



GOLDEN SAFETY RULES

SKILLED | COMPETENT | COMPLIANT



Safety first... Quality set in stone



1

DON'T DRIVE DISTRACTED

- Never use a mobile phone while operating equipment or plant.
- Never use a mobile phone while driving a motor vehicle.
- Do not operate a mobile phone around flammable liquids.

Definition of use of mobile phone: Holding the phone to, or near, the ear, whether or not engaged in a phone call; writing, sending or reading a text message on the phone; turning the phone on or off; and. operating any other function of the phone.



CAUTION

**ALWAYS COMPLY
WITH SIGNAGE**

2

ALWAYS COMPLY WITH SIGNAGE & BARRICADING

Barricades and signage must encompass the entire potentially affected area of the hazard by considering factors such as:

- Possible deflection of an object if it falls.
- Slag or sparks created from hot work activities.
- Distance from the hazard i.e. crane slew zone; and creating an additional hazard, for example, access and egress.
- Ensure that barricades are erected so that all sides of the hazard are protected from unauthorised access.
- Information tags must be affixed to the barricade and include the date, name and contact details of the person in charge of barricaded area.
- Danger signs to be displayed in areas of high risk i.e. Plant Operating Area, No Entry Signs etc.
- Never walk, stand or work under a suspended load.



3

PEOPLE & PLANT INTERACTION

- Never enter the operating zone, or blind spot of any mobile plant (including cranes) without first making positive contact with the operator or spotter.
- Always ensure that any mobile plant has ceased movement and has grounded any implements prior to moving into operating area.
- Always obey exclusion zones and spotters around mobile plant.
- Always give way to mobile heavy vehicles.
- Be extremely aware when working near a Crane lifting any load using slings, chains, chain blocks, or shackles etc.

KEEP OUT OF THE DROP ZONE AS CONDITIONS CAN CHANGE QUICKLY AS LOADS MOVE.



4

FIT FOR WORK

Attend work in a fit state ready for work, in the right frame of mind, free from the influence of drugs or alcohol and the effects of fatigue.

- To ensure that you & people working with you go home safe you need to be on top of your game prior to starting work.
- Report prescription medication to supervisor prior to starting work.
- Complete Hillery Group Medical Declaration where required.
- It is your responsibility to self-report if you feel you are not fit for work.
- Always look out for your workmates regarding fitness for duty and remember, if they are not acting normally, ask your work mates, R U OK?



5

ASSES YOUR RISK OR NO START

Understand how an activity will be performed safely by outlining the associated risks and controls.

- Always assess your work task prior to starting work by using a Take5, it is the first line of defence.
- Always read, understand and sign onto designated SWMS for the task.
- Rectify any hazards/risks within your capability and report it on a Take5.
- For any hazard or risks you are unable to rectify, complete a Take5, and report it to your Supervisor.
- All reported hazards are recorded and actioned, resulting in improvements to safety within the Hillery Group, through the Risk Assessment process.
- Revisit, review and edit a SWMS when the task or the work environment changes.
- Revisit a SWMS when a new member joins the team.
- Understand, follow the SWMS and control the risks.



6

LOCK OUT / TAG OUT

Always verify isolations before work commences.

- Ensure you have completed the online training to verify competence.
- Never work on equipment without your personal red lock and tag in place e.g. isolate electrical, mechanical, hydraulic energy sources.
- Always “test for dead” prior to starting work under isolation. Isolation may not have been effective.
- Legibly write your name and mobile phone on tags so they can be read. If you have left your tag or lock in place & have left site, we need to know who to contact.
- Never remove anyones else’s lock.