



Hydraulics (Jacobs) cc

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SAFETY RULES

DO NOT WEAR:

- Torn or loose clothing
- Jewellery that might get stuck to a machine, or any moving part moving part of a machine

ALWAYS WEAR:

- Suitable Protective Clothing
- Approved Safety Shoes or Boots
- Hard Hats in areas where they ask for it

ALSO WEAR PROPER EYE PROTECTION:

- When grinding or welding
- Where notices say eye protection must be worn
- In any other place where your eyes could get injured.

USE GLOVES, APRONS OR OTHER SPECIAL CLOTHING WHEN HANDLING:

- Rough materials
- Chemicals
- Hot or cold objects

WEAR EAR PROTECTION WHENEVER NOICES SAY YOU ARE IN AN EAR PROTECTION AREA AND AT ALL NOISY AREA

WEAR RESPIRATORS WHEN:

- Spray painting
- Burning
- The area is very dusty
- There is any other toxic danger
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USE SPECIAL SAFETY EQUIPMENT WHEN REQUIRED TO WEAR IT

Report loss or damage immediately of any protective clothing or safety equipment

Members: V.P Luchman & M. Naidoo

KEEP YOUR WORK AREA CLEAN BY:

- Regularly sweeping up shavings, dust, scraps or oil spills.
- Putting refuse in the bins provided.
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GET TO KNOW YOUR WORKING AREA, IN PARTICULAR:

- Warning signs.
- Location of fire extinguishers and fire hoses
- Emergency exits.

BE AWARE OF OTHER WORK NEAR YOU, IN PARTICULAR:

- Do not walk under suspended loads or person working above you.
- Watch out when the over head crane is moving above you.
- Use the proper roads and walkways.
- Do not take short cuts.

WHEN CARRYING SOMETHING MAKE SURE THAT:

- You bend your knees and keep your back straight when lifting.
- You get help with heavy or bulky materials (mostly at above 24kg) depend on your weight.
- There is only one person giving orders when a team is lifting big and heavy loads.
- There is a clear path to where you want to go before starting to lift.

WHEN USING A LADDER:

- Use both hands when climbing.
- Use a shoulder bag or material hoist to lift loads.
- Make sure the ladder is sturdy and the right length.
- Make sure the ladder is secure at the top and the bottom.
- Avail checklist in request.

WHEN USING HAND OR POWER TOOLS, MAKE SURE THAT:

- You are using the right tool for the right job.
- Handles are not split.
- Cutting tools are sharp.
- Power tools are not being overloaded.
- Checklist available in request

**ONLY QUALIFIED PEOPLE ARE ALLOWED TO REPAIR
TOOLS AND EQUIPMENT.**

BEFORE STARTING MACHINERY:

- Make sure all guards are in place.
- Check safety of other people.
- Follow the Safe Working Procedure

BEFORE REPAIRING OR ADJUSTING MACHINERY STOP AND LOCK OUT MACHINERY.

**DO NOT WORK ON A MACHINE WHILE IT IS
IN OPERATION.**

**REGULARLY CHECK ALL LIFTING TACKLE. IF FAULTY, GET IT REPAIRED.
DO NOT USE THIS!!!!!!**

**DO NOT USE ANY AIR HOSE TO CLEAN CLOTHING AND DO NOT POINT IT AT
ANY OTHER PERSON.**

You must not operate any equipment or vehicles unless you are qualified and authorized to do so.

Obey "NO SMOKING" Signs.

Know where the nearest **FIRE EXTINGUISHERS** are and how to operate them.

Do not tamper with **fire fighting equipment** there only for **fire purposes only**.

Do not put fuel into a **hot or running engine**.

WHEN USING OIL RAGS:

- Store them after use in covered metal bins or dispose of them safely.
- Keep oily rags away from oxygen cylinders.

**KEEP PORTABLE HEATING EQUIPMENT AND ENGINES IN BUILDINGS AWAY
FROM COMBUSTIBLE MATERIALS.**

**DO NOT WORK ON ELECTRICAL EQUIPMENT UNTIL IT
HAS BEEN MADE SAFE BY A QUALIFIED PERSON.**

DO NOT USE ELECTRICAL POWER TOOLS OR EQUIPMENT WHILE STANDING IN WATER IT CAUSE ELECTROCUTION.

- Make sure the **ords** of electrical tools are in good condition.
- Do not use **metal** ladders and hats near high voltage electricity.

ACCIDENTAL CONTACT WITH THE OVERHEAD WIRES CAN CAUSE SERIOUS INJURY OR DEATH.

Do not place yourself or any part of any machinery you are working on any closer that **3.5 meters** from overhead lines. If your machinery can come close to the lines due to error of judgment, do not proceed. Do **not** attempt to climb any poles, or interfere with any power boxes on poles.

If you have to work near any power lines, contact your supervisor for help.

Do not proceed without advice from your supervisor.

Do not ride on mobile equipment or any other vehicles unless specifically authorized to do so.

GET TREATMENT FROM YOUR FIRST AIDER IMMEDIATELY, EVEN FOR MINOR INJURIES AND MAKE SURE THAT ALL ACCIDENTS / INJURIES ARE REPORTED IMMEDIATELY.

WHEN WELDING OR CUTTING:

- Remove or shield nearby combustibles.
- Make sure that fire extinguishers are available.
- Check hoses and fittings for leaks.
- Avail your checklist in request and use your PPE.

DO NOT TAMPER WITH SAFETY EQUIPMENT.

COMPANY INDUCTION

The simple notes in this booklet are to prevent you and your fellow workers from **getting injured or becoming sick** while working in this company.

With your support we can produce **without any injury** to anyone, **Zero Harm Is Possible**.

This booklet also talks about **general safety rules** which everyone must follow.

Your supervisor will tell you about any **special safety rules**.

If you have any problems with any of these rules or arrangements, please ask your Supervisor / Foreman / Health & Safety Representative or Safety Officer.

SAFETY

Every person working in this company is **responsible for preventing injury to himself / her, or to his co-workers**.

You must follow the **SAFETY RULES** in this booklet.

You must also obey all **safety instructions** given to you by your **supervisor or any other safety officials**.

You must read and obey all **safety notices in the workshops and offices**. Also you must **obey any other safety sign at any other site that you will be working at**. Typical safety notices are shown at the end of this booklet. Study them and ask your **Health & Safety Representative in your area for any help**.

If you see anyone doing something which could cause an accident, you must warn him / her immediately please do this in a neat and orderly way. Seeing as some employees do get upset if you speak to them in a nasty way. If he / she persist you must report it to your supervisor, Health & Safety Representative(s).

Anyone who does not obey safety rules, instructions or signs is liable to be given a **warning by the SUPERVISOR**. The Health & Safety Representative will give you a verbal warning, and ask you to sign in a book. If you have signed more than two times, this will be taken to your Supervisor. He / she in turn will issue a warning to you.

IF IN DOUBT, ASK YOUR SUPERVISOR FOR ADVICE.

TAKE SAFETY SERIOUSLY – IT MAY BE OUR OWN LIFE THAT YOU SAVE!!!!

KEEP YOUR WORK AREA CLEAN BY:

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