

1. Prioritizing Safety:

- LKOTXS2 Production's WH&S Policy underscores the paramount importance of safety in all operations.

2. Introduction and Site Management:

- Introduce the **Safety Officer** and the Site Manager, describing their job responsibilities and authority.
- All personnel are to attend the daily Toolbox talk at **00:00**hrs outside the lunchroom.
- Refrain from entering work areas unless specifically instructed to do so.
- Copies of licenses and training certificates to be supplied to the site Manager.

3. Amenities, Facilities and Smoking Areas:

- Tell people where the toilets are.
- Familiarize yourself with the locations of amenities such as toilets, lunchrooms, and meeting areas.
- Tell people where the designated smoking areas are and that there is No smoking is allowed inside the buildings.

4. Emergency Facilities and Collective Responsibility:

- Introduce the medical personnel and inform people when they will be on the site and how they can contact them.
- Be aware of the First Aid Room and Emergency Assembly Point locations on-site.
- Discuss the medical emergency procedure.
- If you feel ill at any time, seek medical attention immediately.
- Show everyone where the first aid boxes are kept.

5. Safety Management Plan and Evacuation Procedures:

- Show the Safety Management Plan and inform where it is stored in each work area.
- Describe evacuation paths, exits, and emergency assembly points.

6. Fire Safety Systems and First Aid Boxes:

- Describe the fire safety systems, including the locations of extinguishers and hoses.
- Inform everyone who the Chief Fire Warden is and who are the Fire wardens are.

7. Expected Works:

- Inform people of likely jobs that are going to take place.
- Inform all personnel to share a collective responsibility to uphold a secure working environment.

8. Consultative Process and Vigilance:

- Utilize the consultative process for addressing and resolving safety concerns.
- Exercise heightened awareness of vehicle movements in the vicinity.

9. Respect for Equipment and Hazard Reporting:

- Obtain permission before using tools or equipment belonging to others.
- Promptly inform the **Safety Officer**/Medical Officer of any identified hazards or concerns.

10. Incident Reporting and Safety Issue Resolution:

- All near misses and other incidents must be reported to the **Safety Officer**/ and Producer promptly.
- Document all near misses and incidents in an incident report, forwarding it to the producer or their designated officer.
- All safety issues need to be fixed or reported to the HOD or the **Safety Officer** and Producer
- Follow all lawful instructions issued by your supervisor.

11. Electrical Safety and Site Entry Procedures:

- Safeguard electrical leads from damage, employing RCD protection. Complete the site entry and exit sign-in sheet daily.

12. Chemical Storage and Documentation:

- Store all chemicals, fuel, and Dangerous Goods in the designated Chemical Container. Maintain all MSDSs, Site Safety Plan, and copies of Risk Assessments in the designated **XXXX** Room.

13. Stores and SDS Cabinet:

- Demonstrate what stores are being kept and where.
- Show them the Safety Data Sheet (SDS) cabinet in the site office and in their areas.
- Show them the gas cage and spill kit.

14. Vehicle Restrictions:

- Point out vehicle restrictions and areas that are out of bounds.
- Maintain a speed limit of less than 8 kph on-site, and park personal vehicles outside the site
- When vehicles are moving inside the perimeter, safety vests are required, especially for forklift and EWP movements.

15. Hot Works Policy:

- No Hot Works are permitted without a permit, typically restricted to the construction department.

16. Forklift Operations and Safety Measures:

- Show the forklift travel corridor for normal operations.
- No unauthorized/non-essential person is to be within 10 meters of the operating forklift.
- Crew required to work with the forklift must wear a Hi-vis vest.

17. Overhead Work Safety:

- When people are working overhead, maintain a clear area. Hard hats are required as directed by the **Safety Officer**/Site Manager.

18. Construction Activities and Dust/Fumes Tolerance:

- No person is to get involved in any construction activities other than authorized personnel.
- There will be dust and fumes at times; if unable to tolerate, inform the HOD.

19. PPE Requirements:

- Given the tightly managed site, the necessity for high-visibility vests, helmets, and steel-capped footwear is minimized.
- Describe what PPE they are required to have with them or issued to them.
- Wear appropriate PPE if close to an activity requiring it.
- All personnel must have their PPE at the ready and use it when required.
- Only essential personnel and supervisory staff are to get close to any dangerous activity.
- Long hair and loose clothing are prohibited when close to machinery.

20. Equipment Training and Training Requirements:

- No one is permitted to operate any equipment they do not have training for.
- If you have not received the required training, see the Supervisor immediately.
- Personnel working in the construction area require a White Card, Tools Safety Induction, and MSDS awareness briefings/training.

21. Drugs and Alcohol Policy:

- Discuss the drugs and alcohol policy, emphasizing zero tolerance.

22. Visitor Policy:

- There are no visitors allowed without prior permission from the Site Manager.

23. Respectful Conduct and Q&A Segment:

- Demonstrate respect for those working in your proximity.
- Address any general questions or concerns during the question-and-answer segment.