FremantleMedia

2019 EXTRA SITE SAFETY INDUCTION

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| **Name (please print):** |  |
| **Job Title:** | **EXTRA** |
| **Induction Conducted By:** | Rosemary Stott |
| **Department / Location:** | **NUNAWADING SITE** |

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| **TOPICS** | |
| **Individual Obligations**   * Take reasonable care for your health and safety and others who may be affected by your acts or * Consult FremantleMedia personnel on OHS, particularly containing risk assessments. * Comply with all statutory requirements while onsite. * Comply with all company OHS policies and procedures. * Only use designated smoking areas indicated on map posted around building. When on location you will be advised of the designated smoking area. * **THONGS (FLIP-FLOPS) ARE STRICTLY PROHIBITED ON SITE (unless character costume footwear and then only on set).** * Close-toed shoes are required at all times when working on or travelling through studio, location or within the scenery bay. * Obey all lawful instructions by authorised personnel, including Security or Fremantle personnel. * Maintain your own work area in a safe and tidy manner. * Do not undertake work that you reasonably believe to be below OHS requirements or which may place your health or anybody else’s health or safety at risk. * **NO VISITORS ARE PERMITTED ON SITE AT ANY TIME.** | Initial |
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| **Hazard Management**   * Report all hazards and OHS concerns to the site manager or complete form located at Reception. * Actively look for workplace hazards. |  |
| **Injury / Incident Reporting**   * Report all injuries & incidents (including property & environmental damage) to Fremantle’s Site Supervisor. * Be aware of the location of your nearest First Aid Officer. * Cooperate in the investigation and resolution of any injury or incident in which you are involved. |  |
| **Typical Workplace Hazards**   * Manual handling – correct manual handling e.g. avoid lifting, avoid double handling, use correct lifting techniques if lifting is required. * Electricity – e.g. all cables & portable appliances have been tested & tagged, are protected by RCDs. * Public Safety – e.g. barricading, exclude non-authorised persons. * Traffic – Traffic controls (road blocks and/ or barriers), whether interior or exterior, are to be observed at all times and should not be removed or transgressed without site management approval. * **NO RUNNING IN THE WORKPLACE.** * Environment – working outdoors (sun, snow, rain, slopes, heat stress) and water safety. * Please be aware that forklifts, stockpickers, boomlifts and scissorlifts operate intermittently on this site. |  |
| **Job / Task**   * Plan prior to starting. * Do not undertake work for which you are not trained. |  |
| **Emergency Situations**   * Familiarise yourself with the emergency plans posted throughout the building. * Know the emergency exit locations, keep them clear at all times. * In the event of an emergency, you must follow the directions of authorised personnel. * Report immediately any suspect package or parcel. |  |
| **Security**   * No excessive noise before 8am or during specified times. * Security to be contacted before opening any locked gate, door to window. * All parking is in the bottom carpark. |  |

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| **I acknowledge that the OHS requirements of this site have been explained to me, that I fully understand my OHS responsibilities and obligations and agree to implement the OHS responsibilities whenever on Fremantle sites.** | |
| **Signature:** |  |
| **Date:** |  |