



Health & Safety Brief 04/10

1. Do not run or indulge in any horseplay in the workplace, move carefully around vehicles and machinery. Stay on marked walkways and avoid dangerous areas, be aware of moving vehicles and machinery and keep an all round observation.
2. Do not lift any item that is either too heavy or dangerous to move. Inform your supervisor of your concerns. Lift everything correctly as per your manual Handling Induction.
3. Do not operate any machinery that you are not licensed to do so.
4. Safety boots must be worn at all times when required.
5. You must wear all personal protection equipment that is supplied for or is required for your assignment and ensure it is maintained in good condition, if you are not sure ask. Do not wear loose clothing or your hair long that could get trapped in machinery.
6. On arrival in the workplace familiarise yourself with the fire exits, fire extinguishers and location of the first aid box. Also ensure that you know the quickest and safest exit from the building in the case an emergency should arise.
7. Before commencing your assignment listen carefully to all instructions from your supervisor and adhere to them at all times, if unsure of anything ask.
8. Always adhere to all safety signs around the workplace. If you do not understand any sign ask your supervisor.
9. Do not under any circumstances ride on any vehicle.
10. If there is any faulty or unsuitable equipment, machinery or you are concerned about a safety matter advise your supervisor.
11. Always take reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
12. Do not intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety welfare

The above items are there to make your workplace a safe environment for you please ensure these practices are adhered to.

I have read and understood the above health and safety briefing and have been issued with a copy for future reference. I have also seen and understood the Manual Handling Video.

Print name _____ **Signature** _____ **Date** __/__/__