

HEALTH, SAFETY & ENVIRONMENT UNIVERSITY OF PRETORIA DEPARTMENT OF CIVIL ENGINEERING GENERAL HSE INDUCTION FOR STAFF \ STUDENTS \ VISITORS	H.S.E Section 1.1	
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GENERAL HSE INDUCTION FOR STAFF \ STUDENTS \ VISITORS

1. Each individual remains responsible for his own Health and Safety and for those around him.
2. A copy of all applicable legislation is available to everyone at the building entrance or upon request.
3. Always follow instructions from your Supervisor\Instructor\Lecturer – DO NOT TAKE CHANCES.
4. Always report unsafe acts or conditions to your Supervisor\Instructor\Lecturer.
5. Always use the PPE (Personal Protective Equipment) and clothing issued to you.
6. Report all injuries or incidents to your Supervisor\Instructor\Lecturer before the end of class/day, no matter how minor they may be.
7. Do not fool around while working – Practical jokes can be dangerous.
8. Do not use alcohol or drugs in the workplace and do not report for work intoxicated.
9. Knives and Fire arms are not allowed in any work area.
10. No physical assault or fighting is allowed in any work area.
11. Do not use Tools or Machinery if you are not authorised or trained to do so.
12. Do not walk underneath any suspended loads and stay out of the way of working Equipment and Machinery.
13. Always look around you when you walk on site and make sure you do not fall over equipment, material or into holes.
14. Do not enter a barricaded area, unless you are working in the area.
15. Do not climb onto high structures, including scaffolds unless you are working on the structure and you are wearing your safety harness. Your safety harness must always be secured to a solid structure when working at unsafe heights.
16. Report all defects on tools, equipment and machinery to your Supervisor\Instructor\Lecturer.
17. Never take shortcuts – always use the correct tools and procedures provided.
18. Obey all safety signs and notices.
19. Return all safety equipment back to the person who issued it to you.
20. Please keep your area clean and tidy – a tidy project is a safe project.
21. Never misuse, abuse or alter safety devices on tools, machinery or equipment.
22. Never lift heavy objects alone – rather ask someone for help or utilise a crane or jack trolley.
23. Keep electrical tools and equipment away from water.
24. Do not throw materials or tools from any height.
25. All edges and openings must be barricaded – do not tamper with them.
26. Only authorised persons will be allowed in the work areas.
27. Do not pollute or damage the environment – use the facilities provided for you.
28. Stay alert, follow the rules and protect yourself and others from accidents.
29. Be aware of any visitors on the site and if you see any person on site who does not belong on site, report it to your supervisor.
30. No open shoes or flip-flops are allowed inside any working area.
31. Beware of any loose clothing, jewellery and hair near any moving equipment or machinery.
32. Mind your hands and feet when moving or working with materials and equipment.
33. Beware of confined spaces. Never enter a space with limited oxygen, toxic\flammable\harmful gasses without the proper PPE.
34. If you are unsure about safety then ask your Supervisor\Instructor\Lecturer.
35. Do NOT wander around. Don't enter areas where you are not authorised and\or trained and\or protected to be in.

REMEMBER SAFETY FIRST!!!!

Acknowledged By

**Presented by Parent\Guardian\Company
(If Applicable)**

Name

Name

Card #

Signature

Signature

Date

Date

Contact #

Contact #
