

When working for Programmed, you are expected to apply these safe work essentials EVERY JOB, EVERY TIME:

- ✓ Present fit for work – not impaired by alcohol or other drugs, fatigue or pre-existing injuries
- ✓ Assess and discuss work related risks before starting work
- ✓ Reassess the risks when there is a change to the task
- ✓ Confirm that all team members are competent and hold the correct licence or are supervised by a qualified person
- ✓ Ensure that suitable Personal Protective Equipment (PPE) is worn
- ✓ Verify that all tools and equipment are in good working order and used as intended
- ✓ Identify line of fire hazards and take action to prevent being in harm's way
- ✓ Use lifting aids and adopt practices such as team lifts and task rotation to minimise hazardous manual tasks
- ✓ Stop and report any unsafe work or condition



Working at Heights

Working at Heights, I will ensure:

- ✓ That I consider all options to eliminate the need to perform work at height
- ✓ Height access equipment is checked before use and operated only by certified and competent personnel
- ✓ Fall barriers, restraints and arrest devices and anchor points are set up and used
- ✓ Rescue plans are understood and accessible
- ✓ Tools and equipment are secured
- ✓ Drop zones are identified and barricaded
- ✓ That I do not exit equipment at heights unless risk assessed, approved and additional fall prevention measures are in place



Working around Asbestos and Silica

Working Around Asbestos and Silica, I will:

- ✓ Check site registers for presence of asbestos
- ✓ Ensure all asbestos removal works are undertaken by licensed contractor
- ✓ Treat suspicious material as hazardous where the material cannot be determined as asbestos or silica
- ✓ Consider silica risk prior to commencing dust generating works such as grinding, cutting or break in work
- ✓ Adopt work methods that minimise the generation of silica dust, such as wet cutting, local exhaust ventilation and tools with vacuum extraction
- ✓ Wear the required protective and respiratory equipment
- ✓ Ensure any residual silica dusts are not dry swept, rather vacuumed thoroughly with a correctly rated vacuum



Lifting and Loading

Lifting and Loading, I will ensure:

- ✓ A lift plan is completed according to procedure
- ✓ Pedestrian and lifting movements are assessed and exclusion zones implemented
- ✓ Pick up and lay down locations are kept clear
- ✓ Tag lines are used to assist in guiding loads.
- ✓ I never climb onto or work under a suspended load
- ✓ Lifting equipment and devices are inspected and deemed suitable before use
- ✓ Network operator rules are followed when lifting around or near overhead power lines



Driving and Mobile Plant

Driving and Mobile Plant, I will ensure:

- ✓ A pre-start inspection is conducted on mobile plant and identified defects are reported and rectified prior to use
- ✓ The vehicle and equipment are in a safe working condition
- ✓ Loads are secure, restrained and within capacity limits
- ✓ My seatbelt is fastened
- ✓ Vehicle/mobile plant and pedestrian interaction risks are considered and defined controls implemented
- ✓ Driving is safe and within road and speed rules
- ✓ Mobile phone and other devices are never handled



Isolating Energy Sources

Isolating Energy Sources, I will ensure:

- ✓ Energy sources have been identified, isolated and deenergised before starting works
- ✓ All isolations have been proven (test for dead), tagged and controlled
- ✓ My personal lock and / or tag has been applied
- ✓ I never remove another person's lock or tag without authorisation of a line manager



Excavation and Trenching

Excavation and Trenching, I will ensure:

- ✓ All underground services and hazards are identified, located and if necessary, isolated
- ✓ Traffic and pedestrian movement is controlled
- ✓ Access is restricted to authorised personnel only
- ✓ The site has been safely sloped, benched, shored or shielded before allowing access
- ✓ A spotter is present for all mechanical excavations
- ✓ Monitor ground conditions and stormwater drainage



Demolition Works

Demolition Works, I will ensure:

- ✓ Demolition methods are confirmed by a competent person
- ✓ All services have been disconnected
- ✓ Hazardous materials assessments have been completed
- ✓ Asbestos and other hazardous materials are removed by a licensed contractor
- ✓ Demolition work involving structural removal is approved by a structural engineer
- ✓ Exclusion zones are established



Working in Confined Spaces

Working in Confined Spaces, I will ensure:

- ✓ A risk assessment, permit and rescue plan for entry is completed
- ✓ Energy sources and engulfment risks have been positively isolated
- ✓ Regular atmospheric testing is conducted
- ✓ That a dedicated confined space spotter is constantly on watch
- ✓ Only approved equipment is used