













BEST PRACTICE GUIDELINES

Aspasa has observed that the majority of incidents at work are caused by unsafe behaviour.

Aspasa therefore wants to encourage people to “*stop, think and plan*”, before carrying out a task.

Work-related incidents are preventable, and it is the right of every employee to arrive home safe and sound at the end of each working day.

Aspasa therefore believes that the industries aims should be to reach zero lost time incidents and therefore proposes the following golden rules:

-  **Housekeeping**
Keep designated access routes and work areas tidy and free from trip/slip hazards.
-  **Get a grip**
Hold handrails on stairways and use three points of contact getting into/out of vehicles.
-  **Personal protective equipment**
Always wear the correct PPE
-  **Manual handling**
Use mechanical aids or ask for help to reduce the risks.
-  **Tools/Equipment**
Use the right, well maintained tools/equipment for the job. Never make do.
-  **Driving**
Drive safety, ensure you are authorized and that vehicles are well maintained.
-  **Safe Systems**
Follow safe systems of work, site rules, signage and traffic signals.
-  **Isolation procedures**
Never work on live or moving machinery – always “lock out”.
-  **Working at Height**
Use appropriate access equipment and fall protection.
-  **Confined spaces**
Obtain a permit to work there, and always follow the safety requirements.
-  **Look after your colleagues**
Don't let anyone act unsafely, always stop unsafe practices.
-  **Incident/hazard alert**
Report all incidents/hazards immediately.

Member plants that support his initiative need to sign this document and display a copy thereof.

SIGNATURE

DESIGNATION

DATE

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