



Emergency Evacuation Procedure

IN CASE OF A FIRE ALARM PROCEED TO YOUR NEAREST EXIT POINT

THE FIRE BRIGADE WILL AUTOMATICALLY BE NOTIFIED

**VACATE THE UNIT ENSURING THAT YOUR DOOR IS CLOSED BEHIND YOU.
PROCEED DOWN THE NEAREST FIRE STAIRS TO THE GROUND FLOOR AND ASSEMBLE
OUTSIDE IN THE AREA SHOWN IN THE FLOOR MAP**

WAIT UNTIL THE BRIGADE ARRIVES

DO NOT ENTER THE BUILDING UNTIL THE FIRE BRIGADE HAS DETERMINED ALL IS CLEAR

General Safety Rules

Legal Responsibility for Health and Safety of Others:

Under Statutory Law you have a legal obligation to ensure that no other person including managers, employees, visitors and customers come to any harm because of your behavior or failing to act safety.

Where any willful misconduct results in harm to another person the company will not protect you legally. You may be personally fined/charged for this breach. The company will also take disciplinary action in such circumstances. Examples of unsafe behavior includes:

- Practical jokes, wrestling, skylarking, throwing of materials or any other behavior that has the risk of harming yourself or another person.
- Working or driving under the influence of alcohol or drugs, or being aware that another employee is working/operating machinery under the influence of alcohol or drugs and failing to either stop them or bring it to the attention of management.

Clothing

Where clothing is provided for your job, it must be worn to ensure adequate protection. Loose hair and the wearing of jewellery around machinery is prohibited as this can result in you becoming caught in the machinery with the potential to cause serious injury.

Safety Equipment:

Footwear

Safety footwear protects you from crush injuries to the foot and chemical burns. Safety boots/shoes worn in all designated areas, which are identified by the blue safety footwear sign. This rule extends to contractors and visitors to our workplace.

Eye Protection

Eye hazards include chemical splashes, dust and flying objects. Areas/machines requiring eye protection to be worn are identified with the blue mandatory "wear eye protection" sign.

Hearing Protection.

Industrial noise can harm the unprotected ear. This type of hearing loss cannot be cured with hearing devices. If you have been issued with hearing protection, you will have been told which areas and tools require you to wear that hearing protection and how to use the earmuffs/plugs properly.

Do not alter or interfere with the ear muffs/plugs.

Ensure that you take/carry your ear muffs/plugs with you, such as on a belt to use when operating portable machinery/equipment.

Reporting Hazards

A hazard is anything that has potential to cause harm to a person, or our property. All hazards including a near hit, when someone almost is injured, must be reported to your supervisor.

You may be required to complete a Hazard Report.

Machinery and Equipment

Report all faults in machinery/tools/equipment (includes office chairs and equipment) immediately to your supervisor. Do not use broken equipment or attempt to repair it yourself.

Dangerous machinery must not be left operational and a danger tag used which states "**Do Not Operate Do Not Remove This Tag**".

Operation of dangerous machinery without safety guards, places you at risk of serious injury.

If a guard has been removed or is not operational then the machine should be isolated and a "Danger Tag" attached and the incident reported immediately to your Supervisor.

Ladders and Work on ladders

Boxes, milk crates, chairs and other furniture are not to be used to access heights.

Stepladders and other ladders provided must be used correctly. Do not use a ladder that is faulty or broken.

Extension ladders must be secured at the top as well as the bottom and the area around the base of the ladder must be barricaded to prevent anyone walking through or bumping the ladder.

Alternatively, another employee may provide ground control/supervision.

Tools carried up a ladder must be secured in a tool belt. Do not throw or drop tools from a ladder.

They must be lowered /brought up by rope or pulley only.

Housekeeping

To reduce the incidence of injuries everyone is responsible for good housekeeping. Keep all areas clean and tidy. Place rubbish in the appropriate bins and do not leave tools/equipment lying on the floor/ground at anytime.

ALL CONTRACTORS MUST ADVISE [WCM] IF WORK PERFORMED CREATES SMOKE OR DUST OF ANY KIND IN ALL COMMON AREAS TO DISENGAGE THE SMOKE DETECTORS

FAILURE TO DO SO WILL RESULT IN ANY COST THE BUILDING INCURS FOR FALSE FIRE BRIGADE CALLOUTS SORT CHARGED TO THE CONTRACTOR

All trade waste removed from site by the contractor and work areas left clean

Failure to do so will result in the contractor charged for waste removal and cleaning the site of work

Contractors must report to [wcm] before commencing on site work

Contractors must display [wcm] visitor cards at all times

Employee's Creed

I have read the General Safety Rules and fully understand the requirements. I have raised issues that need further clarification with my employer/site manager.

I understand that the General Safety Rules are company policy and that a breach of this code will be subject to disciplinary action.

Site Address.....

Work Description.....

Onsite Time/Date.....

Company/Contractor.....

Name.....**Signature**.....

Employee/'s

Name**Signature**.....

Date.....