

*Your Business Name*

**WORKPLACE**

**OHS & SAFETY**

**RULES**

**SAMPLE**

*Workplace Safety Is Everyone's Responsibility*

## Occupational Health & Safety Policy Statement

YOUR BUSINESS NAME  
Management Statement

**Primary Purpose:** To avoid injuries or ill health to our employees from anything in the workplace.

Our company continually strives to adopt “best practice” in all aspects of our business. OH&S is one area that we have invested time, effort and dollars in to ensure we are constantly improving our practices in the area of employees, contractors, customers, suppliers etc. We have focused on this area is that it has a duty, apart from the Primary Purpose, from both a company and management perspective.

- **Ensure a safe work environment for our employees, contractors, workforce,**  
This is in alignment with our “best practice” culture and recognises the importance of individuals
- **Protect our business and allow for growth**  
Increasing expectations from clients that we have an active OH&S policy & safety program.
- **Comply with legislative requirements**  
By law, all companies must have an active OH&S policy
- **Minimise financial risk to our company**  
Reduce exposure to fines and litigation

Management expects all employees, contractors and casual workforce to familiarise themselves with the OH&S Workplace Safety Album provided. Any comments or suggestions for improvement are not only welcomed but encouraged and should be fed directly back to management.

As per the Occupational Health & Safety Act 2004, we will do everything that is practicable to provide a safe workplace. It is expected that employees will also uphold their responsibilities under the Act to co-operate and participate in a shared responsibility for all.

I look forward to us continuing with workable and effective OH&S policies and practices.

**WORKPLACE  
OHS & SAFETY  
RULES  
SAMPLE**

## ABOUT THIS WORKPLACE SAFETY ALBUM

It is basically intended to address some key requirements of the Occupational Health & Safety Act 2004 in respect of the following provisions:-

# WORKPLACE

### Employer Obligations

Sections 21 and 22 stipulate many obligations for an employer to provide a safe and healthy workplace. Of particular relevance to this Album is Section 21 Clause (2) Paragraph (b):

**“provide such information, instruction, training or supervision to employees of the employer as is necessary to enable those persons to perform their work in a way that is safe and without risks to health”**

# OHS & SAFETY

### Employee Obligations

Section 25 stipulates many obligations for employees (and/or contractors) in a workplace) to comply with measures being attempted by an employer to provide a safe and healthy workplace.

Of particular relevant to this Album is Section 25 Clause (1) Paragraphs (a), (b) and (c):

- “ (a) take reasonable care for his or her own health and safety; and
- (b) take reasonable care for the health and safety of persons who may be affected by the employee’s acts or omissions at a workplace; and
- (c) co-operate with his or her employer with respect to any action taken by the employer to comply with a requirement imposed by or under this Act or the regulations.”

# RULES

# SAMPLE

**THE PURPOSE** - Workplace Safety Album:

- Charts your workplace to highlight safety issues
- Identifies safety initiatives in place
- Provides a 2-way medium for consultation on OHS matters

# WORKPLACE

**HOW TO USE** - Workplace Safety Album:

- Each safety record should be read and understood
- If there are any questions after reading, ask for clarification
- No single record is a total recommendation of all safety precautions for that item
- All safety measures should be considered in the totality regarding safety practices
- Regularly review the Album to keep your safety knowledge up to date

**Revised: 01-07-2019**

# OHS & SAFETY RULES SAMPLE

**Document Name - Induction 1 - Workplace OHS & Safety Rules**

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## **RULES**

## **SAMPLE**

# Safety Rules

YOUR BUSINESS NAME

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Item                    Client Visitation

Work Area            Worksites

Category            General Safety

Operators / Users    Everyone

Checks / Maintenance    Each time

Main Hazard            Visible or hidden

House Keeping        Restore the worksite to a tidy state when tasks are completed.

PPE                    As required by site rules.

Safety Rules            When visiting a new worksite take notice of the signs that are present.

Follow all site safety rules and directions.

Take note of where you should report to and follow the instructions.

Unfamiliar sites can have hidden dangers so it is important to report to reception or the designated area; do not wander into the worksite.

When in unfamiliar surroundings, have a good look around and make sure the area is safe to proceed into.

Remember the location of the exits and Emergency Assembly areas.

If there are induction procedures report to the relevant area and take note of safety instructions.



**WORKPLACE  
OHS & SAFETY  
RULES  
SAMPLE**

# Safety Rules

YOUR BUSINESS NAME

---

Item	Site Evaluation
Work Area	Proposed Worksites
Category	General Safety
Operators / Users	Everyone
Checks / Maintenance	Each time
Main Hazard	Violent use of machinery
House Keeping	Restore the site to a tidy condition
PPE	As required by site rules.
Safety Rules	<p>When visiting customer or supplier premises, notice the signs that are present.</p> <p>Follow all site safety rules and induction. The name of who you should report to and follow the instructions</p> <p><b>Unfamiliar sites can have hidden dangers so it is important to report to reception or the designated area; do not wander into the work area.</b></p> <p>If there are induction procedures in place, the relevant area and take note of safety instructions. When in unfamiliar surroundings, have a good look around and ensure the area is safe to proceed.</p>

# WORKPLACE OHS & SAFETY RULES SAMPLE



## Safety Rules

YOUR BUSINESS NAME

Item	Traffic Management – Pedestrian Safety
Work Area	Worksite
Category	Implement safety
Operators / Users	Everyone
Checks / Maintenance	Check the worksite is clearly identified as an exclusion zone before starting work.
Main Hazard	Impact
House Keeping	Store all equipment safely.
PPE	As required by site rules.
Safety Rules	Maintain a clear area around the work area.

# WORKPLACE OHS & SAFETY

## RULES

### SAMPLE

Everyone

Check the worksite is clearly identified as an exclusion zone before starting work.

Store all equipment safely.

As required by site rules.

Maintain a clear area around the work area.

**Pedestrians and un-authorised personnel must be excluded from work areas.**

Ensure adequate clearance for pedestrians to by-pass the work area as directed by the bollards.

Exclusion zones should be sign-posted to alert others of the hazards of mechanical equipment.

Traffic control measures should be reassessed before implementation or work progresses.



# Safety Rules

YOUR BUSINESS NAME

---

Item	Company Vehicles
------	------------------

Work Area

Everywhere

Category

ehicles

Operators / Users

Properly licensed, licensed and authorised drivers only.

Checks / Maintenance

Check condition and warning devices before use.

Ensure the load is secure before moving.

Report any safety issues to management.

Maintain the vehicle to manufacturer's specifications.

Main Hazard

Impact

House Keeping

Keep the vehicle in a clean and tidy condition.

Store all tools and equipment safely.

PPE

All passengers must wear seatbelts.

Sunglasses as required.

# WORKPLACE OHS & SAFETY



# RULES SAMPLE

## Safety Rules

YOUR BUSINESS NAME

# WORKPLACE OHS & SAFETY



## Safety Rules

Comply with all traffic regulations and road rules.

Drive with extreme care when reversing, especially in the vicinity of pedestrians.

Use a spotter where possible.

Load and unload carefully.

Ensure any load is secured before transport.

Ensure any trailer is properly secured with all rights and warnings devices working.

Drive with respect for others and use your pedestrian

Do not engage in aggressive behaviour towards others.

Do not read maps etc. or use mobile phones whilst driving.

**Remember that the Company image and reputation is affected by your behaviour.**

## Safety Rules

YOUR BUSINESS NAME

---

Item	Trailers
Work Area	Worksites
Category	Mobile vehicles
Operators / Users	Trained, licensed and authorised operators only.
Main Hazard	Crushing
House Keeping	Keep the trailer as free of debris as possible. Park safely when not in use.
PPE	Hi-visibility clothing and safety footwear. Gloves as required.



