

Policy Name:	Safe Work Practices
Policy Number:	5.06
Date:	February 2023

POLICY STATEMENT:

JC Steele is committed to providing a safe workplace and to being proactive about identifying and actioning any hazards to the business, its employees, visitors and property. JC Steele have the following in place in order to ensure the safety of its employees:

- Trained First Aiders
- Trained Fire & Emergency Evacuation Wardens
- Trained and Licensed Forklift Operators
- Safe Work Method Statements on all equipment
- Regular testing & tagging of all equipment
- Policies on Hazardous Substances, General OH&S, Accident Reporting, Safe Driving Standards, Manual Handling, Smoking in the Workplace and Drugs & Alcohol among others
- Material Safety Data Sheets

JC Steele takes its commitment to safety seriously and expects all employees to comply with all workplace policies, particularly those regarding health and safety, and to adhere to the following procedures.

PROCEDURES:

- a. All Safe Work Method Statements must be followed when operating any piece of equipment. No employee is permitted to operate a piece of equipment if they have not been inducted and/or trained in its correct use.
- b. All employees working on the factory/warehouse floor, and any other employees or visitors walking onto the factory/warehouse floor **MUST** wear high visibility clothing. Employees who do not work on the floor all the time are provided with hi-vis vests and must put these on prior to entering the factory/warehouse floor.
- c. All factory/warehouse employees are required to wear all appropriate PPE whenever required. Use of safety glasses and earmuffs for operation of specific equipment, or within specific area, as noted, is non-negotiable.
- d. No open toed shoes are permitted on the factory/warehouse floor. Factory/warehouse employees must wear steel capped boots.

- e. To ensure injuries are not sustained through incorrect manual handling techniques, all employees must follow the recommended manual handling guidelines at all times.
- f. No employee is permitted to drive a forklift if they do not hold a current forklift license. This includes simply moving the forklift a short distance. All employees must keep a safe distance of at least four (4) metres from any moving forklift.
- g. All employees are required to move around the factory/warehouse floor using the clearly designated and marked walkways.
- h. No visitor is permitted to be on the factory/warehouse floor or in the office without an electronic JC Steele Visitor pass. If you see any person who is not an employee of JC Steele walking around unescorted and/or without a valid visitor pass, please immediately escort them back to reception to have them sign in and call for the person they are to meet.
- i. No 'rough-housing,' inappropriate or unauthorised use of equipment, or unsuitable / unsafe behaviour will be tolerated. Any employee purposely engaging in unsafe work practices, unsafe behaviour or deliberate failure to comply with the JC Steele safe working practices will be subject to formal disciplinary processes, which could include termination of employment.
- j. All factory/warehouse employees are responsible for ensuring the factory/warehouse is kept in a neat and clean manner, including ensuring all rubbish is cleared away, dust is swept up and removed on a regular basis, and all work materials are stored correctly.
- k. No employee is permitted to work alone in any JC Steele work area or client site, unless authorised to do so by the Managing Director. When authorised to work alone, employees must follow all instructions provided to ensure that the work can be carried out safely. Such instructions will be considered reasonable and lawful directions, and of which employees must comply. Failure to comply with a reasonable and lawful direction may be considered serious misconduct and may lead to disciplinary action which could include termination of employment.