

Your Business Name

**WORKPLACE
OHS & SAFETY
RULES
SAMPLE**

Workplace Safety Is Everyone's Responsibility

Occupational Health & Safety Policy Statement

YOUR BUSINESS NAME
Management Statement

WORKPLACE

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 employee, contractor, customer and community safety. One of the things we have focused on this area is that it has a duty, apart from the Primary Purpose, from both the company and management perspective to:

- **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

RULES

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 the OH&S responsibilities for all.

SAMPLE

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

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:-

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 (c)

“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”

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.”**

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 OH&S matters

HOW TO USE - Workplace Safety Album:

- Each safety report 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

- Safety concerns or observations should be reported to your supervisor or manager
- Enter your name and sign off on the:

Document Name - Induction 1 - Workplace OHS & Safety Rules

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Safety Rules

YOUR BUSINESS NAME

Item	Client Visitation
Work Area	Worksites
Category	General Safety
Operators / Users	Everyone
Checks / Maintenance	Each time
Main Hazard	Worksite or injuries
House Keeping	Restore the worksite to a tidy state when tasks are completed.
PPE	As required by site rules.
Safety Rules	<p>When visiting a new worksite take notice of the signs that are present.</p> <p>Follow all site safety rules and directions.</p> <p>Take note of where you should report to and follow the instructions.</p> <p>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.</p> <p>When in unfamiliar surroundings, have a good look around to ensure the area is safe to proceed into.</p> <p>Remember the location of the exits and Emergency Assembly areas.</p> <p>If there are induction procedures report to the relevant area and take note of safety instructions.</p>



Safety Rules

YOUR BUSINESS NAME

Item	Site Evaluation
Work Area	Proposed Worksites
Category	General Safety
Operators / Users	Everyone
Checks / Maintenance	Each time
Main Hazard	Visibility of Worksites
House Keeping	Restore the site to a tidy condition
PPE	As required by site rules.
Safety Rules	<p>When visiting customer or supplier premises take notice of the signs that are present.</p> <p>Follow all site safety rules and warnings. Take note of where you should report to and follow the instructions</p> <p>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</p> <p>If there are induction procedures reported to 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>



Safety Rules

YOUR BUSINESS NAME

Item	Traffic Management – Pedestrian Safety	
Work Area	Worksite	
Category	Management / 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	<p>Maintain a clear area around the work area.</p> <p>Pedestrians and un-authorised personnel must be excluded from work areas.</p> <p>Ensure adequate clearance for pedestrians to by-pass the work area as directed by the bollards and signage.</p> <p>Exclusion zone should be sign-posted to alert others of the hazards of mechanical equipment operations.</p> <p>Traffic control measures should be assessed before implementation or work proceeding.</p>	

Safety Rules

YOUR BUSINESS NAME

Item	Company Vehicles
Work Area	Everywhere
Category	vehicles
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.



Safety Rules

YOUR BUSINESS NAME

Item

Company Vehicles - Continued

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 lights and warning devices working.

Drive with respect for other road users and pedestrians.

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	Trailers
Operators / Users	Trained, licensed and authorised operators only.
Main Hazard	Crushing
House Keeping	Keep the trailer as free of clutter 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

- Ensure the trailer is correctly attached to the tow vehicle.
- Ensure ramps are locked and used in a position.
- Ensure boom is level & the machine is level down before travel.
- Ensure all lights and warning devices are operative.
- Ensure Tyres (80 PSI) incl Spare. Use pressure gauge
- Ensure Tyres are in good condition
- Ensure the tow ball nut tight?
- Ensure Chains - crossed, the gate facing down
- Ensure Ball Hitch - Locked down, R clip in
- Ensure Jockey wheels are up & secure
- Ensure Breakaway cable attached to the vehicle - in inserted firmly with enough slack for turning.
- Ensure Trailer Plug firmly home - This can be the problem if the lights don't work
- Ensure the load is secure before moving



