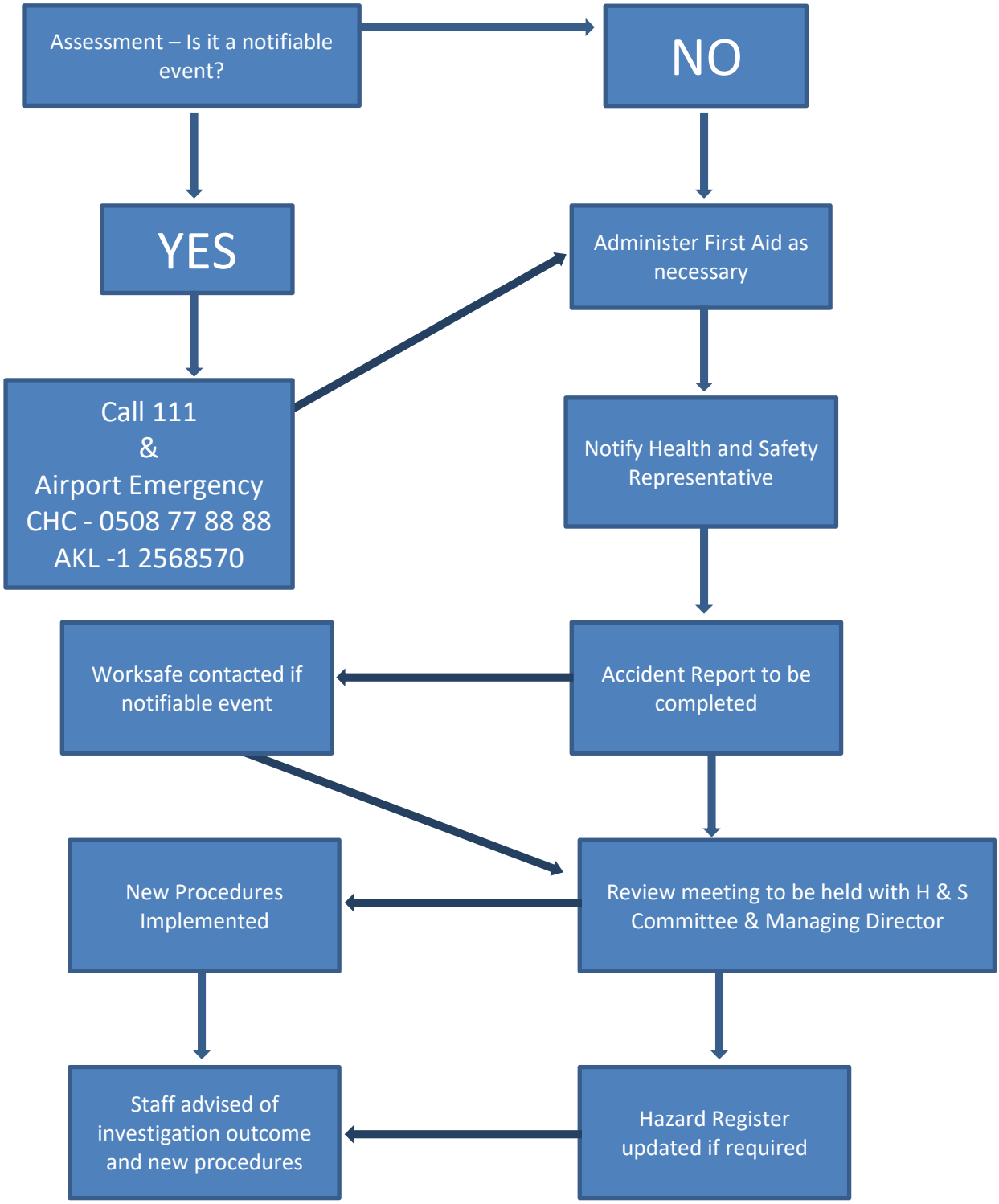
- All accidents and incidents must be reported as soon as practicable via a web form through gviHUB incident reporting portal or by completing a red or yellow incident card and giving to a H & S representative. Once this has been submitted, the Health and Safety Coordinators and Administrator will be notified.
- All notifiable events are to be reported to WorkSafe as soon as practicably possible, by the fastest means possible.
- A notifiable death, injury or illness form is to be completed and sent to WorkSafe within 48 hours if requested by WorkSafe.
- The nominated investigator is to complete an investigation to determine cause of accident/incident
    - The current safety practices are to be reviewed.
    - Corrective Action Procedures to be discussed with the Health & Safety Committee and the Managing Director.
    - Hazard Register is to be updated if applicable.
- Inform all workers of the outcome of the accident/incident investigation, i.e. new hazard identified and the hazard controls.
- Designated incident and accident investigators are as follows:
  Ashleigh Anglem – H & S Administrator and Coordinator (CHC)
  Graham Bruce – H & S Coordinator (AKL)
  Steve Pugh – H & S Coordinator (CHC)
  Claudia Koroheke – H & S Representative (AKL)
  Mariet Torr – H & S Representative (CHC)
  Georgia Treacy - H & S Representative (CHC)
  Megan Lynch – H & S Representative (AKL)

