



Wingecarribee Shire Council
Resource Recovery Centre (RRC)
GENERAL SAFETY RULES

All employees, contractors and visitors (other than customers) must:

- Be made aware of these safety rules during the site induction process.
- Report to the Team Leader's office to receive site induction prior to entering the RRC.
- Wear required personal protective equipment at all times. **For personnel working outdoors**, this includes safety boots, high visibility vest and UV protection in all locations. Specific PPE may be required in special circumstances/locations eg hearing protection, safety helmets
- Correctly use approved safety equipment as required.
- Follow all accident and emergency procedures as required.
- Not engage in horseplay or practical jokes whilst within the RRC.
- Obey instructions from authorised staff and all signs.
- Watch out for traffic. The traffic flow around the circle is one-way only-clockwise, however look out for vehicles going the wrong way.
- Report all incidents (including near misses) or safety hazards to the supervisor immediately.
- Be vigilant of plant and equipment operating within the RRC.
- Be constantly aware of the immediate work environment and potential hazards posed by the surrounds and materials.
- Be aware of the potential risks presented by some waste materials eg sharps, asbestos etc, and not handle waste materials unless appropriate precautions are taken.
- Refer to MSDS regarding the handling, use and storage of hazardous substances.
- Not attempt to lift or move heavy objects without assistance.
- When lifting, bend their knees & not their back; and move their feet & not twist.
- Never operate any item of plant or equipment unless they have received appropriate training and have the necessary certificates.
- Never operate plant or equipment, which is tagged as being dangerous or out of service, has its guards removed, or is otherwise defective.
- Never operate electrical equipment that has not been inspected and tagged.
- Not work in an elevated position unless protection from falling is provided.
- Not consume alcoholic or illicit drugs, or be under their influence, while at work.
- Keep all areas clean and tidy at all times
- **THERE IS TO BE NO SMOKING OR NAKED FLAMES WITHIN ANY PART OF THE RRC.** This includes inside buildings, vehicles and plant.
- **EVACUATION POINTS:** Primary point at the Gatehouse Entry Gates and secondary point at the Animal Shelter Exit Gate.