



GENERAL WORKPLACE STANDARDS POLICY

AIM

Work Structures Pty Ltd intends to operate our business in a manner which ensures the safety and wellbeing of our employees', clients and visitors.

It is our objective to ensure that all employees' are properly trained to operate in all areas of our business in a safe and professional manner.

Work Structures Pty Ltd seeks your co-operation in realizing our health and safety aims and objectives in creating a safe working environment for you.

GENERAL

- Safety rules are introduced by the Company to ensure your safety and must be observed at all times.
- All employees must familiarise themselves with the emergency response procedures.
- Appropriate Personal Protective Equipment (e.g. hard hat, safety glasses etc) must be worn at all times. (Where applicable)
- Jewellery and ties must be removed and long hair tied back before using machinery.
- Employee's children are not permitted in the workplace unless prior authorisation has been granted by management.
- No pets in the workplace.
- Do not handle, use or mix hazardous substances unless you have been trained to do so
- The work shop is strictly a no smoking area
- Do not run or take short cuts. Do not step over moving machinery. Always use appropriate and designated pathways, ramps and stairways.
- Switch tasks if possible to manage repetitive tasks. This will keep your body and mind fresh.

BEHAVIOUR

- Foolish or irresponsible behaviour and practical joking that may result in an accident is strictly forbidden.
- If you consider any workmate or contractor is working in an unsafe manner, please contact the Manager immediately.
- Climbing on chairs or on office furniture is strictly prohibited.
- Unauthorised consumption of intoxicating liquor and/or the use of drugs, other than prescribed medication, is strictly forbidden during work hours. Reporting for work in an intoxicated condition or under the influence of drugs will not be tolerated and could result in an instant dismissal.
- Treat others as you like/expect to be treated
- Brawling, fighting and behaviour of an aggressive nature will not be tolerated and may result in instant dismissal

TIDINESS

- Work areas must be kept clean and tidy at all times.
- Flammable materials and fire hazards must be eliminated or adequate protection taken.
- Any spills in the workplace must be cleaned up immediately and floors kept clear of obstructions.

INCIDENTS

- All accidents, incidents, near misses and equipment malfunctions or necessary repairs must be reported and logged in the OHS diary. This enables modifications to be made to our policies and is a way of measuring our safety performance.
- All persons requiring first aid treatment must contact the first aid officer who will render the appropriate treatment and enter the details in the OHS diary first aid register.

PLANT AND EQUIPMENT

- Your manager must be informed immediately should you consider any work practices or equipment unsafe.
- All plant and equipment is to be used in a safe manner and in accordance with the manufacturers recommended use.
- Only drivers who have undergone the appropriate assessment can operate machinery. (E.g. forklift)
- Seat belts must be worn where fitted.
- Always use a ladder to access high places.

ELECTRICAL SAFETY

- Electrical leads should be placed where they do not become a tripping hazard or are likely to be cut or chafed.
- Ensure that the electrical appliance, tool or cord is correctly tagged as required under the Electrical Safety Policy.
- Always keep power leads and appliances away from water.
- Do not overload power points by using multiple power boards or double adaptors.
- Regard all electrical wires as dangerous. Do not attempt to repair defective wiring or electrical equipment. Send them to a licensed electrician.
- Any electrical faults must be reported to the manager immediately. Unqualified personnel must not attempt any repairs.