

# Mandatory Practices

## Operate Equipment Safely



- Always obey jurisdictional road practices and speed limits.
- Only drive and operate equipment for which you are trained and authorised.
- Only drive and operate equipment when you are fit, rested and fully alert.
- Always wear your seatbelt, and do not use mobile phones or other devices while driving.
- Always establish positive contact with heavy equipment before approaching.
- Ensure equipment pre-start checks are completed prior to use.
- Follow safe journey management requirements.
- Confirms loads are properly restrained and within Gross Vehicle Mass (GVM) limits.

## Isolate Energy Sources



- Ensure there is zero energy, and it is tested for residual and stored energy before starting work.
- Never override, bypass or remove safety devices unless authorised.
- Always apply a personal lock at isolation points.
- De-energise where possible.
- Verify that all work is completed and required authorisations are obtained before removing or altering isolations.
- Utilise fit-for-purpose isolation equipment.

## Be Fit For Work



- Ensure you are fit for work, both physically and psychologically, while at work, including commuting and working from home.
- Work in accordance with an approved roster.
- Never exceed 12 hours of work on any standard day without completion and approval of the fatigue assessment and management plan.
- Inform your supervisor about any medication that might affect your ability to conduct work safely.
- Never present for work under the influence of drugs or alcohol.
- Report all incidents immediately to your supervisor and follow the injury management process.

## Maintain Contractor Compliance



- Ensure contractors and suppliers are current in the Contractor Management System, according to the scope of work they will perform.
- Contractors must be prequalified for the relevant scope of work prior to commencing work.
- Contractor personnel must be inducted, trained and deemed competent.
- Ensure all contractors and contractor personnel are adequately supervised.
- Ensure contractors apply Verbrec HSEQ standards and comply with HSEQ reporting requirements.

## Respect Landowners



- Only enter properties if you are authorised.
- Ensure compliance with landowners' access requirements.
- Report any property damage.
- Keep a record of all landowner interactions.
- Always leave gates as you found them.

## Comply with the Permit to Work System



- Ensure you understand and follow the safety rules stated in the permit.
- Only trained, certified and authorised workers undertake high-risk activities.
- Always conduct a risk assessment and complete a pre-start.
- Always stop, think, and re-assess following any change in conditions.
- Ensure valid permits are in place for all hazardous and high-risk works that require it before starting a job.
- Utilise fit-for-purpose safety equipment, including PPE.

## Control Line of Fire



- Position yourself in a safe zone in relation to moving equipment, parts, energised equipment (potentially energised) and suspended objects.
- Never work under a suspended load.
- Ensure that all loose objects are secure.
- Ensure exclusion zones and barriers are in place.
- Conduct visual inspection and function check on all tools and equipment prior to commencing work.
- Report unsafe conditions that might lead to any fall or release from a height of any plant, substance or thing.

## Control Hazardous Chemicals



- Always follow the hazardous chemical's current Safety Data Sheet (SDS) information.
- Keep a hazardous chemical register.
- Ensure you are trained and competent to handle hazardous chemicals.
- Always conduct a hazardous chemical risk assessment.
- Ensure correct labelling of all hazardous chemicals' containers.
- Ensure all hazardous chemicals are stored and disposed of correctly.

## Operate in a Sustainable Manner



- Report all environmental incidents, near misses, spills or releases of material and clean up and dispose of waste appropriately.
- Ensure plants and equipment are clean of weeds and pests.
- Select materials by considering environmentally sustainable procurement over the life of the service or project.
- Do not disturb cultural heritage sites and report all artifacts.
- Comply with Regulatory Environmental Protection requirements.