

HEALTH, SAFETY & ENVIRONMENT UNIVERSITY OF PRETORIA DEPARTMENT OF CIVIL ENGINEERING TOOLS AND MACHINERY HSE INDUCTION FOR STAFF \ STUDENTS \ VISITORS	H.S.E Section 1.2	
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TOOLS AND MACHINERY HSE INDUCTION FOR STAFF \ STUDENTS \ VISITORS

1. DO NOT OPERATE \ USE ANY TOOLS OR MACHINERY IF YOU ARE NOT TRAINED.
2. DO NOT OPERATE \ USE ANY TOOLS OR MACHINERY IF YOU ARE NOT AUTHORIZED TO DO SO.
3. ALWAYS WEAR PPE (PERSONAL PROTECTIVE EQUIPMENT) AND CLOTHING ISSUED TO YOU.
4. ALWAYS USE THE RIGHT TOOLS\EQUIPMENT FOR THE WORK INTENDED.
5. ALWAYS FOLLOW LEGAL INSTRUCTIONS GIVEN TO YOU BY YOUR SUPERVISOR\INSTRUCTOR\LECTURER.
6. DO NOT FOOL AROUND WHILE WORKING - PRACTICAL JOKES ARE DANGEROUS.
7. DO NOT DRINK ALCOHOL OR USE DRUGS AT THE WORKPLACE AND DO NOT REPORT FOR WORK INTOXICATED.
8. REPORT TO YOUR SUPERVISOR\INSTRUCTOR\LECTURER IF YOU ARE ON MEDICATION.
9. PRIOR TO START OF WORK – COMPLETE ANY REQUIRED CHECKLISTS.
10. REPORT DEFECTS TO YOUR SUPERVISOR\INSTRUCTOR\LECTURER BEFORE YOU START WORKING.
11. DO NOT USE TOOLS OR MACHINERY WHICH ARE DEFECTIVE OR FAULTY.
12. ALWAYS FOLLOW THE CORRECT PROCEDURE FOR OPERATING\USING TOOLS\MACHINERY.
13. NEVER WORK IN UNSAFE CONDITIONS OR ENDANGER YOURSELF OR OTHER PERSONS.
14. OBEY ALL SAFETY SIGNS AND NOTICES.
15. KEEP YOUR MACHINE / WORKPLACE CLEAN AND TIDY.
16. NEVER ALTER SAFETY DEVICES ON TOOLS, MACHINERY OR EQUIPMENT.
17. NEVER LEAVE YOUR TOOLS OR MACHINERY UNATTENDED.
18. ONLY AUTHORISED PERSONS ARE ALLOWED TO WORK ON MACHINERY AND USE TOOLS AND EQUIPMENT.
19. NEVER OVERLOAD YOUR TOOLS OR MACHINERY WITH MATERIAL.
20. NEVER LOAD PEOPLE ONTO JACKS AND TROLLEYS.
21. NEVER MOVE PEOPLE AND MATERIAL TOGETHER ON JACKS AND TROLLEYS.
22. REPORT ALL INCIDENT AND\OR ACCIDENTS TO YOUR SUPERVISOR\INSTRUCTOR\LECTURER.
23. ALWAYS KEEP HANDS AND CLOTHING AWAY FROM MACHINERY WHILE IN OPERATION.
24. NEVER WORK ALONE. ALWAYS HAVE A SUPERVISOR\INSTRUCTOR\LECTURER\FRIEND\COLLEAGUE NEARBY.
25. NEVER TAKE SHORTCUTS TO FINISH A JOB, EVEN WHEN PRESSED FOR TIME. THIS CAUSES UNSAFE ACTS.

REMEMBER SAFETY FIRST!!!!

Acknowledged By

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

Name _____

Name _____

Card # _____

Signature _____

Signature _____

Date _____

Date _____

Contact # _____

Contact # _____