# WORKPLACE OHS & SAFETY RULES SAMPLE

# Safety Rules

# YOUR BUSINESS NAME

Item	Trailers - Continued
Checks / Maintenance	<p>Ensure the trailer is correctly attached to the tow vehicle.</p> <p>Ensure ramps are locate and secured in position.</p> <p>Ensure boom is level &amp; The machine is bed down before travel.</p> <p>Ensure all lights and warning devices are operative.</p> <p>Ensure Tyres (80 PSI) incl Spare. Use pressure gauge</p> <p>Ensure Tyres are in good condition</p> <p>Ensure the tow ball nut tight?</p> <p>Ensure Chains - crossed, the gate facing down</p> <p>Ensure Ball Hitch - Locked down, R clip in</p> <p>Ensure Jockey wheel is up &amp; secure</p> <p>Ensure Breakaway cable attached to the vehicle - firm inserted firmly with enough slack for turning.</p> <p>Ensure Trailer Plug firmly home - This can be the problem if the lights don't work</p> <p>Ensure the load is secure before moving</p>
Safety Rules	<h1>WORKPLACE OHS &amp; SAFETY</h1> <h1>RULES</h1> <h1>SAMPLE</h1> <p><b>Do not ride on a trailer.</b></p> <p>Take extreme care when reversing – use a spotter if necessary.</p> <p>Employ traffic control measures if necessary.</p> <p>Unload on level ground only.</p> <p>Clear the set down area and keep other personnel clear.</p>

**IMPORTANT:** Any observations, improvements or comments on safety should be put forward to the Workplace Supervisor.

# Safety Rules

YOUR BUSINESS NAME

Item **Goods Carrying Vehicles**

Work Area Everywhere

Category Road Safety

Operators / Users Licensed, trained and authorised drivers only.

Checks / Maintenance Check loads are secure.

Main Hazard Risk of falls of materials

House Keeping Keep vehicle carrying areas tidy and secure at all times.

PPE As required by site rules.

Safety Rules Items being carried on top of vehicle need always to be double checked to ensure they are secure.

These items can turn into projectiles in an accident causing serious property damage or personal injury.

When moving items in a vehicle check they are secure.

No loose items as these may move in movements such as sudden braking or an accident.

Items can fly around the cabin and may hit the driver or passenger which could result in a serious injury or result in causing an accident.

Flying objects could also cause property damage to the item and other company or private property.

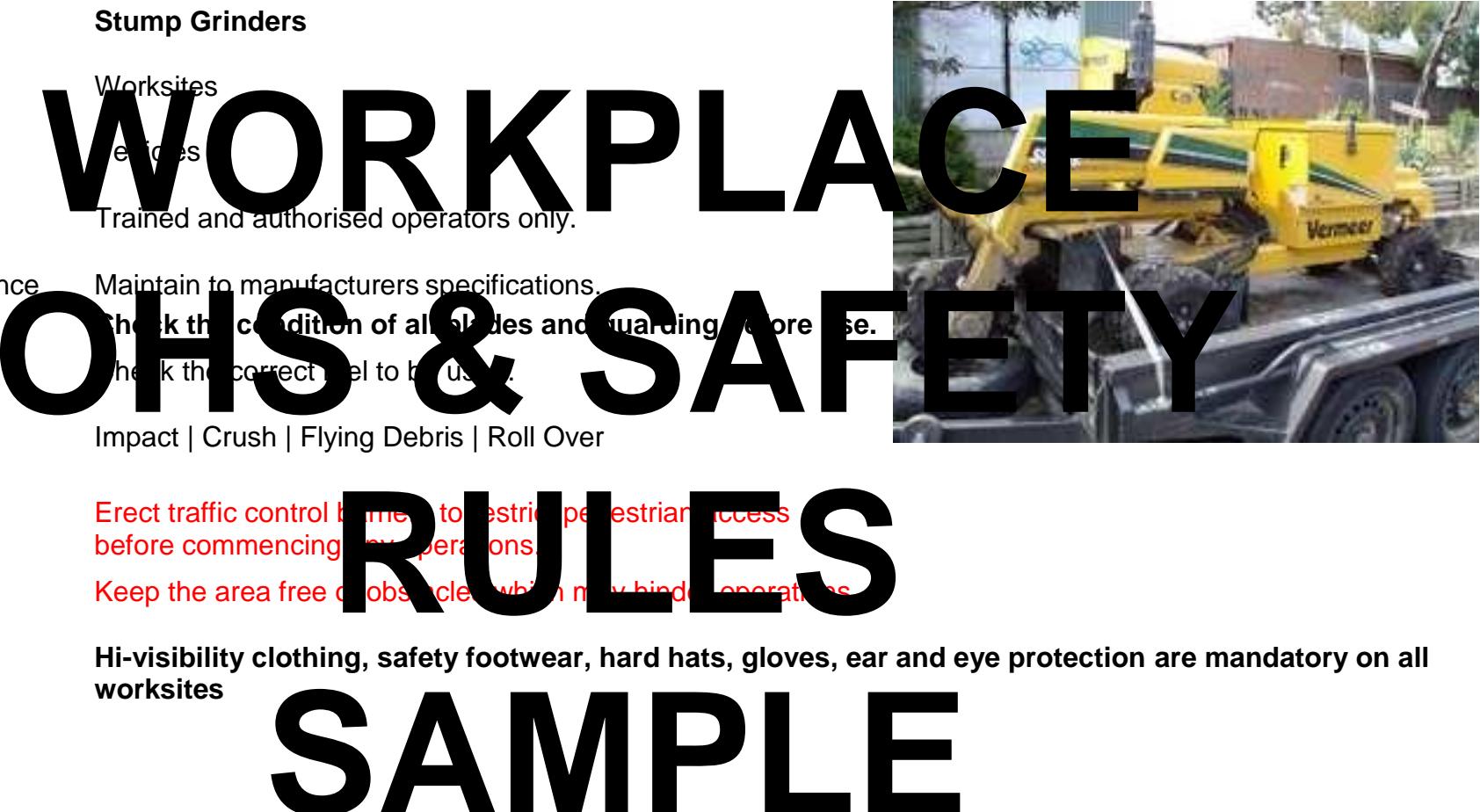
**WORKPLACE  
OHS & SAFETY  
RULES  
SAMPLE**



# Safety Rules

YOUR BUSINESS NAME

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Item	<b>Stump Grinders</b>	
Work Area	Worksites	
Category	Mobile vehicles	
Operators / Users	Trained and authorised operators only.	
Checks / Maintenance	Maintain to manufacturers specifications. Check the condition of all blades and guarding before use. Check the correct fuel to be used.	
Main Hazard	Impact   Crush   Flying Debris   Roll Over	
House Keeping	Erect traffic control barriers to restrict pedestrian access before commencing any operations. Keep the area free of obstacles which may hinder operations.	
PPE	Hi-visibility clothing, safety footwear, hard hats, gloves, ear and eye protection are mandatory on all worksites	

# Safety Rules

# YOUR BUSINESS NAME

# WORKPLACE OH&S & SAFETY RULES SAMPLE



ance Dangerous equipment – Wear PPE  
Ensure the Engine oil level been checked & Adjusted?  
Ensure the Hydraulic oil been checked & Adjusted?  
Ensure the Coolant level been checked & Adjusted?  
Ensure the Fuel level been checked & Adjusted?  
Ensure the Air filter & Pre-cleaner been cleaned?  
Ensure the Engine oil level been checked & Adjusted?  
Ensure Are all the tyres in good condition?  
Ensure all the tyre pressures correct (80 PSI) incl. Spare? Use pressure gauge

**Dangerous equipment.**  
Before operation always check the toxicity of combustions and fumes.  
Use Safety screens to prevent fly debris. Personalised  
Operate only as intended by the manufacturer.  
Location all service points. Dial before you go for gas service. Ph: 1100



## Safety Rules

YOUR BUSINESS NAME

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Item	<b>Equipment Signage</b>
Work Area	Worksites
Category	Equipment / Safety
Operators / Users	Everyone
Checks / Maintenance	Check for signage on all equipment and in the worksite area.
Main Hazard	Dangerous, irresponsible, illegal behaviour
House Keeping	Keep signage clear and legible. Replace damaged or inappropriate signage.
PPE	As required by site rules or specific task
Safety Rules	<b>Signage warns of the dangers associated with the use of the equipment.</b> Comply with all directions regarding access, behaviour, equipment operation and protective equipment requirements. Report non-compliance with workplace requirements.



