

# EVERYJOB EVERYTIME

zero/harm

## 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



### 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

For more information ask your manager about how you can be better prepared EVERY JOB, EVERY TIME.