Safety Rules

- Do not ride on a trailer.**
- Take extreme care when reversing – use a spotter if necessary.**
- Employ traffic control measures if necessary.**
- Unload on level ground only.**
- Clear the set down area and keep other personnel clear.**

Safety Rules

YOUR BUSINESS NAME

Item	Goods Carrying Vehicles
Work Area	Everywhere
Category	Load Safety
Operators / Users	Licensed, trained and authorised drivers only.
Checks / Maintenance	Check loads are secure.
Main Hazard	Wider view of injuries
House Keeping	Keep vehicle carrying areas tidy and secure at all times.
PPE	As required by site rules.
Safety Rules	<p>Items being carried in a vehicle need always be double checked to ensure they are secure. These items can turn into dangerous missiles in an accident causing serious property damage or personal injury.</p> <p>When moving items in a vehicle check they are secure.</p> <p>No loose items as these may move in movements such as sudden braking or an accident.</p> <p>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.</p> <p>Flying objects could also cause property damage to the item and other company or private property.</p>



Safety Rules

YOUR BUSINESS NAME

Item	Stump Grinders
Work Area	Worksites
Category	Services
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

Item

Stump Grinders - Continued



Checks & Maintenance

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

Safety Rules

Dangerous equipment.

Before operation always check the proximity of bystanders and buildings.

Use Safety screens to prevent fly debris (Vermeer Ltd)

Operate only as intended by the manufacturer

Location all services. Dial before digging or gas service. Ph 1122

Safety Rules

YOUR BUSINESS NAME

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



Safety Rules

YOUR BUSINESS NAME

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



Safety Rules

YOUR BUSINESS NAME

Item	Wood Chipping – Possible Flying Debris
Work Area	Worksites
Category	Services
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> <p>Discharge chute locked, in need of oil and grease.</p> <p>Drum Lock Pin must be located in the carrying position when not in use or pre-operation safety check is being performed?</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

YOUR BUSINESS NAME

Item Wood Chipping – Continued

Checks / Maintenance

- Ensure the trailer is correctly attached to the tow vehicle.
- Ensure all lights and warning devices are operative.
- Ensure Tyres (PSI) and Spare. Use pressure gauge.
- Ensure Tyres are in good condition
- Ensure the tow ball/nut tight?
- Ensure Chains are crossed, the plate facing down
- Ensure Bull Hitch is 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 turning.
- 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 of pedestrians and others.
Do not stand directly in front of the feeding or discharge areas.
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	Motorised Leaf Blower
Work Area	Worksites
Category	Powered 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.



Safety Rules

YOUR BUSINESS NAME

Item

Motorised Leaf Blower - Continued

WORKPLACE OHS & SAFETY



Safety Rules

This equipment is dangerous if misused.
Never allow flying residual 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.

RULES SAMPLE

Safety Rules

YOUR BUSINESS NAME

Item	Chainsaws
Work Area	Worksites
Category	Power tools
Operators / Users	Authorised and trained operators only
Checks / Maintenance	Check condition of equipment before use Ensure correct fuels and oil are used. Maintain in manufacturers specification
Main Hazard	Lacerations and cuts
House Keeping	Store safely when not in use.
PPE	Safety boots and hi-visibility clothing Hard hat, protective clothing, hearing, eye protection, steel cap boots and saw chaps are mandatory. Gloves and sunscreen as required.
Safety Rules	Use only for the purpose and 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. Check for overhead obstacles which may dislodge and fall. Check chain adjustment and chain brake before the operation



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	Burns and other injuries
House Keeping	Access to fire fighting equipment must be easy. Keep the immediate area around them clear and accessible.
PPE	Hi-visibility clothing and safety footwear. Gloves and eye protection are advised. Other as required by site rules.

WORKPLACE OHS & SAFETY RULES SAMPLE



Safety Rules

YOUR BUSINESS NAME

Item

Fire Fighting Equipment - Continued

Safety Rules

WORKPLACE

OHS & SAFETY RULES

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 and do not get stuck 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 a dangerous position.