# WORKPLACE OHS & SAFETY RULES SAMPLE

# Safety Rules

YOUR BUSINESS NAME

---

Item	<b>Equipment Signage – Dangerous Equipment</b>
Work Area	Worksites
Category	Equipment / Safety
Operators / Users	Everyone
Checks / Maintenance	Check for signage on all equipment and in the worksite area.
Main Hazard	Failure to comply, irresponsible or illegal behaviour.
House Keeping	Keep signage clear and legible.
PPE	Replace damaged or inappropriate signage.
Safety Rules	<p>As required by site rules or specific task.</p> <p>Signage warns of the dangers associated with the use of the equipment.</p> <p>Comply with all directions regarding access, behaviour, equipment operation &amp; protective equipment requirements.</p> <p>Report non-compliance with workplace requirements.</p>



# WORKPLACE OHS & SAFETY

# RULES SAMPLE

# Safety Rules

YOUR BUSINESS NAME

---

Item **Wood Chipping – Possible Flying Debris**

Work Area **Worksites**

Category **Vehicle**

Operators / Users **Trained and authorised operators only.**

Checks / Maintenance **Maintain all equipment to manufacturer's specifications.**

Main Hazard **Impact**

House Keeping **Erect traffic control barriers to restrict pedestrian access before commencing any operations.**

**Keep the area free of obstacles which may become a tripping hazard.**

**Discharge chute locked, in feed position**

**Drum Lock Pin must be located in the carrying position when not in use or pre-operation safety check is being performed?**



**PPE** **Safety footwear and hi-visibility clothing.**  
**Ear protection, eye protection, hard hat.**  
**Gloves and sunscreen as required.**

# Safety Rules

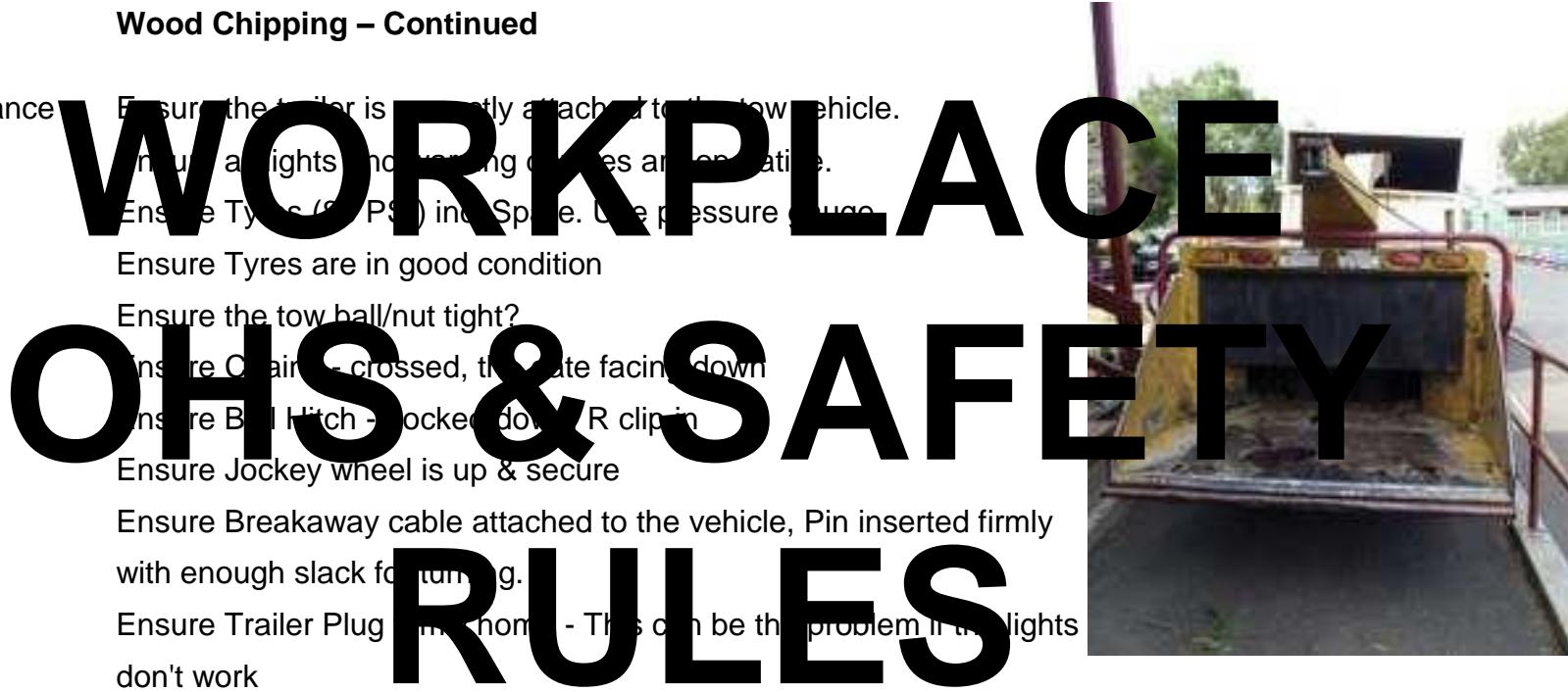
YOUR BUSINESS NAME

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## Item                    Wood Chipping – Continued

Checks / Maintenance

- Ensure the trailer is correctly attached to the tow vehicle.
- Ensure all lights and working devices are operating.
- Ensure Tyres (50PSI) are correct. Use pressure gauge.
- Ensure Tyres are in good condition
- Ensure the tow ball/nut tight?
- Ensure Chain - crossed, the gate facing down
- Ensure Ball Hitch - locked down. R clip in
- Ensure Jockey wheel is up & secure
- Ensure Breakaway cable attached to the vehicle, Pin inserted firmly with enough slack for jettisoning.
- Ensure Trailer Plug is in home - This can be the problem if the lights don't work
- Ensure the load is secure before moving.



## Safety Rules

**Dangerous equipment. Operate only as intended by the manufacturer.**  
**Before operation always check the proximity to pedestrians and others.**  
**Do not stand directly in front of the feeding or discharge area. Flying objects will cause severe injury.**  
**Only load branches from side of the machine**  
**Keep all body parts clear of infeed to avoid injury**  
**Drum Lock Pin must be located in the carrying position when not in use?**



# Safety Rules

YOUR BUSINESS NAME

---

Item	<b>Motorised Leaf Blower</b>
Work Area	Worksites
Category	Motorised Equipment
Operators / Users	Trained and authorised operators only.
Checks / Maintenance	Check for damage prior to each use. Check the correct fuel to be used.
Main Hazard	Wide range of injuries.
House Keeping	Keep the work area clear to minimise the risk of tripping. Store fuel safely.
PPE	Safety footwear. Long-sleeved overalls or other clothing. Eye and Hearing protection. Breathing protection as needed.



# WORKPLACE OHS & SAFETY RULES SAMPLE

# Safety Rules

# YOUR BUSINESS NAME

## **Item Motorised Leaf Blower - Continued**

# WORKPLACE OHS & SAFETY



## Safety Rules

This equipment is dangerous if misused

Never allow flying redundant material to come into contact with skin or other body parts as this can result in serious injury or death.

Clear the area of all other personnel before use.

Turn off the motor before any adjustment, filling or cleaning procedures are attempted.

Do not use damaged or malfunctioning equipment.

Report any malfunctions, non-safety equipment or authorise repair.

# **RULES**

# **SAMPLE**

# Safety Rules

YOUR BUSINESS NAME

Item	<b>Chainsaws</b>
Work Area	Worksites
Category	Power tools
Operators / Users	Authorised and trained operators only
Checks / Maintenance	<p>Check condition of equipment before use Ensure correct fuels and oils are used. Follow manufacturers specification</p>
Main Hazard	Lacerations and cuts
House Keeping	Store safely when not in use.
PPE	<p>Safety boots and hi-visibility clothing <b>Hard hat, protective clothing, hearing, eye protection, steel cap boots and saw chaps are mandatory.</b> Gloves and sunscreen as required.</p>
Safety Rules	<p>Use only for the purpose intended in the manner directed by the manufacturer for the safe operation of this equipment. Ensure the cutting area is clear of obstacles and other personnel. Ensure firm footing and stance. <b>Check for overhead obstacles which may dislodge and fall.</b> <b>Check chain adjustment and chain brake before the operation</b></p>



**WORKPLACE  
OHS & SAFETY  
RULES  
SAMPLE**

# Safety Rules

YOUR BUSINESS NAME

Item	Fire Fighting Equipment
Work Area	Worksites and vehicles
Category	Fire & Evacuation
Operators / Users	Everyone
Checks / Maintenance	Regularly serviced
Main Hazard	Surrounding buildings
House Keeping	Access to fire fighting equipment
PPE	Keep the immediate area clear
	Hi-visibility clothing and safety equipment

# WORKPLACE OHS & SAFETY RULES SAMPLE



W

Worksites and vehicles

Fire & Evacuation

Everyone

Regularly serviced

Surrounding facilities

Access to fire fighting equipment must be easy.

