

SITE SAFETY RULES

- ❖ Follow instructions, obey all rules and never take chances. If you don't know any aspect of your job, or are unsure, please ask your Supervisor or Manager.
- ❖ No Alcohol or Unauthorised Drugs may be brought onto or consumed on the premises.
- ❖ Only authorised and licensed employees may drive company vehicles, fork hoists, etc.
- ❖ Know the Emergency Procedures and know where the Fire Exits and Extinguishers are.
- ❖ Whenever you, or the equipment you operate, is involved in an accident, regardless of how minor, report it immediately. Get First Aid promptly, if an injury has occurred.
- ❖ Wear the approved Personal Protective Equipment [PPE] issued to you and as required for each task. Keep it in good condition.
- ❖ Report immediately any condition or practise you think might cause injury to employees or damage to equipment. Use the Hazard Reporting Procedure.
- ❖ Don't engage in horseplay or practical jokes and avoid distracting others. Serious accidents have occurred as a result.
- ❖ The premise has a strict 'No Smoking' policy in all buildings.
- ❖ Put everything you use in its proper place. Untidiness causes injury and wastes time, energy and material. Keep your work area clean and tidy. Remove all flammable rubbish daily.
- ❖ Use the right tools and equipment for the task and use them safely. Use, adjust, alter and repair equipment only when authorised.
- ❖ When lifting, bend your knees, grasp the load firmly, and then raise the load, keeping your back as straight as possible. Get help for heavy loads.