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| **SAFETY RULES** |

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| **As guidelines to the adoption of safe working practices, the following are safety rules, which must be followed by Staff, Contractors & Visitors to our site.** |

* All visitors must have authorisation to enter any area where public is

 excluded.

* Where required or designated, approved safety equipment must be used.
* All areas must be kept clear and free of hazards.
* Machinery must not be operated without guards or with damaged guards.
* Safety devices must not be tampered with.
* Inspect equipment for safety and hazards before use.
* Be aware of moving hazards such as vehicles and mobile plant.
* Keep clear of moving machinery or equipment at all times.
* Motorised plant being maintained should be locked out and danger tagged.
* Follow recommended procedures for handling hazardous materials.
* Keep aisles, exits, driveways and fire-extinguisher accesses clear.
* Before entering any area observe safety signs and rules.
* Where necessary use all appropriate personal protective equipment.
* Apply appropriate safe lifting practices - manual or with equipment.
* Report all unsafe acts or imminent dangers.
* Report all accidents and incidents, including near misses.
* Before starting any new project job, look for and discuss safety issues.
* Plant and equipment must only be operated by suitably skilled persons.
* For contract site work - observe safety rules at client’s job sites.
* Be fully aware of evacuation and emergency procedures.
* Maintain an appropriate standard of housekeeping and general hygiene.
* Vehicles may only be driven by qualified and authorised personnel.

**All workers are legally responsible for their own safety and the safety of others.**