

## Instructions

Books of instructions are issued for the guidance of employees engaged in certain sections of the Commission's activities. If you have been issued with these instructions study them until you are satisfied that you fully understand their meaning.

KNOWING THE INSTRUCTIONS

and

OBEYING THE INSTRUCTIONS

WILL HELP YOU TO

WORK SAFELY.

**SAFETY IS A GOOD HABIT—CULTIVATE IT!**

The Safety Organisation is well represented throughout the Commission's working areas. Get to know the safety representative for your own particular Section. He is there to help in the work of PREVENTING ACCIDENTS.

## STATE ELECTRICITY COMMISSION OF VICTORIA

This part for employee after "ENGAGEMENT ADVICE" has been completed by the authorised officer.

### SAFETY INFORMATION FOR NEW EMPLOYEES

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Accidents are costly and wasteful, and they often result in people receiving painful and sometimes very serious injuries. That is why the policy of this Commission is that the SAFETY OF EMPLOYEES THEMSELVES AND THE GENERAL PUBLIC IS, UNDER ALL CIRCUMSTANCES, THE PRIME CONSIDERATION.

We believe that accidents do not just happen — with few exceptions there are definite reasons for all of them. The Commission has established safety committees and groups which investigate accidents to find the causes and to advise on measures to prevent similar accidents occurring again.

FOLD ALONG THIS LINE

You too can help our safety work by being alert for hazards and taking care that your own actions do not cause an accident and possible injury to yourself or your fellow workers.

This leaflet will not tell you all you need to know about doing your work safely — your supervisor will tell you more about that, but the following points are important and will help you:—

1. You are not expected to do a job which you do not fully understand, because accidents can be caused by lack of knowledge. You are urged to ask questions about any details of the job which are not clear to you — the supervisors will answer questions willingly.

2. Any employee is forbidden to attempt to operate any mechanical or electrical equipment without instruction and specific authorisation from his supervisor.

3. You are urged to report to your supervisor anything about the work that seems unsafe; that is to say any faults in the plant, equipment, tools or materials used, any condition of the work

area or any work practice that you think may cause an accident.

4. All accidents must be reported to the supervisor.

5. Methods of procuring protective equipment and rules and practices governing its use will be explained to you by your supervisor.

In spite of everything that is being done to prevent accidents people do sometimes get hurt.

To avoid getting hurt — Every worker needs to look out for his own safety.

### **First Aid Services**

Should you suffer an injury, no matter how small it may be, always obtain treatment, as prompt attention to injuries prevents complications and assists recovery.

It is also essential, and in your own interests as far as compensation is concerned, that an injury, no matter how slight it may appear at the time, be reported immediately to your supervisor.