DEFINITION OF A NOTIFIABLE EVENT

Please see the Definition of a Notifiable Event and Incident Procedures Flow Chart below.
For further information please visit:
http://www.worksafe.govt.nz/worksafe/notifications-forms/notifiable-events

Event type	What's happened?	What you must do?
Notifiable Death	A person has been killed as a result of work	Notify WorkSafe immediately Ph: 0800 030 040
Notifiable Injury	Amputation Serious head injury Serious eye injury Serious burn Spinal injury Loss of bodily functions Serious lacerations Skin separation An injury that requires (or would usually require) the person to be admitted to hospital for immediate treatment An injury that requires (or would usually require) the person to receive medical treatment within 48 hours of exposure to a substance.	Notify WorkSafe and complete necessary forms as soon as practicable
Notifiable Illness	A person has been made unwell as a result of work	Notify WorkSafe and complete necessary forms as soon as practicable
Notifiable Incident	People's Health and Safety are seriously threatened or endangered as a result of a work situation	Notify WorkSafe and complete necessary forms as soon as practicable

If an incident occurs on site, the below procedures are to be followed.



EMERGENCY AND EVACUATION PROCEDURES

In the event of any emergency or natural disaster, the following will happen:

- Prevent any harm to all persons on site.
- Raise the alarm.
- Contact Emergency Services on 111 (as required).
- Do not put yourself or anyone else at any unnecessary risk!
- Evacuate from the building or area.
- Assemble all personnel at designated evacuation areas at each site.

Fire drills and evacuation procedures are practised at least twice annually.
Trial Fire Evacuations are undertaken by the Christchurch and Auckland Airport Companies. Reports of these drills are available by contacting Ashleigh Anglem in CHC or Sam Howie in AKL.

We have Emergency Procedure flipcharts that give detailed instructions for a range of emergency situations should they arise. These flipcharts are located in multiple places across each site for easy access and reference as required.

AUCKLAND FIRE EVACUATION PROCEDURES

The Person first discovering a fire will:

- Alert other staff.
- Contact the Fire Service (111) and advise them of necessary details of the fire.
- Leave the building by the nearest exit.
- Move to the nominated assembly area, the grassed area adjacent to the carpark, and remain there until directed to do otherwise.
- Do not re-enter the building until the official all clear is given.

Auckland Fire Wardens – Timberly Road (Unit C)

There is 1 Chief Warden (for our site) and 2 Areas Fire Wardens, 1 for the Office area, and 1 for the Store area.

The duties of a Chief Warden (for all units) are carried out by the occupant in Unit A.
The Area Fire Wardens are to report to the Chief Fire Warden that their respective areas are clear, and any other information that can be of assistance to the Emergency service.

The Chief Fire Warden is to be the point of contact with the Emergency Services.
The Fire Wardens for Timberly Road are listed on Appendix 1.

Auckland Fire Wardens – Laurence Stevens Drive

There is 1 Chief Warden and 7 Area Fire Wardens, 2 for the Office and upstairs area and 5 for the Store and downstairs areas.

In the absence of the Chief Warden, the Deputy on duty will take over responsibility.
The Area Fire Wardens are to report to the Chief Fire Warden that their respective areas are clear, and any other information that can be of assistance to the Emergency service.

The Chief Fire Warden is to be the point of contact with the Emergency Services.
The Fire Wardens for Laurence Stevens Drive are listed on appendix 1.

Christchurch Fire Wardens

There is 1 Chief Warden and 2 Area Fire Wardens, 1 for the Office, and 2 for the Store.

The Area Fire Wardens are to confirm to the Chief Fire Warden all staff and visitors from their respective jurisdictions are present and accounted for.

The Chief Fire Warden is to be the point of contact with the Emergency Services.
In the absence of the Chief Warden, the Deputy on duty will take over responsibility.

The Fire Wardens for Christchurch are listed on Appendix 1.