Keep the immediate area around them clear and accessible.

Hi-visibility clothing and safety footwear.

Gloves and eye protection are advised.

Other as required by site rules.



# Safety Rules

# YOUR BUSINESS NAME

# WORKPLACE OHS & SAFETY RULES SAMPLE

Know the location of the fire extinguishers in the worksite or vehicle.

Know the types of fires they can be used on.

Using the wrong type of fire extinguisher can make the fire worse, so take the time to familiarise yourself with the type of fires they are designed for.

The type of fires they can be used for is written on the extinguishers and signs above them.

**Know the fire fighting protocols for the worksite and only fight fires when permitted to do so.**

If tackling a fire get the attention of others "yell out" that you have assistance if required.

Get people ready to call Emergency Services.

Always ensure you have a quick escape plan and do not get taken into an area with no escape.

Take a quick look around to see if there are other dangers in the affected area like petrol or chemical containers.

Do not place yourself or others in dangerous positions.

**Know the location of fire hoses that are located around the worksite.**

In an emergency, every second counts so being familiar with how they operate can save time.

# Safety Rules

YOUR BUSINESS NAME

Item	Site Evaluation – Safe Work Method Statements
Work Area	Worksites
Category	OH&S Regulations
Operators / Users	Everyone
Checks / Maintenance	Ensure all required Risk Assessments and Safe Work Statements have been prepared before work commences
Main Hazard	Wide range of injuries
House Keeping	
PPE	As required by SWMS or site rules.

# WORKPLACE OHS & SAFETY RULES SAMPLE

W

Worksites

OHS & Regulations

Everyone

ance

Ensure all required Risk Assessments and Safe Work Method Statements have been prepared before work commences.

Violent range of injur





**IMPORTANT:** Any observations, improvements or comments on safety should be put forward to the Workplace Supervisor

# Safety Rules

# YOUR BUSINESS NAME

**Item** **Site Evaluation – Safe Work Method Statements - Continued**

## Safety Rules

# WORKPLACE

# WORKPLACE HS & SAFETY RULES SAMPLE

- Other telecommunications have
- Involving demolition
- Involving removal or likely disturbance of asbestos
- Involving structural alterations, requiring temporary support to prevent collapse
- Involving a confined space
- Involving a trench or shaft if the excavated depth is more than 1.5 metres
- Involving a tunnel
- Involving the use of explosive
- On or near pressurised gas mains or piping
- On or near chemical, oil or mineral tanks
- On or near energised electrical installations or services
- In an area that may be contaminated or have a flammable atmosphere
- Involving tilt-up or precast concrete
- Adjacent to a road, railway, used by traffic
- At workplaces where there is the movement of powered mobile equipment
- In an area where there are artificial extremes of temperature
- In, over or adjacent to water or other liquids where there is a risk of drowning
- involving diving.

**IMPORTANT:** Any observations, improvements or comments on safety should be put forward to the Workplace Supervisor.

## Safety Rules

# YOUR BUSINESS NAME

Item	Personnel Protective Equipment - PPE
Work Area	Worksites
Category	Personal safety
Operators / Users	Everyone
Checks / Maintenance	Comply with site rules for the wearing and use of PPE's.
Main Hazard	Identify and control hazards.
House Keeping	Maintain and store PPE's in good condition.
	RULE
PPE	Hi-visibility clothing and safety footwear. Hard hat, hearing and eye protection.
Safety Rules	Hi-visibility clothing, safety footwear, hard hats, ear protection. Be aware of other requirements at specific worksites and situations. Sun protection and other PPE's, e.g. gloves should be worn for protection.

# WORKPLACE OHS & SAFETY RULES



W

Worksites

Personal safety

Everyone

ance Comply with site rules for the wearing and use of PPE's.

W

Provide site of PPE's.

Maintain and store PPE's in good condition.



**IMPORTANT:** Any observations, improvements or comments on safety should be put forward to the Workplace Supervisor.

# Safety Rules

YOUR BUSINESS NAME

Item	Working at Heights – Use of a Ground Spotter
Work Area	Worksites
Category	Safe Working Practices
Operators / Users	Trained and authorised operators only
Checks / Maintenance	Ensure the area is clear of all personnel prior to lopping.
Main Hazard	Struck by falling objects
House Keeping	Keep the area clear of snagging and tripping hazards.

# WORKPLACE OHS & SAFETY RULES



Worksites  
Safe Work Practices  
Trained and authorised operators only

Ensure the area is clear of all personnel prior to lopping.

Keep the area clear of snagging and tripping hazards.



PPE	Hi-visibility clothing, safety footwear, hard hats, gloves, ear and eye protection are mandatory on all worksites
Safety Rules	<p><b>Use a spotter to ensure the ground area is clear to proceed with lopping and falling actions.</b></p> <p><b>Do not proceed without assurance from the spotter that the area is clear of personnel and hazards.</b></p> <p><b>The spotter should also visually check any overhead hazards in the vicinity of the work area.</b></p>

# SAMPLE

# Safety Rules

YOUR BUSINESS NAME

Item	Adverse Outdoor Working Environment
Work Area	Worksites
Category	Personal safety
Operators / Users	Everyone
Checks / Maintenance	Check conditions before entry and / or carry out
Main Hazard	Wide range of issues.
House Keeping	<b>Keep the area as tidy as possible to avoid hazards.</b>
PPE	<b>Safety footwear and hi-visibility clothing.</b> <b>Sun protection if needed.</b> <b>Other as required by site rules or as required.</b>
Safety Rules	<b>Protect yourself from environment.</b> <b>Be aware of the working conditions.</b> <b>Ensure firm footing at all times.</b>

# WORKPLACE OHS & SAFETY RULES SAMPLE

Everyone

Personal safety

Workplace

Check conditions before entry and / or commencement of work.

Wide range of issues.

Keep the area as tidy as possible to avoid tripping on hazards.

Safety footwear and hi-visibility clothing.

Sun protection if needed.

Other as required by site rules or circumstances.

Protect yourself from environmental hazards at all times.





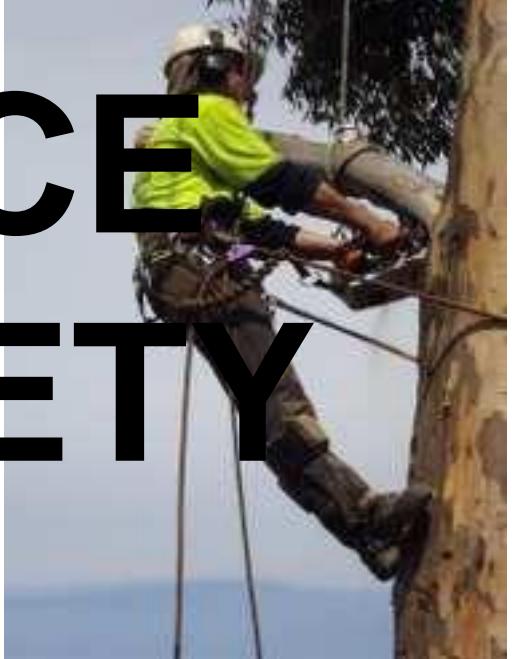
# Safety Rules

YOUR BUSINESS NAME

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Item	Tree Climbing
Work Area	Worksites
Category	Working at Heights
Operators / Users	Trained and authorised tree climbers only
Checks / Maintenance	Check all equipment is in good condition and suitable for the purpose before use.
Main Hazard	Falling
House Keeping	Keep the area clear of all potential snagging hazards to ensure suitable access for guide and safety rope management.
PPE	Hi-visibility clothing, safety footwear, hard hats, gloves, ear and eye protection are mandatory on all worksites <b>Safety harness and climbing spurs.</b> <b>All ropes and buckles must be of an approved type and suitable for the intended purpose.</b>
Safety Rules	OH&S Regulations require a Safe Work Method Statement to be prepared before commencing any work above 2.0 metres from the ground.

