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.**
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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.
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| **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.
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| **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.
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| **Job / Task*** Plan prior to starting.
* Do not undertake work for which you are not trained.
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| **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.
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| **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:** |  |