Know the location of fire exits 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	OHS Regulations
Operators / Users	Everyone
Checks / Maintenance	Ensure all required Risk Assessments and Safe Work Method 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

Safety Rules

YOUR BUSINESS NAME

Item Site Evaluation – Safe Work Method Statements - Continued

Safety Rules

**WORKPLACE
OHS & SAFETY
RULES
SAMPLE**

Safe Work Method Statements (SWMS) must be prepared for defined high-risk work:-
where there is a risk of falling more than 2.0 metres

- On telecommunications towers
- 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 explosives
- On or near pressurised gas mains or piping
- On or near chemical, fuel or mining plant
- On or near energised electrical installations or services
- In an area that may be contaminated or have a flammable atmosphere
- Involving tilt-up concrete or concrete
- Adjacent to roads or railways 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.

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	Visibility of machinery.
House Keeping	Maintain and store PPE's in good condition.
PPE	Hi-visibility clothing and safety footwear. Hard hat, hearing and eye protection.
Safety Rules	Hi-visibility clothing, safety footwear, hard hats, ear and eye protection are mandatory on all worksites. Be aware of other requirements at specific worksites and for specific tasks. Sun protection and other PPE's, e.g. gloves should be used when appropriate for your personal protection.



Safety Rules

YOUR BUSINESS NAME

Item	Working at Heights – Use of a Ground Spotter
Work Area	Worksites
Category	Safe Work Practices
Operators / Users	Trained and authorised operators only
Checks / Maintenance	Ensure the area is clear of all personnel prior to lopping.
Main Hazard	Trucking
House Keeping	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>Use a spotter to ensure the ground area is clear to proceed with lopping and falling actions.</p> <p>Do not proceed without assurance from the spotter that the area is clear of personnel and hazards.</p> <p>The spotter should also visually check any overhead hazards in the vicinity of the work area.</p>



Safety Rules

YOUR BUSINESS NAME

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



Safety Rules

YOUR BUSINESS NAME

Item	Tree Climbing
Work Area	Worksites
Category	Working Heights
Operators / Users	Trained and authorised tree climbers only
Checks / Maintenance	Check all equipment is in good condition and suitable for the purpose to be used
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 Safety harness and climbing spurs. All ropes and shackles must be of an approved type and suitable for the intended purpose.
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.



Safety Rules

YOUR BUSINESS NAME

Item	Safety Ropes and Slings
Work Area	Worksites
Category	Length, Attachment, 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	<p>Load test the attachment before fully committing to using.</p> <p>Do not use damaged or unsafe equipment.</p> <p>Use on as intended by the manufacturer.</p> <p>Fit carefully and check attachment.</p> <p>If this equipment will be used at heights above 2.0 metres OH&S Regulations require a mandatory SWMS for each worksite.</p>



Safety Rules

YOUR BUSINESS NAME

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



Safety Rules

YOUR BUSINESS NAME

Item	Wood Chipping
Work Area	Worksites
Category	Services
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 sun screen as required.</p>
Safety Rules	<p>Dangerous equipment operators 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>



Safety Rules

YOUR BUSINESS NAME

Item	Vermeer BC1800 Chipper
Work Area	Worksites
Category	Services
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 within machine discharge area.
PPE	Safety footwear and hi-visibility clothing. Ear protection, eye protection, hard hat. Gloves and sunscreen as required.
Safety Rules	Dangerous equipment. Operate only as intended by the manufacturer. Before operation always check the proximity of pedestrians and others. Do not stand directly in front of the feeding or discharge shutles. Flying debris will cause severe injury.



Safety Rules

YOUR BUSINESS NAME

Item	Environmental Management
Work Area	Worksites
Category	Environment
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 OHS & SAFETY RULES SAMPLE

Safety Rules

YOUR BUSINESS NAME

Item	Mobile Equipment – Travel Mode
Work Area	Worksites
Category	Services
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	Secure all ancillary equipment before travel. Do not use the equipment for carrying loads if this is not intended by the manufacturer to be used for this purpose. Ensure all warning devices and lights are operative.



