

SAFETY TOOL BOX MEETING

NO 2 - ADVICE TO EMPLOYEES

1. Study your company's safety policy, which explains the arrangements made for your health and safety.
2. You have a legal duty to take reasonable care of your own health and safety at work.
3. You also have a legal duty regarding the health and safety of the people you work with and members of the public.
4. When protective clothing and /or equipment is issued for your use - wear and or / use it as instructed.
5. Play your part in keeping the site TIDY AND SAFE.
6. Watch out for warning notices and OBEY the warning signs.
7. Always keep alert if you are working in the vicinity of mobile plant.
8. Never attempt to operate a machine unless you have been trained and authorised to do so.
9. Never ride on machines, which have no passenger seat. It is illegal.
10. Never interfere with ladders or alter scaffolding or move boards unless you are properly authorised to do so.
11. Never throw anything from scaffolding or any height. Lower it properly.
12. Do not take short cuts, use the access provided.
13. Lifting heavy objects or materials can cause injury. Obtain assistance when necessary.
14. Report any defects or damage to ladders, scaffolding, plant or tools or any other unsafe circumstances, to AL KHODARI at once.
15. Report all accidents involving injury, however slight, to your foreman. Details of an accident necessitating first-aid treatment MUST be entered in the Accident Book.
16. If in doubt about your job, ask your foreman.

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

Signed:

Company
Rev 1

Date 24-01-07

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17. Construction Sites are particularly inviting to young children. Your co-operation in discouraging children from entering site will help to reduce accidents to them.
18. All materials, which would be liable to cause injury if they fall, should be stacked or stored so as to prevent easy displacement. Temporary but secure and stable racking should be used when appropriate.

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

Signed:

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