

Toolbox Talk

09. Conduct



What?

- Safe conduct means acting in a responsible manner and taking time to read, understand and follow site rules
- Acting responsibly shows concern for others and the safety of others and demonstrates that you care what happens to people around you and that you are not prepared to put yourself or them at risk



Why?

- Irresponsible actions such as practical jokes and horseplay which are meant to be funny can easily cause serious injury
- Inattention and complacency leading to poor conduct can also result in unsafe conditions and subsequent injuries at work

Do



- ✓ Follow the advice in the Employee Handbook and any site rules
- ✓ Walk – running increases the risk
- ✓ Look where you are going, particularly at blind spots such as corners
- ✓ Use the handrail on stairs
- ✓ Check both ways before crossing roads and other traffic routes
- ✓ Obey all safety signs
- ✓ Report defects or unsafe conditions
- ✓ Wear sensible clothes and shoes while at work
- ✓ Wear PPE when required
- ✓ Keep your mind and eyes on the task

Don't



- ✗ Hold conversations on stairways
- ✗ Throw things from a height
- ✗ Interfere with electrical equipment
- ✗ Leave material or equipment in passageways where people can trip
- ✗ Enter restricted areas without authority
- ✗ Use equipment unless trained
- ✗ Take short cuts
- ✗ Ignore safety procedures
- ✗ Play practical jokes
- ✗ Walk past unsafe conditions
- ✗ Disable safeguards on equipment



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