Safety Rules

YOUR BUSINESS NAME

Item	Chipper Cable Winch
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	Safety footwear, high visibility clothing, hard hat, eye and hearing protection are mandatory on tree clearing sites. Gloves and sun protection as required.
Safety Rules	Ensure all personnel not involved in winching operation are well clear of the area. Beware of 'snagging' which may cause uncomfortable movements and damage to equipment. Do not overload equipment.



Safety Rules

YOUR BUSINESS NAME

Item	Equipment Signage – Winch Line Safety
Work Area	Worksites
Category	Management / Safety
Operators / Users	Everyone
Checks / Maintenance	Check for signage on all equipment and in the worksite area.
Main Hazard	Accidents, injury, irresponsible or illegal behavior.
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 directions regarding access, hazardous equipment operation and protective equipment requirements. Read the Operator's manual for all equipment. Report non-compliance with workplace requirements.



Safety Rules

YOUR BUSINESS NAME

Item	Ropes and Shackles
Work Area	Worksites
Category	Length, Attachment, 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	<p>Use on as intended by the manufacturer.</p> <p>Fit carefully and check attachment.</p> <p>Use a friction device where possible to avoid rope burn</p> <p>As this equipment will be used at heights above 2.0 metres OH&S Regulations require a mandatory SWMS for each worksite</p>



Safety Rules

YOUR BUSINESS NAME

Item	PPE - Maintenance
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	Wide range of injuries.
House Keeping	Maintain and store PPE's in good condition.
PPE	Hi-visibility clothing and safety footwear. Hard hat, hearing and eye protection.
Safety Rules	Do not use damaged PPE or other equipment. Remove damaged equipment from the work site for repair or replacement. Hi-visibility clothing, safety footwear, hard hat, ear and eye protection are mandatory on all worksites. Be aware of other requirements as specific to worksites and for specific tasks.



Safety Rules

YOUR BUSINESS NAME

Item	Tool Boxes
Work Area	Worksite
Category	Manual Handling
Operators / Users	Everyone
Checks / Maintenance	Check condition before use.
Main Hazard	Tripping
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 hi-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 toolboxes balanced and secure.



Safety Rules

YOUR BUSINESS NAME

Item Wheel Barrow

Work Area Worksites

Category Materials Handling

Operators / Users Everyone

Checks / Maintenance Check condition before use.
Check tyre properly inflated.

Main Hazard Muscular skeletal injury

House Keeping Store safely when not in use.

PPE Safety boots.

Gloves as required.

Safety Rules Do not overload.

Take care on stepping or moving surfaces.

Use proper lifting techniques to prevent back injury.



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	Keep the area as tidy as possible to avoid tripping on hazards.
PPE	Safety footwear and hi-visibility clothing. Sun protection if needed. Other as required by site rules or specific tasks.
Safety Rules	Protect yourself from environmental hazards at all times. Be aware of the working conditions. Ensure firm footing at all times.



Safety Rules

YOUR BUSINESS NAME

Item	Climbing Spurs
Work Area	Worksites
Category	Health and Safety 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	<p>Use on as intended by the manufacturer.</p> <p>Fit carefully and check attachment.</p> <p>As this equipment will be used at heights above 2.0 metre OH&S Regulations require a mandatory SWMS for each task.</p>



Safety Rules

YOUR BUSINESS NAME

Item	Safety Climbing Harness
Work Area	Worksites
Category	Health, Accident Prevention
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	<p>Use on as intended by the manufacturer.</p> <p>Fit carefully and check attachment.</p> <p>As this equipment will be used at heights above 2.0 metres OH&S Regulations require a mandatory SWMS for each worksite.</p>



Safety Rules

YOUR BUSINESS NAME

Item	Environmental Management
Work Area	Worksites
Category	Environment
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 work in the environment.



Safety Rules

YOUR BUSINESS NAME

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	Musculoskeletal Injury – Back Injury
House Keeping	Keep the work site free of tripping hazards.
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.



