# **Health and Safety** Reboot 2026

## **RE-INDUCTION**

#### **RE-INDUCTION KEY TOPICS**

**<sup>™</sup>** Commitment to H&S

Hazards, Risks, Controls, PPE

Emergency Procedures & First Aid

Incident Reporting

Site Arrangements & Traffic Management

Housekeeping & Safe Actions











# RE-INDUCTION COMMITMENT TO H&S

01

Commitment to H&S

- H&S goals & objectives for the site
- Key safety messages

#### People

• Together we create or lose safety – we need to look out for each other and share safety suggestions.

#### Place

• Be mindful of keeping a safe work environment by identifying and controlling hazards. Maintain clear, safe pathways and emergency exits at all times.

#### PPE

• You have been given PPE to protect yourselves from the hazards that cannot be eliminated through other means. Make sure you know how to use and care for your PPE and understand its limitations.

#### Personal accountability

• Take responsibility for your own safety and the safety of your teammates. It's not someone else's job, it's your job.



## RE-INDUCTION HAZARDS, RISKS, CONTROLS, PPE

02

#### Hazards, Risks, Controls, PPE

- Site hazards
- Controls & mitigations
- PPE/RPE requirements

#### Correct usage

• Demonstrating how to properly wear and use PPE. This covers fitting, adjusting, and maintaining equipment like helmets, gloves, goggles, ear protection, and high-visibility clothing.

#### Compliance & responsibility

• Stressing the legal and personal responsibility of workers to wear PPE at all times as required. This includes understanding that failure to comply can lead to disciplinary actions and increased risk of injury.

#### Inspection & maintenance

• Highlighting the need for regular inspection and maintenance of PPE to ensure it remains effective. Workers are encouraged to report any damaged or defective equipment immediately.

#### Site-specific requirements

Outlining any additional PPE requirements specific to the site or particular tasks. This ensures that workers
are aware of any unique hazards and the corresponding protective measures.



# RE-INDUCTION EMERGENCY PROCEDURES & FIRST AID

03

**Emergency Procedures & First Aid** 

- Muster points
- First aid arrangements

#### Procedure for dealing with emergencies

 Does everyone know how to respond to emergencies such as fires, medical, chemical spills, and evacuations?

#### Raising the alarm

• Does everyone understand different alarms and the action to take when they are activated?

#### First aid personnel & kit locations

• Identify trained first aid personnel on site and how to contact them in case of an emergency.

#### Reporting

• Does everyone know the process for reporting injuries and incidents, including the importance of timely reporting to ensure proper care and to prevent future incidents?



# RE-INDUCTION INCIDENT REPORTING

04 Incident Reporting

- What to report
- How to report

#### Importance of detail

• Timely and accurate reporting of all accidents, incidents, and near misses helps to identify hazards and prevent further occurrences.

#### Types of incident to report

• Does everyone understand the difference between an incident, an accident, a near miss, unsafe conditions, and breaches of safety protocols?

#### Reporting procedures

• Remind everyone of how to report an incident. This includes the use of specific forms, digital reporting systems, and direct communication with supervisors.

#### Follow-up & learning

• Remind everyone of the importance of sharing the outcomes of investigations and learning from experience.



# RE-INDUCTION SITE ARRANGEMENT & TRAFFIC MANAGEMENT



#### Site Arrangements & Traffic Management

- Site movements
- Barriers & controls

#### Site layout & access

 Highlight key areas such as entrances, exits, work zones, segregated safe walkways, storage areas, and emergency assembly points.

#### Traffic routes & controls measures

• Remind everyone of the designated routes for vehicles, pedestrian walkways, speed limits, one-way systems, and areas where reversing is prohibited.

#### Parking arrangements

• Provide information on designated parking areas for staff, visitors, and delivery vehicle, as well as zones for loading and unloading.

#### **Emergency access**

• Remind everyone of the importance of keeping routes clear and well sign-posted, and if there are any changes.



## RE-INDUCTION HOUSEKEEPING & SAFE ACTIONS

06 Housekeeping & Safe Actions

- Storage & disposal arrangements
- Key Safety actions

#### Safe storage & fire safety

 Reduce fire risks by keeping flammable materials properly stored and keep escape routes free from obstructions.

#### Waste management

• Remind everyone of the importance of proper disposal of waste in designated areas to prevent potential hazards.

#### Personal responsibility

• Encourage all workers to take personal responsibility for cleaning up after themselves and reporting any hazards.

#### Tool & equipment maintenance

• Encourage everyone to keep tools and equipment in good working order and store them properly to prevent accidents.



### **SAFETY SUPORT & LEADERSHIP**

## Getting safety right, first time, every time.

Physical presence of support
Clear and consistent safety messaging
Culture of speaking up if something isn't right
Near Miss reporting encouraged

Get out there and see what is happening on your sites!

