



## SAFETY MANAGEMENT PROTOCOL

### 1. Safety Policy and Commitment:

- Develop a clear safety policy statement that reflects Spotless Hygiene Limited's commitment to safety in New Zealand.
- Communicate this policy to all employees and contractors, emphasizing the company's dedication to abiding by all health and safety requirements outlined by New Zealand law.

### 2. Safety Training:

- Provide initial and ongoing safety training for all employees and contractors, ensuring it aligns with New Zealand's health and safety regulations.
- Training topics should include soft wash equipment operation, chemical handling, personal protective equipment (PPE) usage, emergency procedures, and hazard identification.

### 3. Hazard Assessment:

- Identify and assess potential hazards associated with Spotless Hygiene Limited's soft wash operations in New Zealand, considering local conditions and regulations.
- Develop a hazard assessment plan that outlines how risks will be identified and mitigated in accordance with New Zealand law.

### 4. Personal Protective Equipment (PPE):

- Provide and require the use of appropriate PPE, including gloves, eye protection, respiratory protection, and protective clothing, in compliance with New Zealand safety standards.
- Regularly inspect and maintain PPE to ensure its effectiveness as per local regulations.

### 5. Chemical Handling and Storage:

- Train employees on the proper handling, storage, and disposal of chemicals used in Spotless Hygiene Limited's soft washing operations, adhering to New Zealand's chemical safety guidelines.
- Store chemicals in accordance with manufacturer guidelines and local environmental regulations.

### 6. Equipment Maintenance and Inspection:

- Implement a regular maintenance schedule for Spotless Hygiene Limited's softwash equipment to ensure it operates safely and efficiently in compliance with New Zealand safety standards.
- Conduct pre-operation equipment inspections to identify and address any issues as required by local law.



**Spotless**  
Hygiene

**7. Emergency Response Plan:**

- Develop a comprehensive emergency response plan for Spotless Hygiene Limited in New Zealand, including procedures for chemical spills, fires, injuries, and other potential emergencies in accordance with local safety regulations.
- Ensure all employees are familiar with the plan and conduct regular drills as mandated by law.

**8. Environmental Protection:**

- Implement measures to prevent contamination of water sources and soil during Spotless Hygiene Limited's soft wash operations in New Zealand.
- Comply with all environmental regulations and permits as required by New Zealand authorities.

**9. Recordkeeping:**

- Maintain detailed records of safety training, equipment inspections, chemical usage, and any incidents or near-misses at Spotless Hygiene Limited in compliance with New Zealand law.
- Use these records to identify trends and continually improve safety practices as mandated by local regulations.

**10. Continuous Improvement:**

- Regularly review and update Spotless Hygiene Limited's safety program based on new regulations, industry best practices, and lessons learned from incidents or near-misses, ensuring full compliance with New Zealand safety requirements.
- Encourage employees to provide input and feedback on safety measures in accordance with local standards.

**11. Employee Involvement:**

- Encourage employees of Spotless Hygiene Limited in New Zealand to actively participate in safety initiatives and report any safety concerns or incidents promptly.
- Recognize and reward safe behaviours as per local safety regulations.

**12. Regulatory Compliance:**

- Commit to staying informed about and complying with all local, state, and federal safety regulations and health and safety requirements outlined by New Zealand law that apply to Spotless Hygiene Limited's soft wash business.

**13. Management Accountability:**

- Ensure that management and supervisory staff at Spotless Hygiene Limited in New Zealand are accountable for safety and lead by example in following safety protocols as required by local regulations.



**Spotless**  
Hygiene

**14. Communication:**

- Maintain open lines of communication regarding safety between management, employees, and contractors at Spotless Hygiene Limited in New Zealand.
- Conduct regular safety meetings and discussions in accordance with local safety standards.

Shaun Coombe

Director – Spotless Hygiene Ltd

8th January 2023

Date