Safety Rules

YOUR BUSINESS NAME

Item	Fuels and Lubricants
Work Area	Worksites
Category	Flammable Substance
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	Ensure the correct fuel or lubricant for the purpose is used. Drums are heavy. Use care when lifting. Use handling devices where possible.



Safety Rules

YOUR BUSINESS NAME

Item	Motorised Blower
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.



Safety Rules

YOUR BUSINESS NAME

Item

Motorised Blower - Continued

WORKPLACE OHS & SAFETY RULES



Safety Rules

This equipment is dangerous if misused.
Never allow flying or loose 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	Services
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 loading ramps.</p>
Main Hazard	Crushing
House Keeping	Clear all debris and other equipment from the trailer and the loading zone.
PPE	<p>Safety footwear. Hi-vis clothing.</p> <p>Gloves and sunscreen as required.</p>
Safety Rules	<p>LOADING AND UNLOADING MUST ALWAYS BE DONE ON STABLE AND LEVEL GROUND.</p> <p>Set up traffic control measures to keep other personnel clear of the loading operations.</p> <p>Ramps must be firmly attached to the trailer during loading/unloading procedures and during transport.</p> <p>Load must be securely attached to the trailer before transport.</p> <p>Load securing attachments must be removed before any attempt to unload.</p>



Safety Rules

YOUR BUSINESS NAME

Item	Equipment Signage – Dangerous Equipment
Work Area	Worksites
Category	Management / Safety
Operators / Users	Everyone
Checks / Maintenance	Check for signage on all equipment and in the worksite area.
Main Hazard	Accidents, injury, irresponsible or illegal behavior.
House Keeping	Keep signage clear and legible. Replace damaged or inappropriate signage.
PPE	As required by site rules or specific tasks.
Safety Rules	Be aware of the dangers involved in the use of all equipment. Comply with all instructions regarding access, behavior, equipment operation and protective equipment requirements. Report non-compliance with workplace requirements.



Safety Rules

YOUR BUSINESS NAME

Item	Ropes and Shackles
Work Area	Worksites
Category	Health, Accident Prevention
Operators / Users	Trained and authorised users only
Checks / Maintenance	Check the condition of all clasps and attachments before use
Main Hazard	Slips, trips and falls
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.



SAMPLE

Safety Rules

YOUR BUSINESS NAME

Item	Tree Felling
Work Area	Worksites
Category	Resource 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 addressed before work is established.
Main Hazard	Crushing
House Keeping	Clear the area of all impediments to safe work practices.
PPE	Hi-visibility clothing, sturdy footwear, 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.



Safety Rules

YOUR BUSINESS NAME

Item	Safety Equipment – Safe Storage
Work Area	Worksites
Category	Health, Accident, Environment
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	<p>Do not use damaged equipment.</p> <p>Remove damaged equipment from the work site for repair or disposal.</p> <p>The use of damaged or unsuitable equipment may result in serious injury or death.</p>



WORKPLACE
OHS & SAFETY
RULES
SAMPLE

Safety Rules

YOUR BUSINESS NAME

Item	Stump Grinding Equipment
Work Area	Worksites
Category	Services
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
House Keeping	Erect traffic control barriers to restrict pedestrian access before commencing any operations. Keep the area free of obstacles which may hinder operation.
PPE	Hi-visibility clothing, safety footwear, hard hats, gloves, ear and eye protection are mandatory on all worksites.
Safety Rules	Dangerous equipment. Before operation always assess the proximity of pedestrians and others. Operate only as intended by the manufacturer.



Safety Rules

YOUR BUSINESS NAME

Item	Stump Grinding Equipment
Work Area	Worksites
Category	Equipment
Operators / Users	Trained and authorised operators only.
Checks / Maintenance	Maintain in accordance with 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	Dangerous equipment. Flying debris will result from the use of this equipment. Before operation always check the proximity of pedestrians and others. Operate only as intended by the manufacturer.



Safety Rules

YOUR BUSINESS NAME

Item	Hand Tools
Work Area	Worksites
Category	Miscellaneous
Operators / Users	Everyone
Checks / Maintenance	Check condition before use.
Main Hazard	Use of skeletal strain
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 vicinity. Use only as intended by the manufacturer.



