

Company Safety Rules

- ❖ Arrive at the workplace in time to ensure that the area is clean and tidy and that safety systems are operational.
- ❖ Clothing must be appropriate for the task so as to not add any additional hazard to the work process.
- ❖ Comply with Health, Safety and Environmental rules, policies, etc at all times.
- ❖ Know the emergency procedures and know where the Fire Exits and Extinguishers are
- ❖ Follow all lawful instructions of supervisors and managers. Insubordination will not be tolerated.
- ❖ Obey all rules and never take chances. If you don't know any aspect of your job or are unsure of how to undertake a task or use a piece of equipment, - ASK your Supervisor or Foreman.
- ❖ Wear the appropriate Personal Protective Equipment (PPE) as indicated in SOP's (Standard Operating Procedures). Look after it and keep it in good condition.
- ❖ Only trained and authorised personnel to use and/or handle hazardous substances. Check the Safety Data Sheets [SDS] before use.
- ❖ Report all incidents and injuries immediately and complete the required documentation. Get First Aid promptly, if an injury has occurred. This includes damage to equipment and near miss incidents.
- ❖ Report immediately any condition or practice you think might cause injury to other workers or damage to equipment. Use the Hazard Reporting Procedure.
- ❖ Use the right tools and equipment for the task and use them safely. Use, adjust, alter and repair equipment only when authorised.
- ❖ Do Not smoke on site or in Company vehicles
- ❖ Only remove Company property or items for disposal from the site with the written authorisation from management unless the items are being used in the course of your work-related duties.
- ❖ Do Not enter the site under the influence of drugs or alcohol. Do Not bring onto or use illegal/unauthorised drugs on site.
- ❖ Do Not falsify time cards or 'Clock' another worker in or out.
- ❖ Do Not undertake any actions or inactions that will put people or property at risk
- ❖ Do Not drive a front end loader, fork hoist or other mobile equipment unless you are authorised to do so. You must hold a current fork operator's certificate to operate the fork hoist. Speed limit on site is 10 kph.
- ❖ Only authorised people to drive company vehicles.
- ❖ Do not engage in horseplay or practical jokes and avoid distracting others. Serious accidents have occurred as a result.
- ❖ Do Not be abusive to or harass fellow employees, customers or visitors.
- ❖ Do Not abuse Company property or equipment.
- ❖ When lifting, bend your knees, grasp the load firmly and then raise the load keeping your back straight as possible. Get help with heavy loads.
- ❖ Put everything you use in its proper place. Untidiness causes injury and wastes time, energy and material.
- ❖ Keep your work area tidy- Clean up any materials or rubbish.
- ❖ Return all tools and equipment to their designated place.
- ❖ Do not overload racks and storage units
- ❖ Keep stairs, aisles and walkways clear
- ❖ Keep lockers and changing rooms clean and tidy
- ❖ Contact your supervisor/manager if you are going to be absent from work for any reason.
- ❖ Ensure that you are able to be easily contacted for rehabilitation purposes if you suffer a workplace injury

FAILURE TO FOLLOW THE THESE RULES WILL RESULT IN DISCIPLINARY ACTION