**WORKPLACE  
OHS & SAFETY  
RULES  
SAMPLE**



## Safety Rules

YOUR BUSINESS NAME

---

Item	<b>Safety Ropes and Slings</b>
Work Area	Worksites
Category	Health & Safety Equipment
Operators / Users	Trained and authorised users only
Checks / Maintenance	Check the condition of all ropes, slings, clasps and attachments before use.
Main Hazard	Falling
House Keeping	Store safely when not in use.
PPE	As required by site rules or specific tasks.
Safety Rules	<b>Load test the attachment before fully committing to using.</b> <b>Do not use damaged or unsafe equipment.</b> Use on as intended by the manufacturer. Fit carefully and check attachment. If this equipment will be used at heights above 2.0 metres OH&S Regulations require a mandatory SWMS for each worksite.



# WORKPLACE OHS & SAFETY RULES SAMPLE

# Safety Rules

YOUR BUSINESS NAME

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Item	<b>Manual Handling</b>
Work Area	Worksites
Category	Manual Handling
Operators / Users	Everyone
Checks / Maintenance	Check the weight and stability of all items before handling.
Main Hazard	Use mechanical handling aids whenever possible to move heavy or awkward items.
House Keeping	Keep the site free of tripping hazards.
PPE	<p>Safety footwear. Gloves as required.</p>
Safety Rules	<p><b>Never attempt to lift heavy or awkward items alone.</b></p> <p><b>Use mechanical handling aids whenever possible to move heavy or awkward items.</b></p> <p><b>Get assistance when needed.</b></p>

# WORKPLACE OHS & SAFETY RULES SAMPLE



# Safety Rules

YOUR BUSINESS NAME

---

Item	<b>Wood Chipping</b>
Work Area	Worksites
Category	Mobile vehicles
Operators / Users	Trained and authorised operators only.
Checks / Maintenance	Maintain all equipment to manufacturer's specifications.
Main Hazard	Impact
House Keeping	<p>Erect traffic control barriers to restrict pedestrian access before commencing any operations.</p> <p>Keep the area free of obstacles which may become a tripping hazard.</p>
PPE	<p>Safety footwear and hi-visibility clothing.</p> <p>Ear protection, eye protection, hard hat.</p> <p>Gloves and sunscreen as required.</p>
Safety Rules	<p>Dangerous equipment operation is as intended by the manufacturer.</p> <p>Before operation always check the proximity of pedestrians and others.</p> <p>Do not stand directly in front of the feeding or discharge areas as flying objects will cause severe injury.</p>



# WORKPLACE OHS & SAFETY RULES SAMPLE

# Safety Rules

YOUR BUSINESS NAME

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Item	Vermeer BC1800 Chipper
Work Area	Worksites
Category	Mobile vehicles
Operators / Users	Trained and authorised operators only.
Checks / Maintenance	Maintain to manufacturers specifications. Perform daily safety checks and fill in the daily checklist. Check the correct fuel to be used.
Main Hazard	Impact
House Keeping	Erect traffic control barriers to restrict pedestrian access before commencing operations. Keep the area free of obstacles, clutter and materials.
PPE	Safety footwear and hi-visibility clothing. Ear protection, eye protection, hard hat Gloves and sunscreen as required
Safety Rules	<b>Dangerous equipment. Operate only as intended by the manufacturer.</b> <b>Before operation always check the proximity of pedestrians and others.</b> <b>Do not stand directly in front of the feeding or discharge shutters.</b> <b>Flying debris will cause severe injury.</b>



# WORKPLACE OHS & SAFETY RULES SAMPLE

# Safety Rules

YOUR BUSINESS NAME

Item	Environmental Management
Work Area	W
Category	orkpl
Operators / Users	Everyone
Checks / Maintenance	Take necessary measures to minimise environmental damage.
Main Hazard	Public nuisance or environmental damage.
House Keeping	Keep worksites tidy.
PPE	As required by site rules.
Safety Rules	Keep noise to a minimum. Maintain dust control procedures. Minimize the impact of the worksite on the environment.

# WORKPLACE OH&S & SAFETY



## RULES

Keep worksites tidy.  
As required by site rules.

Keep noise to a minimum.

Maintain dust control procedures.

Minimize the impact of the worksite on the environment.

## SAMPLE



# Safety Rules

# YOUR BUSINESS NAME

Item	Mobile Equipment – Travel Mode
Work Area	Worksites
Category	Mobile equipment
Operators / Users	Trained, licensed and authorised operators only.
Checks / Maintenance	Check all accessories are secured. Ensure all lights and warning devices are working
Main Hazard	Impact
House Keeping	Keep all equipment free of debris when travelling
PPE	As required by site rules
Safety Rules	<p>Secure all ancillary equipment before leaving the site</p> <p>Do not use the equipment for carrying loads in a manner not recommended by the manufacturer to be used for this purpose</p> <p>Ensure all warning devices and lights are operating correctly</p>

W  
Worksites  
e sites  
Trained, licensed and authorised operators only.

Check all accessories are secured.  
Ensure all lights and warning devices are working.

Keep all equipment free of debris when travelling.

As required by site rules

Secure all ancillary equipment before travelling.  
Do not use the equipment for carrying passengers if this is not intended by the manufacturer to be used for this purpose.



# Safety Rules

YOUR BUSINESS NAME

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Item	<b>Chipper Cable Winch</b>
Work Area	Worksites
Category	Work practices
Operators / Users	Trained and authorised operators only
Checks / Maintenance	Check the condition of all cables and shackles before use. Check the load rating of all equipment before use
Main Hazard	Crushing
House Keeping	Maintain clear access for cable and winched objects to avoid entanglement.
PPE	<b>Safety footwear, hi visibility clothing, hard hat, eye and hearing protection are mandatory on tree clearing sites.</b> Gloves and sun protection as required.
Safety Rules	<b>Ensure all personnel not involved in the winching operation are well clear of the area.</b> Beware of 'snagging' which may cause unpredictable movements and damage to equipment. Do not overload equipment.

**WORKPLACE  
OHS & SAFETY  
RULES  
SAMPLE**



## Safety Rules

YOUR BUSINESS NAME

Item	Equipment Signage – Winch Line Safety
Work Area	Worksites
Category	Emergency / Safety
Operators / Users	Everyone
Checks / Maintenance	Check for signage on all equipment and in the worksite area.
Main Hazard	Damage to equipment, injuries, irresponsible or illegal behaviour.
House Keeping	Keep signage clear and legible. Replace damaged or inappropriate signage.
PPE	As required by site rules or specific tasks.
Safety Rules	Comply with all regulations regarding access, load, your equipment, its operation and protective equipment requirements. Read the Operators' manual for this equipment. Report non-compliance with workplace requirements.

**IMPORTANT:** Any observations, improvements or comments on safety should be put forward to the Workplace Supervisor.

## Safety Rules

YOUR BUSINESS NAME

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Item	<b>Ropes and Shackles</b>
Work Area	Worksites
Category	Health, Attainment, Equipment
Operators / Users	Trained and authorised users only
Checks / Maintenance	Check the condition of all clasps and attachments before use
Main Hazard	Falling
House Keeping	Store safely when not in use.
PPE	As required by site rules or specific tasks.
Safety Rules	Use on as intended by the manufacturer Fit carefully and check attachment Use a friction device where possible to avoid rope burn As this equipment will be used at heights above 2.0 metres OH&S Regulations require a mandatory SWMS for each worksite



# WORKPLACE OHS & SAFETY RULES SAMPLE

# Safety Rules

YOUR BUSINESS NAME

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Item	<b>PPE - Maintenance</b>
Work Area	Worksites
Category	Personal safety
Operators / Users	Everyone
Checks / Maintenance	Check the condition of PPE before use to ensure it will do the job.
Main Hazard	Violent range of injuries.
House Keeping	<b>Maintain and store PPE's in good condition.</b>
PPE	Hi-visibility clothing and safety footwear Hard hat, hearing and eye protection
Safety Rules	<b>Do not use damaged PPE or other equipment.</b> <b>Remove damaged equipment from the work site for repair or replacement.</b> Hi-visibility clothing, safety footwear, hard hats, ear and eye protection are mandatory on all worksites. Be aware of other requirements as specified in Work Notes and for specific tasks.

