

Health & Safety Brief

- ✓ Health and Safety starts with you.
- ✓ Do not run or indulge in any horseplay in the workplace.
- ✓ Do not operate any machinery which you are not licenced to operate.
- ✓ Do not lift any item that is either too heavy or dangerous to move without assistance.
- ✓ Do not under any circumstances, ride on any vehicle unless the vehicle is specifically designed to be ridden on.
- ✓ Do not intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety welfare.
- ✓ Do not climb onto the bed of a flatbed vehicle unless there is sufficient space to manoeuvre safely around the load and all sides of the flatbed are in the upright position. If the flatbed does not have sides, do not climb onto it.
- ✓ Wear safety boots and Hi Vis vests at all times.
- ✓ Wear any additional personal protective equipment (PPE) that is applicable to the job you are doing or the site you are on.
- ✓ On arrival at the workplace, familiarise yourself with all fire exits, fire extinguishers and the location of the emergency first aid box.
- ✓ Familiarise yourself with any emergency procedure(s) on arrival.
- ✓ Listen carefully to all instructions from your supervisor or line manager before commencing your assignment.
- ✓ Adhere to all site safety procedures. If you are unsure, seek clarification from your supervisor or the site manager.
- ✓ Report immediately any faulty, defective or unsafe machinery or vehicles.
- ✓ Report any accident or injury made on site to the site supervisor and your Backline branch as soon as possible.
- ✓ Always take reasonable care and responsibility for your own and others health and safety, taking into consideration how your actions might affect others.
- ✓ Never leave the keys in an unattended vehicle.
- ✓ Never leave a vehicle running unattended.
- ✓ Always apply the hand break (where applicable) when leaving the vehicle
- ✓ Fully familiarise yourself with the vehicle, machinery or equipment before you use it.
- ✓ Carry out all applicable safety checks as required before you use any vehicle, machinery or equipment.

The above items are there to protect your safety, the safety of others around you and you're working environment.

All employees and workers have a duty in law to act responsibly and to take reasonable care for the health and safety at work of both themselves and their colleagues at all times.

Employees who violate this policy will be subject to disciplinary actions, up to and including the termination of the working relationship with Backline.

I confirm I have read and understand this policy.

Name

Signature

Date