

Policy

Health & Safety

The purpose of our Health and Safety Policy is to maintain behaviours towards the positive outcomes of personal wellbeing. This extends to visitors, contractors, and others in their direct involvement with AusPress.

You are directed to **STOP** work without any repercussions if you consider any aspect of your allocated work is unsafe or you have not been trained on how to complete the task safely. You will **not** be expected to recommence that aspect of your work until the issue has been resolved to your satisfaction.

AusPress will ensure that:

- Managers, Supervisors and employees understand their commitment to safety.
- Managers and Supervisors complete regular Safe Act Observations.
- Managers and Supervisors participate in daily Pre-Start and regular Toolbox safety meetings.
- Managers and Supervisors complete regular project inspections.
- Managers, Supervisors and employees complete risk assessments for tasks.
- Managers, Supervisors and employees report and rectify all hazards identified.

The above processes are intended to ensure every employee is a part of the safety process at AusPress and, specifically, that these processes have been structured to provide you with a daily opportunity to raise any safety concerns or issues.

The following duties are a mandatory condition of employment with AusPress, and each employee shall:

- Only carry out duties that you have been trained to perform and consider yourself competent to undertake. You must never undertake a task you have not been trained to complete or undertake a task that you have not been instructed to do by your supervisor.
- Take all reasonable care to protect your health and safety at work and the health and safety of your colleagues.
- Take all reasonable care to avoid adversely affecting the health or safety of any other person or care of the environment through an act or omission at work.
- Follow the AusPress values and workplace behaviours.

As far as reasonably practicable you shall:

- Use the health or safety equipment provided.
- Obey all reasonable health, safety and environmental work instructions provided.
- Comply with all company policies.
- Report any incident or unsafe action by yourself or others to your direct Supervisor or Manager as soon as reasonably practical.
- If able to safely do so, rectify any identified or known hazard that may harm someone or, if unable to make the area safe barricade and clearly demarcate the area and report it to your direct Manager or Supervisor as soon as reasonably practical.
- Only operate plant or equipment in respect of which you have received the appropriate training and hold a current ticket and have been authorised to operate.
- Never use equipment, tools or plant once it has been identified or known to be unsafe. All unsafe equipment is to be reported as unsafe as soon as practical and must be tagged out, isolated and/or removed from service.

WHAT I AM AGREEING TO: For further information, please refer to the Procedures	
Fitness for Work	<p>Never work or drive vehicles or operate equipment under the influence of alcohol or illegal drugs or allow a colleague to do so in line with AusPress expectations.</p> <p>Your Manager must be informed of any absenteeism or lateness.</p> <p>Always ensure you are physically, mentally and emotionally fit for work and have declared any medication you take that may affect your fitness to carry out your role.</p> <p>Always declare any pre-existing injuries that may affect your ability to do your tasks safely.</p> <p>I understand I must not be under the influence of drugs or alcohol.</p> <p>You are responsible for ensuring your fatigue is managed when flying off-site and prior to driving to your place of residence. Alternative transport like taxi, car share or public transport is encouraged to eliminate the risk of driving while fatigued.</p>
Meetings	I will actively participate and respectfully contribute to all discussions and always raise safety issues that concern me.
Safety Awareness	<p>I understand how to use a risk assessment, I know when they are required and fill them out when they are required.</p> <p>Never fail to complete a risk assessment for the task you are assigned.</p> <p>I agree to ask for assistance when a task is unclear, risks identified or when unsure.</p> <p>I have been shown and know how to access the Procedure folder.</p>
Incident Reporting & First Aid	<p>I will identify any person involved in a medical incident.</p> <p>I will notify the on-site First Aid Officer immediately.</p> <p>I will report all incidents and near misses immediately or as soon as practicable.</p> <p>I will stop work and preserve the scene immediately following an incident occurring.</p>
PPE	I will wear and utilise PPE where required to do so
Training and Competency	<p>I will only carry out duties or tasks that I have been trained to do.</p> <p>I will only use substances I have been trained to use.</p> <p>I will never operate any equipment or vehicles that I have not been trained to operate.</p> <p>Only drive vehicles if authorised, trained and always drive to conditions.</p>
Tooling and Equipment	<p>Never use or operate tooling or equipment you have not been trained to do so.</p> <p>I will use fit for purpose tooling as it is intended.</p>
High Risk Work	<p>I will never work on live electrical equipment.</p> <p>I will never fail to isolate plant or machinery before working on it.</p> <p>I will always follow the working at height procedure.</p> <p>I will never walk under a suspended load.</p> <p>I will always follow the Motor vehicle policy.</p>
General Safety	<p>I will never give an instruction to perform an unsafe act.</p> <p>I will never remove someone else's danger tag without authorisation.</p> <p>I will never enter a barricaded area without authorisation.</p> <p>I will never knowingly leave unsafe plant or equipment in service.</p> <p>I will never knowingly hurt or endanger wildlife and always adhere to the sites environmental and heritage management processes.</p> <p>If I am new to site, I will be accompanied by a suitable AusPress employee until inducted.</p>