

# HSSE Induction

English Guidance Note

This guidance note covers the main requirements when working with Hargreaves

“

You have the right to stop the job if you feel it is unsafe”



Hazard Reporting Hotline



5466 7048

**We care** about your safety and are proud of our safety performance. **You must** follow the company rules and speak up if you see something unsafe

The basic requirements:

**Item**

- ✓ Always wear your PPE
- ✓ No Smoking, except in designated areas
- ✓ Do not work under influence of drugs or alcohol
- ✓ Observe and obey all safety signs
- ✓ Report any injuries no matter how small to a supervisor or member of the safety team
- ✓ Keep your work area tidy
- ✓ Always wear a harness when working on a scaffold unless specifically exempted
- ✓ Do a PWRA for every job
- ✓ Report hazards and intervene if you see something unsafe (*Step Back Speak Up*)
- ✓ Know the emergency phone numbers:

<b>Castle Peak</b>	CCR	2678 5700
<b>Blackpoint</b>	CCR	2678 4700
<b>Penny's Bay</b>	CCR	2983 6122
<b>HKE Lamma</b>	CCR	
	EMERGENCY PAX PHONE 5-333	
	or HK Telephone 2982 6333	

# Our rules...



## Bypassing Safety Controls

### Obtain authorisation before overriding or disabling safety controls



- I understand and use safety-critical equipment and procedures which apply to my task
- I obtain authorisation before:
  - disabling or overriding safety equipment
  - deviating from procedures
  - crossing a barrier

## Confined Space

### Obtain authorisation before entering a confined space



- I confirm energy sources are isolated
- I confirm the atmosphere has been tested and is monitored
- I check and use my breathing apparatus when required
- I confirm there is an attendant standing by
- I confirm a rescue plan is in place
- I obtain authorisation to enter

## Driving

### Follow safe driving rules



- I always wear a seatbelt
- I do not exceed the speed limit, and reduce my speed for road conditions
- I do not use phones or operate devices while driving
- I am fit, rested and fully alert while driving
- I follow journey management requirements

## Energy Isolation

### Verify isolation and zero energy before work begins



- I have identified all energy sources
- I confirm that hazardous energy sources have been isolated, locked, and tagged
- I have checked there is zero energy and tested for residual or stored energy

## Hot Work

### Control flammables and ignition sources



- I identify and control ignition sources
- Before starting any hot work:
  - I confirm flammable material has been removed or isolated
  - I obtain authorisation
- Before starting hot work in a hazardous area I confirm:
  - a gas test has been completed
  - gas will be monitored continually

## Line of Fire

### Keep yourself and others out of the line of fire



- I position myself to avoid:
  - moving objects
  - vehicles
  - pressure releases
  - dropped objects
- I establish and obey barriers and exclusion zones
- I take action to secure loose objects and report potential dropped objects

## Safe Mechanical Lifting

### Plan lifting operations and control the area



- I confirm that the equipment and load have been inspected and are fit for purpose
- I only operate equipment that I am qualified to use
- I establish and obey barriers and exclusion zones
- I never walk under a suspended load

## Work Authorisation

### Work with a valid permit when required



- I have confirmed if a permit is required
- I am authorised to perform the work
- I understand the permit
- I have confirmed that hazards are controlled and it is safe to start
- I stop and reassess if conditions change

## Working at Height

### Protect yourself against a fall when working at height



- I inspect my fall protection equipment before use
- I secure tools and work materials to prevent dropped objects
- I tie off 100% to approved anchor points while outside a protected area