

Safety is everyone's responsibility REPORT ALL HAZARDS

COMMUNICATION AND CONSULTATION – Report all HAZARDS

If you identify a hazard or have a safety concern, then -

Report it to your Supervisor or to the
Contract Manager **IMMEDIATELY** → → → → →
OR you can write it down and give it to the
Supervisor.



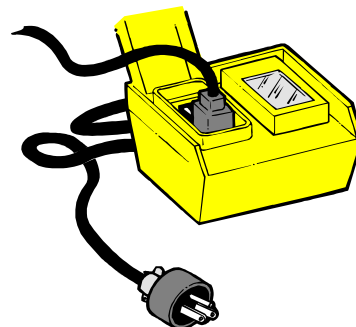
If it is **URGENT** it will be fixed immediately or
barricaded or tagged to prevent it harming anyone.



If it's not urgent, the Supervisor or Contract
Manager will record the issue in their diary.
At the weekly Operations Meeting the safety
hazard/issue will be raised and a decision made
(in consultation with employees) on how to deal
with it.

If it involves safety at your workplace, you may be asked to help find a
solution to the hazard.

The person you reported it to will get back to you and tell you what is
happening. This may involve alternative ways of doing things, training,
change of processes, additional protective equipment or other solutions
Operations Managers will then ensure all other
workplaces are notified of the hazard and
the solution.



SAFETY IS EVERYONE'S RESPONSIBILITY!