# WORKPLACE OHS & SAFETY RULES SAMPLE



## Safety Rules

YOUR BUSINESS NAME

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Item	Tool Boxes
Work Area	Worksite
Category	Material Handling
Operators / Users	Everyone
Checks / Maintenance	Check condition before use.
Main Hazard	Crushing
House Keeping	Store safely when not in use. Return tools to proper storage when finished. Do not leave tools loose on equipment.
PPE	Safety footwear and high-visibility clothing Gloves as required.
Safety Rules	Toolboxes can be heavy and can cause back injury. Get assistance or use a mechanical aid if necessary. Ensure toolbox is balanced and stable.



# WORKPLACE OHS & SAFETY RULES SAMPLE

## Safety Rules

YOUR BUSINESS NAME

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Item	<b>Wheel Barrow</b>
Work Area	Worksites
Category	Material handling
Operators / Users	Everyone
Checks / Maintenance	Check condition before use. Ensure tyres correctly inflated.
Main Hazard	Musculoskeletal injury
House Keeping	Store safely when not in use.
PPE	Safety boots. Gloves as required.
Safety Rules	Do not overload. Take care on sloping or uneven surfaces. <b>Use proper lifting techniques to prevent back injury.</b>



# WORKPLACE OHS & SAFETY RULES SAMPLE

# Safety Rules

YOUR BUSINESS NAME

Item	Adverse Working Conditions
Work Area	Worksites
Category	Personal safety
Operators / Users	Everyone
Checks / Maintenance	Check conditions before entry and / or commencement of work
Main Hazard	Falling
House Keeping	<p>Keep the area as tidy as possible to avoid tripping on hazards.</p>
PPE	<p>Safety footwear and hi-visibility clothing.</p> <p>Sun protection if needed.</p> <p>Other as required by site rules or regulations.</p>
Safety Rules	<p>Protect yourself from environmental hazards at all times.</p> <p>Be aware of the working conditions.</p> <p>Ensure firm footing at all times.</p>

W

Worksites

Personal safety

Everyone

ance

Check conditions before entry and / or commencement of work

alling

OHS & SAFETY

Keep the area as tidy as possible to avoid tripping on hazards.

RULES

Safety footwear and hi-visibility clothing.

Sun protection if needed.

Other as required by site rules or regulations.

Protect yourself from environmental hazards at all times.

SAMPLE



## Safety Rules

YOUR BUSINESS NAME

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Item	<b>Climbing Spurs</b>
Work Area	Wellsites
Category	Health, Attainment, Equipment
Operators / Users	Trained and authorised users only
Checks / Maintenance	Check the condition of all clasps and attachments before use
Main Hazard	Falling
House Keeping	Store safely when not in use.
PPE	As required by site rules or specific tasks.
Safety Rules	Use on as intended by the manufacturer Fit carefully and check attachments. As this equipment will be used at heights above 2.0 metres OH&S Regulations require a mandatory SWMS for each worksite.



# WORKPLACE OHS & SAFETY RULES SAMPLE

# Safety Rules

YOUR BUSINESS NAME

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Item	<b>Safety Climbing Harness</b>
Work Area	Worksites
Category	Health, Attainment, Equipment
Operators / Users	Trained and authorised operators only
Checks / Maintenance	Check the condition of all clasps and attachments before use
Main Hazard	Falling
House Keeping	Store safely when not in use.
PPE	As required by site rules or specific tasks.
Safety Rules	Use on as intended by the manufacturer. Fit carefully and check attachments.



**WORKPLACE  
OHS & SAFETY  
RULES  
SAMPLE**

As this equipment will be used at heights above 2.0 metres OH&S Regulations require a mandatory SWMS for each worksite.

## Safety Rules

YOUR BUSINESS NAME

Item	Environmental Management
Work Area	W
Category	orkpl
Operators / Users	Everyone
Checks / Maintenance	Take necessary measures to minimise environmental damage.
Main Hazard	Public nuisance or environmental damage.
House Keeping	Keep worksites tidy.
PPE	As required by site rules.
Safety Rules	Keep noise to a minimum.



**IMPORTANT:** Any observations, improvements or comments on safety should be put forward to the Workplace Supervisor

# Safety Rules

YOUR BUSINESS NAME

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Item **Manual Handling – Heavy or Awkward Items**

Work Area **Worksites**

Category **Manual Handling**

Operators / Users **Everyone**

Checks / Maintenance **Check the weight and stability of all items before handling.**

Main Hazard **Use of mechanical handling aids – Back Injury**

House Keeping **Keep the work site free of tripping hazards.**



# WORKPLACE OHS & SAFETY

# RULES

PPE **Safety footwear.**

**Gloves as required.**

Safety Rules **Many items are potential manual handling risks, and all lifting operations for those items must be performed by multiple persons.**

**Never attempt to lift heavy or awkward items alone.**

**Where possible cut logs to smaller sizes for easy handling.**

**Use mechanical handling aids whenever possible to move heavy or awkward items.**

# SAMPLE

## Safety Rules

YOUR BUSINESS NAME

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Item	<b>Fuels and Lubricants</b>
Work Area	Worksites
Category	Industrial substances
Operators / Users	Everyone
Checks / Maintenance	Check condition of drums and containers for leaks. Read Material Safety Data Sheets before use.
Main Hazard	Spillage
House Keeping	Clean up all spillages immediately. Ensure good ventilation in the storage area. Keep away from naked flame.
PPE	Safety footwear and hi-visibility clothing. Gloves as required.
Safety Rules	<b>Ensure the correct fuel or lubricant for the purpose is used.</b> Drums are heavy. Use care when lifting. Use handling devices where possible.



# WORKPLACE OHS & SAFETY RULES SAMPLE

# Safety Rules

YOUR BUSINESS NAME

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Item	<b>Motorised Blower</b>
Work Area	Worksites
Category	Motorised Equipment
Operators / Users	Trained and authorised operators only.
Checks / Maintenance	Check for damage prior to each use. Check the correct fuel to be used.
Main Hazard	Wide range of injuries.
House Keeping	Keep the work area clear to minimise the risk of tripping. Store fuel safely.
PPE	Safety footwear. Long-sleeved overalls or other clothing. Eye and Hearing protection. Breathing protection is needed.



# WORKPLACE OHS & SAFETY RULES SAMPLE

## Safety Rules

YOUR BUSINESS NAME

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Item

Motorised Blower - Continued

# WORKPLACE OHS & SAFETY RULES SAMPLE



Safety Rules

This equipment is dangerous if misused.  
**Never allow flying abrasive material to come into contact with skin or other body parts as this can result in serious injury or death.**  
Clear the area of all other personnel before use.  
Turn off the motor before any adjustment, filling or cleaning procedures are attempted.  
Do not use damaged or malfunctioning equipment.  
Report any malfunctions and return the equipment for authorised repair.

# Safety Rules

YOUR BUSINESS NAME

Item	Loading and Unloading Trailered Equipment
Work Area	Worksites
Category	Trailers
Operators / Users	Licensed and authorised drivers only.
Checks / Maintenance	<p>Check the area is clear, stable and level.</p> <p>Check the load rating of the trailer and the ramps.</p> <p>Check the condition and stability of the trailer ramps.</p>
Main Hazard	Crushing
House Keeping	Clear all debris and other equipment from the trailer loading zone.
PPE	<p>Safety footwear. Hi-vis clothing.</p> <p>Gloves and sunscreen as required.</p>
Safety Rules	<p>LOADING AND UNLOADING MUST BE MANAGED</p> <p>BY A DESIGNATED PERSON</p> <p>IN ACCORDANCE WITH THE</p> <p>WORKPLACE OH&amp;S</p>



**IMPORTANT:** Any observations, improvements or comments on safety should be put forward to the Workplace Supervisor.

## Safety Rules

YOUR BUSINESS NAME

Item	Equipment Signage – Dangerous Equipment
Work Area	Worksites
Category	Implementation / Safety
Operators / Users	Everyone
Checks / Maintenance	Check for signage on all equipment and in the work area. Report any missing, illegible or illegal behaviour.
Main Hazard	
House Keeping	Keep signage clear and legible. Replace damaged or inappropriate signage.
PPE	As required by site rules or specific tasks.

