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***pe04223_Do you want to work safely in a healthy and safe environment?***

Rules, regulations and legislation won’t be effective unless you want to make it happen.

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**3 Points to Remember:**

1. Most incidents can be avoided – be **aware** of conditions around you. If you see something is wrong, fix it or report it.
2. **Don’t** look at health and safety as someone else’s problem.
3. You have a **legal obligation** to work safely. Breaches can result in heavy fines by the Division of Workplace Health and Safety.

**Stick to the Rules**

* Be aware of your obligations under the legislation;
* Be aware of company rules and regulations; and
* Co-operate with directions to maintain and improve safe conditions.

**Know Your Way Around**

* bd20090_Become familiar with the workplace in all respects, so that you know where to go and who to turn to in an emergency.
* Locate all access points.
* Know who is responsible for Health and Safety and First Aid.
* Locate First Aid stations.
* Know the evacuation procedures.
* Find out where the fire fighting equipment and how to use it.
* Locate communication points (phone, intercom, etc).

**Share What you Know**

* Tactfully alert a fellow worker where he/she is engaged in unsafe practices. Share your knowledge and you’ll be more confident about working with them.
* Don’t leave “rookies” to blunder on to find out the hard way. Any accidents during the learning process might just claim other employees, the public, or even you. If you’ve got the experience, pass on the clues to any new hands on the job.

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**pe02000_Housekeeping**

* A clean workplace is a safer workplace, so you have a personal responsibility to do your bit and clean up after yourself.
* Keep amenities clean - showers, change rooms, fridges, urns, microwaves, jugs, appliances, sink and bench tops and meal rooms clean.

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* Put rubbish, scraps, etc in bins.
* Stack and store materials.
* Replace lids and caps on containers.
* Wipe up spills.
* Sweep sawdust and dispose of off-cuts progressively.
* Keep walkways, stairs and access points clear.
* Protect injurious projections.

**Keep your Eyes Open**

* Be alert to potential hazards and risks - if you observe any, do something about them.
* Report potentially dangerous situations or practices to your supervisor or management.
* Remove, cover, signpost or barricade hazards where practical.

**Warning Signs & Barriers**

These are installed to protect you from hazards.

***OBEY*** signs at all times and do not cross barriers.

**bd06727_Audible Alarms**

Be alert to these alarms. Be aware of your surroundings where there are large vehicles operating. Remember, the driver may not be able to see you.

**Flashing Lights**

These are used to indicate the presence of emergency vehicles, slow moving vehicles and vehicles which may be parked in a low visibility situation.

**BD00022_Smoking**

Smoking is not allowed inside any company building – also refer to [*Responsibilities*](file:///C:\Users\Tomlamont\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\F5GLT9PV\Responsibilities.doc).

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**Your Health & Personal Hygiene**

A small scratch can become a big infection. Report any injuries you receive to your supervisor and get medical attention.

Keep flies and vermin away, by placing food scraps in the bins.

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Clothes that are not washed regularly can cause skin complaints and cause cuts and scratches to become infected.

Dermatitis and other skin infections can result from harsh solvents or detergents. Use the barrier creams and hand cleaners provided. Wash hands thoroughly in water after using hand cleaners.

Drink plenty of water in summer, to prevent dehydration.

**Horseplay and Fighting**bd06990_

Do not engage in any form of horseplay, fighting, fooling or throwing material or tools that may cause injury.

Whistling, yelling or any unnecessary noise apt to distract a fellow worker is also prohibited.