

S33 – Toolbox Talk

Workplace Rules – General Safety

All persons on-site have a legal responsibility for health and safety and to conduct their activities in a safe manner. This duty applies both to yourself and to your workmates.

Ensure you:

- Know the company's safety policy including any arrangements that affect you
- Use and maintain the PPE provided and report any defects immediately
- 'Do your bit' to keep the site tidy, in good order, and safe
- Obey all warning signs
- Never operate plant or equipment unless you are suitably trained, competent and authorised
- Never interfere with guard-rails, ladders, etc
- Never interfere or misuse safety equipment such as fire extinguishers
- Never throw things from height; always lower items properly
- Never take short cuts
- Only ever use authorised access and egress routes
- Store or stack materials sensibly, especially if at height
- Check substances before use and consider whether they are hazardous or flammable
- Stay alert in the vicinity of mobile plant
- Be aware of trespassers. If you don't recognise someone, ask them who they are looking for and direct them to the site manager
- Constantly think 'Safety' on-site. Be on the lookout for unsafe practices, defective equipment, excessive waste build up, etc and report them to your supervisor
- NEVER turn a blind eye!

Remember:

- A good safety culture is present when people think and act safely even when no-one is looking!
- Safety signs do not prevent accidents – safe people and safe systems do!
- No system can be safe without the co-operation of all employers and employees
- It is a team effort, requiring awareness and alertness on the part of everyone.



Training register

Date

Name of attendee

Signature

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