Everyone

Check for signage on all equipment and in the worksite area.

Keep signage clear and legible.

Replace damaged or inappropriate signage.

As required by site rules or specific tasks.

Be aware of the dangers involved in the use of all equipment.

Comply with all directions regarding access, labeling, equipment operation and protective requirements.

Report non-compliance with workplace requirements.



**IMPORTANT:** Any observations, improvements or comments on safety should be put forward to the Workplace Supervisor.

# Safety Rules

YOUR BUSINESS NAME

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Item	<b>Ropes and Shackles</b>
Work Area	Worksites
Category	Health, Attainment, Equipment
Operators / Users	Trained and authorised users only
Checks / Maintenance	Check the condition of all clasps and attachments before use
Main Hazard	Snapping
House Keeping	Store safely when not in use.
PPE	As required by site rules or specific tasks.
Safety Rules	Use on as intended by the manufacturer. Ensure the load rating of all equipment is suitable for the intended task.



# Safety Rules

YOUR BUSINESS NAME

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Item	Tree Felling
Work Area	Worksites
Category	Personnel Safety
Operators / Users	Trained and Authorised operators only
Checks / Maintenance	Establish a Risk Assessment procedure for each felling to ensure all relevant issues are identified and safe working methods established.
Main Hazard	Crushing
House Keeping	Clear the area of all impediments to safe work practices.
PPE	Hi-visibility clothing, sturdy foot wear, hard hats, gloves, ear and eye protection are mandatory on all worksites
Safety Rules	Clear the area of all personnel not involved in the direct felling operations. Ensure the felling area is cleared of any potential 'snagging' or debris hazards to ensure a clear fall.

# WORKPLACE OHS & SAFETY RULES SAMPLE

## Safety Rules

YOUR BUSINESS NAME

---

Item **Safety Equipment – Safe Storage**

Work Area **Worksites**

Category **Health & Safety Equipment**

Operators / Users **Trained and authorised users only.**

Checks / Maintenance **Check the condition of all safety equipment before and after use.**

Main Hazard **Falling**

House Keeping **Store equipment safely.**

PPE **As required.**

Safety Rules **Do not use damaged equipment**

**Remove damaged equipment from the work site for repair or disposal.**

**The use of damaged or unsuitable equipment may result in serious injury or death.**

# WORKPLACE OHS & SAFETY RULES SAMPLE



# Safety Rules

YOUR BUSINESS NAME

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Item	<b>Stump Grinding Equipment</b>
Work Area	Worksites
Category	Mobile vehicles
Operators / Users	Trained and authorised operators only.
Checks / Maintenance	Maintain to manufacturers specifications. Check the condition of all blades and grinding before use. Check the correct fuel to be used.
Main Hazard	Impact
House Keeping	Erect traffic control barriers to restrict pedestrian access before commencing any operations. Keep the area free of obstacles which may hinder operations.
PPE	Hi-visibility clothing, safety footwear, hard hats, gloves, ear and eye protection are mandatory on all worksites.
Safety Rules	<b>Dangerous equipment.</b> Before operation always assess the proximity of pedestrians and others. Operate only as intended by the manufacturer.

**WORKPLACE  
OHS & SAFETY  
RULES  
SAMPLE**



# Safety Rules

YOUR BUSINESS NAME

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Item	Stump Grinding Equipment	
Work Area	Worksites	
Category	Equipment	
Operators / Users	Trained and authorised operators only.	
Checks / Maintenance	Manufacturers specifications Check the condition of all blades and grinding before use. Check the condition of fuel to be used.	
Main Hazard	Impact	
House Keeping	Erect traffic control barriers to restrict pedestrian access before commencing any operations. Keep the area free of obstacles which may hinder operations.	
PPE	Hi-visibility clothing, safety footwear, hard hats, gloves, ear and eye protection are mandatory on all worksites	
Safety Rules	<b>Dangerous equipment.</b> <b>Flying debris will result from the use of the equipment.</b> <b>Before operation always check the proximity of pedestrians and others.</b> <b>Operate only as intended by the manufacturer.</b>	

## Safety Rules

YOUR BUSINESS NAME

---

Item Hand Tools

Work Area Worksites

Category Dangerous

Operators / Users Everyone

Checks / Maintenance Check condition before use.

Main Hazard Use safe methods, train

House Keeping Store carefully when not in use.

Do not leave tools lying around to cause tripping.

PPE Safety footwear. Hi-visibility clothing.

Gloves, sun protection as required.

Safety Rules Use proper manual handling techniques.

Beware of others in the area.

Use only as intended by the manufacturer.

# WORKPLACE OHS & SAFETY RULES SAMPLE



# Safety Rules

YOUR BUSINESS NAME

Item	Mobile Elevated Work Platform – Cherry Picker
Work Area	Worksite
Category	Outlines
Operators / Users	Trained and authorised operators only.
Checks / Maintenance	Check the condition of the cage and the restraint system before use. Check the load rating of the cage.
Main Hazard	Falling
House Keeping	Keep the cage clean and free of tripping hazards.
PPE	Safety harness must be worn if reaching outside the perimeter.
Safety Rules	<p>Check for overhead hazards before moving the cage in any direction.</p> <p>Do not exit the cage in an elevated position.</p> <p>Do not overload.</p>
	Ensure the entry gate is closed and secure before elevating the cage.

Worksite  
Falling  
Trained and authorised operators only.

ance Check the condition of the cage and the restraint system  
before us

Check the load rating of the cage

Falling

Keep the cage clean and free of tripping hazards

RULES

Safety harness must be worn if reaching outside the perimeter of the cage.

Check for overhead hazards before moving the cage in any direction.

Do not exit the cage in an elevated position.

Do not overload

SAMPLE



## Safety Rules

YOUR BUSINESS NAME

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Item	Public Safety Signage
Work Area	Worksite
Category	Emergency / Safety
Operators / Users	Authorised traffic controllers
Checks / Maintenance	Ensure signage is in good condition and erected in a stable manner.
Main Hazard	Injury to the public
House Keeping	<b>Erect signage to create minimum disruption to the public but allowing work tasks to be carried out safely.</b>
PPE	Safety footwear and visibility clothing Gloves as required.
Safety Rules	<b>Signage must be highly visible, even at night, and provide early warning of hazards.</b>

**WORKPLACE  
OHS & SAFETY  
RULES  
SAMPLE**



## Safety Rules

YOUR BUSINESS NAME

---

Item	<b>Cutting Obstacles</b>	
Work Area	Worksites	
Category	Personnel Safety	
Operators / Users	Trained and authorised operators only.	
Checks / Maintenance	Check proposed cutting areas for hidden obstacles before commencing work	
Main Hazard	Obstructions and Cuts	
House Keeping	Clear cutting areas of hazards before cutting	
PPE	Hi-visibility clothing, safety footwear, hard hats, gloves, ear and eye protection are mandatory on all worksites	
Safety Rules	<p><b>Foreign objects in the cutting area will cause major equipment damage and may render the equipment uncontrollable, resulting in severe injury and possible death.</b></p> <p><b>Check every proposed cut before starting</b></p>	

# WORKPLACE OHS & SAFETY RULES SAMPLE

## Safety Rules

YOUR BUSINESS NAME

Item	Unexpected Hazards
Work Area	Worksites
Category	Safe Work Practices
Operators / Users	Everyone
Checks / Maintenance	Re-assess any changed conditions to ensure planned work practices are still relevant to the situation
Main Hazard	Wide range of injuries
House Keeping	Keep work areas clear at all times.
PPE	Hi-visibility clothing, safety footwear, hard hats, gloves, ear and eye protection are mandatory on all worksites
Safety Rules	<p>Do not take risks. Get advice from management if unexpected circumstances arise to ensure all risks are assessed and reflected in the plan for work practices.</p>

