

**The following roles and responsibilities are expected of all personnel working for or on behalf of Telecom Division.**

We are all required to:

- Understand and follow local emergency procedures.
- Follow any applicable or established work procedures and control measures, including the use of Personal Protective Equipment (PPE) / Respiratory Protective Equipment (RPE).
- Demonstrate commitment to Health and Safety standards, including setting a personal example in all work activities.
- Challenge unsafe acts and conditions and engage with those involved to agree the necessary improvements required.
- Feel comfortable raising Health, Safety and Welfare issues to your colleagues, no matter what position they hold without fear of reprisal.
- Receive challenge from others around Health, Safety and Welfare issues in an open accepting and professional manner.
- Take ownership of hazards you have identified and take immediate corrective action where it is safe to do so.
- Report Health, Safety and Welfare incidents immediately including accidents, near misses and undesirable circumstances to the Telecom Division Incident Line.
- Support incident investigation when required.
- Support improvement measures, co-operate with audits and suggest areas for Health, Safety and Welfare improvement within your workplace.
- Support fellow employees, suppliers, contractors and visitors to achieve a healthy and safe workplace.

**NOTHING THAT WE DO IS SO IMPORTANT THAT WE CANNOT  
TAKE THE TIME TO DO IT SAFELY**