In the event of an Earthquake:

- Move away from windows.
- Take shelter under doorway or solid furniture or drop, cover & hold.
- If instructed to vacate – follow fire evacuation procedures.
- Follow all instructions by Civil Defence Officers or Fire Wardens
- Fire Alarms may be activated during earthquake
  Await instructions from wardens prior to vacating building

LPG EMERGENCY PROCEDURES

Emergency procedures for cylinder LPG

Leak Suspected-location uncertain

- Check the entire system for ANY indication of a gas leak, such as a smell or hiss
- Test with a soapy water solution which will bubble at any point where there is gas escaping. NEVER USE A MATCH OR NAKED FLAME TO TEST
- If the leak is found at a connection, remake the connection and test again
- If the gas leak is indoors, fully ventilate the room before further use of the appliance
- Do not interfere with any fixed part of an appliance.

Leak detected –NO FIRE

- If possible stop the leak by closing the cylinder valve
- Ventilate the area thoroughly until the air is clear
- Keep clear of any streams of vapour
- Keep possible ignition sources at least 20 m away, source could include electrical appliances, camera flash, telephones (including mobiles), radios and any other equipment that could generate a spark
- Advise your LPG supplier

Leaking cylinder or appliance – ON FIRE

- If cylinder valve is undamaged close VALVE If safe to do so and let fire go out. DO NOT use again until inspected by a qualified person(s)
- If the valve cannot be closed call the Fire Service and your LPG supplier
- Advise:
- The location of the cylinder(s) or appliance
- That it is LPG
- The number of cylinders and their size

- If there is a possibility of cylinder(s) being engulfed by fire, evacuate the area to be safe

Contacts:
- Fire Service: 111
- Elgas: 0800 435 427
- Contact Energy: 0800 762 542

PROCEDURE FOR HANDLING AND STORAGE OF HAZARDOUS SUBSTANCES

Due to the NZFSA requirements controlled under our site RMP (S290, S64, S65 and S190) we do not store hazardous materials on site.

The exceptions are LPG and insecticide covered under the Hazard Substances Register, pest controls monitored by our pest control contractor and cleaning materials in the kitchens and toilets.

Any other hazardous substances in our store are for air/sea shipments held under temporary storage and kept separate from foodstuffs as required. These shipments will be labelled as per the IATA Dangerous Goods Regulations.

Should an incident happen where Hazardous Substances are spilled then the following procedures are to be followed:

1) Clear the area of all unprotected personnel
2) Wear protective clothing to prevent eye or skin contact and breathing vapours during the cleanup this includes
   - PVC gloves
   - Safety Glasses
   - Breathing masks
3) Increase ventilation in the area
4) Absorb spillage to prevent material damage by using soil or sand

If it is a large spill, or an unknown hazardous substance, in Auckland call the Airport Emergency Services on 1-2568570, in Christchurch call the Airport Emergency Services 0508 77 88 88.

First Aid for Hazardous Substances
Follow instructions on the Material Safety Data Sheet as first aid may differ dependent on substance.

Skin Contact:
Wash with plenty of water. If skin irritation or rash occurs or you feel unwell seek medical attention. Wash contaminated clothing before reuse.

Eye Contact:
Rinse cautiously with water for several minutes. Remove contact lenses if present and easy to do. Continue rinsing.

Inhalation:
If breathing is difficult, move the person to fresh air and keep in a comfortable position for breathing. If experiencing respiratory symptoms then seek medical attention.

CONTRACTORS AND SUB-CONTRACTORS

GVI will take all practicable steps to ensure a contractor's safety (and the safety of any workers of that contractor).

To achieve this, all contractors are required to complete the GVI online Contractor Induction prior to any work commencing on a GVI site.

All contractors must sign in and out and ensure that they are wearing the correct PPE to commence work.

Contractors will be responsible for any hazards they may create while on our premises. These hazards must be disclosed to GVI personnel prior to work commencing.

Please click link below to access the GVI Contactor Induction:

www.gvi.co.nz/driverinduction

VISITORS TO GVI LOGISTICS

GVI are required to take all practicable steps to ensure the visitor's safety.
To achieve this, all visitors are required to sign in and out and ensure they read and understand the conditions of entry to the GVI site. All visitors are to wear PPE as required and must be accompanied by a GVI team member, they must follow their instructions at all times.

COMPANY VEHICLES

All GVI employees are to adhere to the rules and regulations set out in GVI's Vehicle policy. This is located under the Company Policies tab on the gviHUB.

