

SAFETY TOOL BOX MEETING

No. 39. - TRAINEES & YOUNG PERSONS

1. DRESS tidily and safely. Close-fitting clothing, tie tucked in, short or rolled up sleeves, safety boots or shoes, safety helmet and high visibility clothing.
2. Pay attention to your supervisors. They will teach you the SAFE way to work.
3. DON'T remove guards from machines, they are provided for your protection.
4. NEVER OPERATE ANY MACHINERY UNLESS YOU ARE AUTHORISED TO DO SO. ALWAYS operate any machine as instructed.
5. Do not operate any plant or equipment until you have been properly trained and authorized in writing to do so.
6. Do not handle any substances which you have had no instruction about its use and possible hazards.
7. Wear all specified personal protective equipment, which is provided for your use.
8. If you have to use compressed air, DON'T direct it at yourself or your work mates. It can be a painful "killer".
9. Short cuts often lead to shorter lives. Use the recognized routes.
10. Horseplay is fool's play. Behave sensibly while on the job site.
11. If you get hurt, get proper first aid treatment immediately. Even a small cut can be dangerous if neglected.
12. A good workman is tidy. A place for everything and everything in its place is a good maxim.
13. If in doubt – ASK
14. Always keep you back straight. If the item is heavy, get assistance. Be sure you have a clear walkway, with no trip hazards and that you can see where you are going.
15. If you see a fire, inform someone immediately and sound the fire alarm.
16. Site cabins and toilets and washrooms are provided for your benefit. Look after these facilities.

WORK SAFELY AND COMPLETE YOUR TRAINING

I have given the above talk to all men under my control.

Signed:

Company
Rev 1

Date 24-01-07