

EVERYJOB EVERYTIME

Safe Work Essentials



We have reviewed, refreshed and rebranded our Life Saving Rules to refocus our attention on the routine tasks regularly completed by our people and the activities that present a high risk or the potential to cause serious harm.

Introducing our Safe Work Essentials!

Our Safe Work Essentials aim to provide clarity on minimum requirements when undertaking certain high-risk work activities and outline a set of expectations to occur **'Every job, Every time.'**

Our first Safe Work Essential is simply **'Every Job, Every Time'**. As the title suggests, it is our expectation that all work performed across Programmed will be completed with safety-in-mind and sets the foundation for keeping our people safe. All our people are expected to apply the following to **'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
- Re-assess 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 work practices such as team lifts and task rotation to minimise hazardous manual tasks
- Stop and report any unsafe work or condition

Our other Safe Work Essentials address specific work activities that present a high risk and must be adequately controlled. They are:

- Lifting and Loading
- Driving and Mobile Plant
- Working around Asbestos and Silica
- Working at Heights
- Demolition Works
- Working in Confined Spaces
- Excavation and Trenching
- Isolating Energy Sources

Who do the Safe Work Essentials apply to?

The Safe Work Essentials will apply to all employees, contractors and visitors involved in Programmed related activities, including where we partner with other organisations to deliver works.

Where can I find out more information?

Over the coming months, Programmed will be sharing more information about the Safe Work Essentials and specific requirements for each team member. This information will be shared by your Programmed representative or HSE resource.