Safety Rules

YOUR BUSINESS NAME

Item Mobile Elevated Work Platform – Cherry Picker

Work Area

Worksite

Category

Lifting

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 of the cage.

Safety Rules

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

Do not exit the cage in an elevated position.

Do not overload.

Ensure the entry gate is closed and secure before elevating the cage.



Safety Rules

YOUR BUSINESS NAME

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	Erect signage to create minimum disruption to the public but allowing work tasks to be carried out safely.
PPE	Safety footwear and high visibility clothing. Gloves as required.
Safety Rules	Signage must be highly visible, even at night, and provide early warning of hazards.



WORKPLACE OHS & SAFETY RULES SAMPLE

Safety Rules

YOUR BUSINESS NAME

Item	Cutting Obstacles
Work Area	Worksites
Category	Resource Safety
Operators / Users	Trained and authorised operators only.
Checks / Maintenance	Check proposed cutting areas for hidden obstacles before commencing work.
Main Hazard	Lacerations 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	Foreign objects in the cutting area will cause major equipment damage and may render the equipment uncontrollable. Cutting can cause injury and possible death. Check every planned cut before starting.



Safety Rules

YOUR BUSINESS NAME

Item	Unexpected Hazards
Work Area	Worksites
Category	Category of 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	Do not take risks. Get advice from management. In unexpected circumstances arise to ensure all risks are assessed and reflected in the planned work practices.



Safety Rules

YOUR BUSINESS NAME

Item	Traffic Control
Work Area	Worksites
Category	Management / Safety
Operators / Users	Everyone
Checks / Maintenance	Ensure access and traffic rules are complied with.
Main Hazard	People wandering about
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 and are not familiar with the workplace are a danger to themselves and others, direct them to the reception.</p>



Safety Rules

YOUR BUSINESS NAME

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	Ensure injured workers get access to medical treatment as soon as possible. Know the location of the First Aid kit. Know the trained First Aiders at your worksite. Report shortages to management.



**WORKPLACE
OHS & SAFETY
RULES
SAMPLE**

Safety Rules

YOUR BUSINESS NAME

Item	If You Are Injured' Poster
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Work Area	Worksite
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Category	Emergency / Safety
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Operators / Users	Everyone
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Checks / Maintenance	Ensure the poster is current.
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Main Hazard	
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House Keeping	Keep the poster in a prominent position.
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PPE

Safety Rules

This sign outlines the procedure to take if you are injured at work.

Ensure you know what to do if you are injured at work.



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 neighbors of potential nuisance or safety issues as a courtesy. Keep noise to a minimum. Maintain dust control procedures. Minimize the impact of the work on the environment.



Safety Rules

YOUR BUSINESS NAME

Item	Workplace Behaviour
Work Area	Workplace
Category	General Safety - Well Being
Operators / Users	Everyone
Checks / Maintenance	Constant
Main Hazard	Violence 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, risk from bullying, abuse, discrimination, vulgarity, harassment, pranks, 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.



SAMPLE

Safety Rules

YOUR BUSINESS NAME

Item	Manual Handling
Work Area	Workplace
Category	General Safety
Operators / Users	Everyone
Checks / Maintenance	Check weight prior to lifting.
Main Hazard	Musculoskeletal 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 practices. Bend from the knees rather than from the waist when picking items up. Face the item front on and get a good grip then lift. Use handling aids where present, get assistance from others if the item feels too heavy. "Many hands make light work." Any injury no matter how small must be reported immediately (legally) to management.