Accident Procedures:

Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic. Ensure your own safety first. Help any injured people and call for assistance if needed.

Try to get the following information:

- Details of the other vehicle(s) and registration number(s)
- Name(s) and address(es) of the other vehicle owner(s) and driver(s)
- Name(s) and address(es) of any witness(es)
- Name(s) of insurer(s).

Give the following information:

- Your name and address and company details.
- If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details.

Contact the police:

- If there are injuries
- If there is a disagreement over the cause of the crash
- If you damage property other than your own
- If damage to the vehicle looks to be significant

NEW EQUIPMENT PROCUREMENT PROCEDURES

When new equipment is to be purchased or leased. The following is to be taken into consideration:

- Where and how it will be used;
- What it will be used for;
- Who will use it;
- What risks to health and safety might result from its use;
- How well these risks are controlled by various manufacturers; and
- Cost.

When new equipment has been purchased or leased, the following questions (where applicable) are to be asked:

- What health and safety risks might there be when using the equipment?
- Are there any dangerous parts and what guards will be provided?
- Will it need emergency stop controls and how will it be isolated?
- Will dust or fumes etc be produced by the equipment? Does this restrict usage indoors?
- Has the equipment been designed to minimise noise and vibration levels produced and what levels are expected?
- Are there any extremely hot or cold parts of the equipment, and can they be insulated or protected?
- What has been done to eliminate the risk of electric shock, particularly during maintenance work when covers or control panel doors may be open?
- Are there possible risks from other sources of energy, such as unsupported raised parts, or hydraulic and pneumatic power sources?
- Is there clear information about installation, maintenance and breakdown procedures?
- Will you be informed if problems arise with similar equipment purchased by other users?
- What is the service schedule and back up procedure?

Before new equipment is used by GVI staff, the supplier of equipment is to confirm it conforms to relevant legislation and document any training that is required. Training is then to be completed with employees that will be using the equipment to ensure competence and SOP's are to be written if necessary.

EMPLOYEE RETURN TO WORK PLAN

GVI supports the safe and early return to work of all injured workers. The direct manager of the injured worker and the HR department will work closely with them, their treatment provider and ACC to ensure a smooth transition back to the workplace.

- Contact ACC Case Manager to confirm ACC developing a return to work plan
- Talk to the worker about injury and possible return to work
- If the worker is unable to return to full duties initially, suitable duties are to be planned
- Talk to the worker's treatment provider to confirm capabilities and suitable duties
- Meet with worker and ACC Case manager to discuss and document Return to Work Plan
    - Goals and actions to be discussed
    - Clarify the situation
        - Confirm duties

- Confirm work days/hours, necessary breaks required
- Confirm start and review dates

- Implement Return to Work Plan
- Resume full duties

Appendix 1

Health & Safety Key Contacts

Management:

Ashleigh Anglem - H&S Coordinator & Administrator
Graham Bruce - H&S Coordinator
Steve Pugh – H&S Coordinator

Representatives:

Christchurch	Auckland – LSD Site	Auckland – TRD Site
Steve Pugh	Graham Bruce	Peter Wales
Kate Newcombe	Megan Lynch	Claudia Koroheke
Ashleigh Anglem	Toni Conway	Sina Liki
Georgia Taege	Eddie Thomson	Mike Galiki
Sophie Moore	Manu Tuala	Aaron O'Brien
Jacob O'Connell	Ann Ah Kau	
Pam Forward	Leon Ikenasio	

First Aiders:

Christchurch	Auckland – LSD Site	Auckland – TRD Site
Ashleigh Anglem	Amy Thomsen	Claudia Koroheke
Annalise Hamburger	Ben Tuala	Ritchie Siakimotu
Jacob Roberts	Leon Ikenasio	Sina Liki
	Sam Howie	George Upoko
	Toni Conway	
	Khoa Huynh	

Fire Wardens:

Christchurch	Auckland – LSD Site	Auckland – TRD Site
Steve Pugh (Chief)	Sam Howie (Chief)	Ritchie Siakimotu (Chief)
Jacob O'connell (Deputy)	Terence Otineru (Deputy)	Claudia Koroheke (Deputy)
Bob Clapp	Ben Tuala	Sina Liki
Craig Ballantyne	Manu Tuala	Mike Galiki
Darren Leigh	Leon Ikenasio	
Teresa Anglem	Megan Lynch	
Christina FitzGerald	Joe Te Haara	
Mariet Torr	Toni Conway	
Pam Forward	Martin Sila	
Sophie Moore		