

LABOURWORKS CARDINAL SAFETY RULES (GENERAL OFFICE)

The rules below are the ones that management and employees have agreed to be the foundation of our commitment to safety. Failure to follow these cardinal safety rules may result in disciplinary action being taken against the offending employee.

1. I have the right to voice any safety concerns I may have.
2. I will never falsify any document or record.
3. I will communicate if I am unwell and unable to attend my place of employment.
4. I will never engage in any horseplay or foolery while at work.
5. I will not operate machinery unless trained and authorised.
6. I will user proper lifting techniques and equipment or get help with heavy loads.
7. I will always be courteous, honest and trustworthy.
8. I will immediately clean up any mess I make and I will always make sure my worksite is free from slip, trip or fall hazards.
9. I will report all injuries and accidents.
10. I will look after my workmates and help them work safely.
11. I will ensure other people on the worksite have the correct PPE and are working safely.
12. I will abide by all client H&S policies

NAME OF EMPLOYEE: _____

SIGNATURE: _____ DATE: _____