**IMPORTANT:** Any observations, improvements or comments on safety should be put forward to the Workplace Supervisor

## Safety Rules

YOUR BUSINESS NAME

Item	Traffic Control
Work Area	Worksites
Category	Emergency / Safety
Operators / Users	Everyone
Checks / Maintenance	Ensure access and traffic rules are complied with.
Main Hazard	Impact
House Keeping	Maintain clear signage and directions for visitors.
PPE	
Safety Rules	<p>Ensure all vehicles comply with speed restrictions on the premises.</p> <p>Entry past this point is for authorised personnel only.</p> <p>People wandering about who are not in contact with the workplace are a danger to themselves and others, direct them to the reception.</p>

**IMPORTANT:** Any observations, improvements or comments on safety should be put forward to the Workplace Supervisor

## Safety Rules

YOUR BUSINESS NAME

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Item	First Aid Kit
Work Area	Worksite
Category	Emergency / Safety
Operators / Users	Everyone
Checks / Maintenance	Replenish as required
Main Hazard	
House Keeping	Keep clear access at all times
PPE	Wear appropriate safety equipment to prevent injury.
Safety Rules	<p>Ensure injured workers get access to medical treatment as soon as possible.</p> <p>Know the location of the First Aid Kit.</p> <p>Know the trained First Aiders at your worksite.</p> <p>Report shortages to management.</p>

# WORKPLACE OHS & SAFETY RULES SAMPLE



# Safety Rules

YOUR BUSINESS NAME

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Item                    **If You Are Injured' Poster**

Work Area            Worksite

Category            Emergency / Safety

Operators / Users    Everyone

Checks / Maintenance    Ensure the poster is current.

Main Hazard

House Keeping

PPE

Safety Rules

# WORKPLACE

# OHS & SAFETY

Keep the poster in a prominent position.

# RULES



# SAMPLE

## Safety Rules

YOUR BUSINESS NAME

Item	Public Safety and Communication
Work Area	Worksites
Category	Environment
Operators / Users	Everyone
Checks / Maintenance	Take necessary measures to minimise environmental damage and public nuisance.
Main Hazard	Public nuisance or environmental damage.
House Keeping	Keep worksites tidy.
PPE	As required by site rules.
Safety Rules	Advise surrounding neighbours of potential nuisance or safety issues as a courtesy.



# WORKPLACE OH&S & SAFETY RULES SAMPLE

W  
orksites  
Environment  
Everyone  
ance  
Take necessary measures to minimise environmental  
damage and public nuisance.  
public nuisance or environmental damage.



Keep worksites tidy.

As required by site rules.

Advise surrounding neighbours of potential nuisance or safety issues as a courtesy.

Keep noise to a minimum.

Maintain dust control procedures.

Minimize the impact of the workplace on the environment.

**IMPORTANT:** Any observations, improvements or comments on safety should be put forward to the Workplace Supervisor.

## Safety Rules

YOUR BUSINESS NAME

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Item	Workplace Behaviour
Work Area	Workplace
Category	General Safety - General
Operators / Users	Everyone
Checks / Maintenance	Constant
Main Hazard	Violent or threatening or injuries to yourself or others.
House Keeping	No loose clothing, jewellery etc if operating machinery.
PPE	See Safety Rules for the task at hand.
Safety Rules	Behaviour can also be a hazard to workers well-being, resulting from bullying, abuse, discrimination, vulgarity, harassment, pranks, or horseplay. Remember what may seem funny at the time could be offensive to others or could end up with someone feeling vilified or physically hurt.



# WORKPLACE OHS & SAFETY RULES

# SAMPLE

# Safety Rules

YOUR BUSINESS NAME

---

Item	<b>Manual Handling</b>
Work Area	Workplace
Category	General Safety
Operators / Users	Everyone
Checks / Maintenance	Check weight prior to lifting.
Main Hazard	Using the back to strain.
House Keeping	Place items that need to be re-lifted at a height that is easy to access without bending if possible.
PPE	Gloves, work boots depending on the item.
Safety Rules	Observe correct lifting & moving practice. Bend from the hips rather than from the waist when picking items up. Face the item front on and get a good grip then lift. Use handling aids were present, get assistance from others if the item feels too heavy. "Many hands make light work."  <b>Any injury no matter how small must be reported immediately (legally) to management.</b>



# WORKPLACE OHS & SAFETY RULES SAMPLE

## Safety Rules

YOUR BUSINESS NAME

---

Item	<b>Drugs &amp; Alcohol</b>
Work Area	Workplace
Category	General Safety - Health
Operators / Users	Everyone
Checks / Maintenance	Constant
Main Hazard	Violent or aggressive behaviour or injuries to yourself or others
House Keeping	Violent or aggressive behaviour or injuries to yourself or others
PPE	See Safety Rules for the task at hand.
Safety Rules	<p>Do not enter the workplace if affected by alcohol or drugs. If you are required to take prescribed medication that may affect your concentration or judgement, advise management.</p> <p>It is everyone "duty of care" to provide a safe workplace, therefore if you suspect anyone is affected by alcohol or drugs then this must be reported immediately to management.</p>

# WORKPLACE OHS & SAFETY RULES SAMPLE

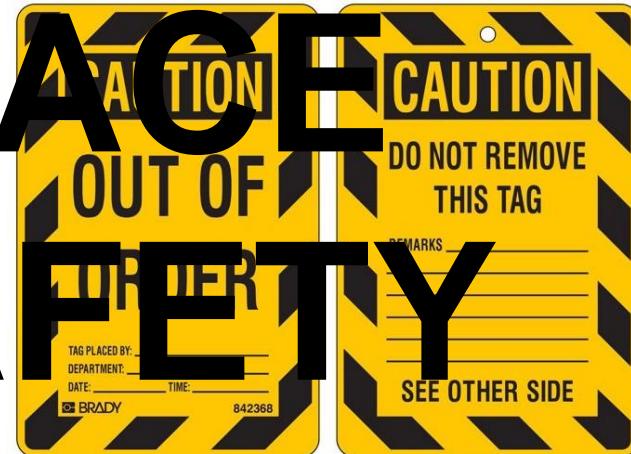


# Safety Rules

YOUR BUSINESS NAME

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Item	<b>Safety TAG OUT cards</b>
Work Area	Workplace / Everywhere
Category	General Safety - and -
Operators / Users	Everyone
Checks / Maintenance	Constant
Main Hazard	Violent force or injuries to yourself or others
House Keeping	Ensure cards are intact and not removed
PPE	See Safety Rules for the task at hand.
TAG OUT process:	If you find a piece of machinery that is defective, you should TAG OUT this piece of machinery immediately And report TAG OUT to management
Safety Rules	<p>If the machine has a TAG OUT card attached to it - Do not remove under any circumstances without strict authorisation from management.</p> <p>A Safety TAG OUT is used when machinery is defective.</p> <p>It is everyone's "duty of care" to provide a safe workplace. Therefore, if you suspect anyone has tampered with a Safety TAG OUT card then this must be reported immediately to management.</p>



**WORKPLACE  
OHS & SAFETY  
RULES**

**SAMPLE**

# Safety Rules

YOUR BUSINESS NAME

WHAT TO DO IN THE EVENT OF INJURY – ALL INJURIES MUST BE REPORTED TO MANAGEMENT



First Aid Practitioners – Apply appropriate response for

- Resuscitation
- Major Wounds
- Minor Wounds
- Scratches
- Sprains & Strains
- Burns & Scalds
- Eye Injury

ADVICE MANAGEMENT  
OF THE INCIDENT

# OHS & SAFETY RULES SAMPLE

MAKING A RECORD OF THE EVENT

First aid officers should always record details of any injured person they treat.

- The name of the injured person & their occupation
- The nature of the injury
- A brief description of the treatment given & name of the person who gave the treatment
- How the accident occurred & what the injured person was doing at the time the accident occurred
- Date, time & place the accident
- Advise Worksafe if required