



business

environment

SAFE WORK METHODS

Business Environment is committed to providing its staff with a safe and healthy work environment.

Office

- ✓ Evacuation procedures communicated to all staff.
- ✓ Report procedures in place for reporting and investigating all work-related incidents.
- ✓ Regular review of safety procedures.
- ✓ Location of first aid kit communicated to all staff.
- ✓ Ensure office compliance with government safety legislation requirements.
- ✓ Selection and maintenance of ergonomic furniture.

Personal Safety

- ✓ Staff to request campus security to accompany walk to car park after dark.
- ✓ Staff to report any suspicious person/s in office building to campus security.
- ✓ Staff to be aware of security meeting point for assistance to car park or public transport point.
- ✓ Office building door to be locked after dark.

Travelling

- ✓ Encourage staff to regularly service their vehicles.
- ✓ Requirement by staff to adhere to road rules.
- ✓ Adequate rest period required for driving distances over 2 hours.
- ✓ Employee safety to be considered in arrangements for after- hours meetings and travel.

Site work

- ✓ Staff to obey all site rules and undertake required inductions.
- ✓ PPE requirements to be requested prior to site visits and worn at all times on sites as required.
- ✓ When attending active mine sites, staff are to be accompanied by mine personnel.
- ✓ Adequate sun protection to be worn at all times.
- ✓ First aid kit to be carried in vehicle and on person when away from vehicle.
- ✓ Staff to provide adequate notification of location and communication details when working away from the office.