

WORKPLACE SAFETY

Our Goal is to create a safe and secure environment, for our employees, contractors and visitors. We care about your safety and well being and we believe that **All Injuries are Preventable**.

At GeelongPort we have a set of **CARDINAL & WORKPLACE RULES** which are applicable to all and your access to these sites is considered acceptance of these rules. Please make yourself familiar with these rules as ignorance is not an excuse.

CARDINAL RULES

A **breach** of these cardinal rules **will result**, at a minimum in the automatic **suspension** of your employment or your access privileges, the period of which will be determined based on a review of the incident.

Suspended loads.

- **In Forklift operations** never take a lift over a person, or allow any part of the body to be under a suspended load.
- **In Crane operations** no-one is to pass under a suspended load of a Crane

Mobile Equipment.

- Never approach mobile equipment until mutual eye or radio contact has been made with the operator and the machine is in a stand still position.
- Never ride on mobile equipment as a passenger unless allowed through the specification of the machine. One seat per operator.
- All unattended mobile handling equipment is to be left with lifting attachments lowered & park brake on.
- Never lift a person using mobile plant unless fitted with an approved lifting platform.

Alcohol & Drugs.

- The taking of, or being under the influence of drugs and/or alcohol will not be tolerated.
- Consult with your Team Leader/Manager if you have concerns about your degree of fitness for duties.

Lock-Out/Tag-Out/Isolation.

- Never interfere with operations of Facilities, Equipment, or Systems that have been Locked- out, Tagged- out or Isolated.

Exclusion Zones.

- Exclusion Zones must be adhered to at all times.

Violence

- Violence, horseplay, harassment or bullying will not be tolerated.
- Endangering yourself or others will not be tolerated.
- Vandalism, theft or intentional damage will not be tolerated.

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In the interest of site safety we bring your attention to the following workplace rules, breaches of these rules will result in disciplinary action and a written warning.

Your participation in sustaining and improving site safety is an important aspect of GeelongPort Operations.

WORKPLACE RULES

A breach of these workplace rules will result, in an automatic written warning or a review of your access privileges.

- The required Personal Protective Equipment is to be used at all times in correct manner in or around the workplace.
- Buoyancy vests to be worn when working from floating plant.
- Marked/designated walkways must be adhered to at all times.
- Give way. Machinery has the right of way at all times.
- All Injuries, Hazards and Incidents must be reported.
- Ensure a pre start check has been conducted before operating any machinery.
- Mobile equipment while on site, the operation of Mobile phones, UHF, VHF, CB Radios & Two-way radio microphones is not permitted while driving vehicles or mobile equipment
- Walkmans, head sets or similar devices are not permitted whilst on duty.
- Smoking is prohibited in machinery, buildings, vehicles and enclosed spaces.
- Never leave the workplace without permission from the person in charge.
- You must hold the applicable licence for the machine you are required to operate.
- Never leave the job in an unsafe condition.
- Vehicles & mobile plant to adhere to site speed limits.
- Never misuse safety equipment (Fire hoses, PPE, First Aid equipment etc)
- Obey all site signage