Safety Rules

YOUR BUSINESS NAME

Item	Drugs & Alcohol
Work Area	Workplace
Category	General Safety - Self & Others
Operators / Users	Everyone
Checks / Maintenance	Constant
Main Hazard	Victim could be injured or harm to yourself or others
House Keeping	
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>



Safety Rules

YOUR BUSINESS NAME

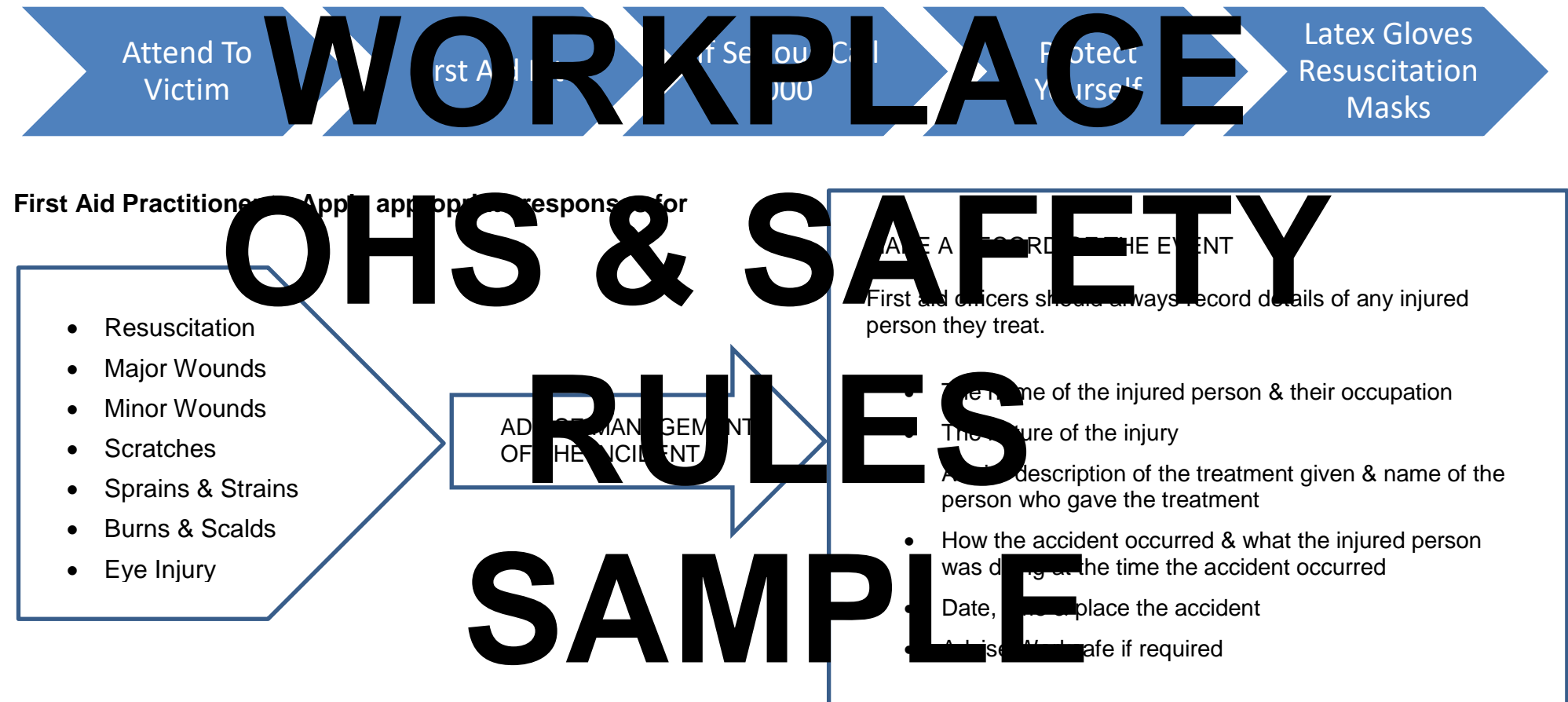
Item	Safety TAG OUT cards
Work Area	Workplace / Everywhere
Category	General Safety - Workplace
Operators / Users	Everyone
Checks / Maintenance	Constant
Main Hazard	Identify source of injury to yourself or others
House Keeping	Ensure cards are intact and not removed
PPE	See Safety Rules for the task at 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>



Safety Rules

YOUR BUSINESS NAME

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



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