

WORK HEALTH AND SAFETY INSTRUCTION

General Safety Rules

INTRODUCTION

It is the duty of every person, whilst carrying out work activities, to behave in a safe and reasonable way towards fellow employees, the company, to suppliers and visitors and to observe the company safety rule. Any item not fully understood shall be brought to the attention of the Supervisor and/or Manager. This list is not exhaustive.

The following rules must be observed in the interest of your safety. Failure to do so may result in your dismissal.

Requirements

1. Workplace

1. All employees shall endeavour to ensure that their respective work areas are maintained in a clean, tidy and safe condition. Aisles, stairways, doorways, factory/office entrances/exits kept clear at all times.
2. All employees shall ensure that the handling, stacking and storage of items shall be done in such a way as to avoid any danger to the worker concerned or any other employee. Under no circumstances are employees permitted to push, pull or lift bulky or heavy objects - assistance shall be obtained (refer to Procedure WHSP-0017 - Manual Handling). Mechanical assistance shall always be used if provided.
3. All employees whether permanent or sub-contractors shall wear appropriate clothing suitable to the job they are doing. Appropriate footwear shall be worn - open-toed thongs or sandals are not permitted in the workplace; refer to WHSP0013 – Footwear Policy.
4. Under no circumstances can any type of hoodie clothing be worn over the head while working in the warehouse, maintenance or production areas as they can be a hindrance to vision and have been deemed a safety risk. Beanies are accepted.
5. Employees with long, loose or unruly hair working in close proximity with revolving or moving machinery/equipment shall ensure their hair is contained by a hair net, or tied back.
6. There shall be no running in the workplace area.
7. Fighting and “horseplay” are forbidden.

8. Any employee suspected of being under the influence of alcohol or a drug shall be instructed to cease work immediately, refer to WHSP0009 – Drug and Alcohol Policy.
9. Employees shall abide by any speed limits specified by the Company within the Company's premises.

2. Plant and Equipment

1. Machinery, plant or equipment of any nature shall not be operated if the safety guarding provided is not securely in place. Do not interfere with or remove safety guarding from equipment unless it is part of your duty to do so.
2. Never attempt unauthorised repairs or alterations to any equipment. Check and ensure that there are no danger tags attached before starting any powered machinery or equipment.
3. Employees shall ensure that any item of powered machinery, plant or equipment is switched off and inoperable before any cleaning, set up or maintenance of any description is carried out.
4. Vehicles, plant or equipment shall not be left running whilst unattended, unless it is specified as normal running procedure.
5. Machinery, plant or equipment shall only be operated by trained and competent personnel or a "trainee" under strict supervision.
6. Employees shall not ride as passengers on fork trucks or powered pallet trucks. Never ride or walk under any part of a suspended load, or on top of loads on internal transport vehicles.
7. Only trained and competent employees holding a current license shall be permitted to operate fork trucks. Powered pallet trucks shall only be operated by personnel who are trained and competent.
8. Employees shall not operate damaged or faulty machinery, vehicles, plant or equipment under any circumstances. Any malfunction discovered shall be brought to the attention of Supervision/Management immediately.
9. Report all electrical faults to Supervision immediately. Electrical repairs and maintenance shall only be carried out by authorised personnel in accordance with Procedure WHSP0010 - Electrical Hazards.
10. Chemical substances shall not be used until the employee has received proper instructions from Supervision, and written operating procedures. All precautions set down on the relevant Safety Data sheets shall be adhered to in accordance with Procedure WHSP0015 - Hazardous Substances.
11. Company personnel shall not climb onto the roof area of the Company premises for any reason unless authorised to do so, and a safe means of access is provided and correct roofing ladders/crawling boards are used with assistance and under supervision.

3. Protective Clothing and Safety Equipment

1. Employees shall use any protective clothing and/or equipment provided on all necessary occasions and when instructed to do so by Supervisor/Management.

2. Approved eye protection shall be worn by all personnel engaged in any activity or task, or within the vicinity of such that has the potential to cause eye injury.
3. Approved hearing protection shall be worn by all personnel exposed to the risk of hearing damage from any activity in the workplace.

4. Fire Precaution

1. Through the induction procedure, all Company personnel shall be made aware of the Fire and Emergency Evacuation Procedure.
2. All identified firefighting equipment, fire escape routes, fire service points and all access ways shall be maintained free from obstructions at all times.
3. Only trained personnel shall be permitted to operate fire-fighting equipment.

5. Accident and Injury Reports

1. All accidents shall be reported in the first instance to Supervisor/Management. Employees must never attempt to treat their own or another employee's injury - it must be treated by an authorised Company First Aid Representative, in accordance with Procedure WHSP0025 – Accident and Injury Reporting.

6. Safety Rules and Office Areas

1. Employees working in office areas shall ensure that all lighting provided over and around their workstation is fully operable and provides adequate illumination.
2. Standing on chairs and desk tops is prohibited.
3. Discarded and scrap paper and documentation shall be cleared away/shredded on a daily basis.
4. Corridors, stairways, doorways etc. shall be kept clear at all times.
5. Running is prohibited in and around office areas.
6. In the event that greater than two electrical items are connected to a single power point outlet, a power board must be used to connect the items. At no time shall the items be "piggy-backed" with double adaptors.
7. All office floor areas shall be kept clean and clear to avoid tripping hazards.
8. Repairs, alterations and modifications to electrical office equipment shall only be carried out by trained and authorised personnel.
9. Employees shall ensure that any item of powered office equipment is switched off and rendered inoperable before any cleaning, set up, or maintenance work is undertaken.
10. Specialised office equipment shall only be operated by suitably trained and competent personnel or a "trainee" under strict supervision.