

Health & Safety Essentials

Keeping yourself, your team and our clients safe.
Safety is everyone's responsibility.

-  **BE SAFE**
-  **WORK SMART**
-  **RESPECT**
-  **DELIVER QUALITY**

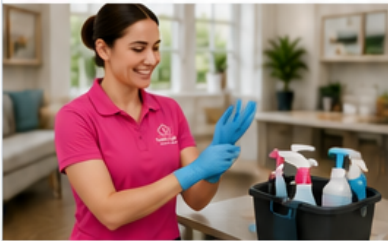
Health and safety is about looking after yourself, your colleagues, our clients and everyone who may be affected by our work. Following these simple principles helps prevent accidents and creates safe, clean and happy environments.



REMEMBER

If you are unsure about anything or see something that isn't right – speak up and get it sorted.

01 LOOK AFTER YOURSELF



- Take time to think before you act.
- Use the right equipment and techniques.
- Wear the correct personal protective equipment (PPE).
- Report any pain, injury or illness.
- Don't take shortcuts.

02 LOOK AFTER OTHERS



- Keep walkways and floors clear.
- Use warning signs when needed.
- Think about how your actions affect others.
- Be polite and respectful at all times.
- Keep children and vulnerable people safe.

03 FOLLOW RULES AND PROCEDURES



- Follow client instructions and site rules.
- Follow risk assessments and safe systems of work.
- Use products and equipment safely and correctly.
- Follow all training and guidance.
- If in doubt – ask.

04 REPORT ISSUES IMMEDIATELY



- Report accidents, incidents and near misses.
- Report damaged equipment, hazards or faults.
- Tell your manager as soon as possible.
- Early reporting prevents bigger problems.

05 KNOW YOUR EMERGENCY PLAN



- Know where the fire exits are.
- Know the location of first aid kits and fire equipment.
- Know who your first aider is.
- Follow the emergency plan.
- Keep emergency numbers handy.

06 IF YOU ARE UNSURE – ASK



- It's always better to ask.
- Your manager is here to help.
- Never guess or take risks.
- We all learn by asking questions.
- Safety is everyone's responsibility.

ENVIRONMENTS WE CLEAN

Different places, same high standards.



EVERY ENVIRONMENT HAS:

- ✓ Different risks
- ✓ Different procedures
- ✓ Different products
- ✓ Same commitment to safety

BEFORE YOU START – THINK SAFE



CHECK THE TASK
What needs to be cleaned and how?



CHECK THE RISKS
What could cause harm?



CHECK YOUR EQUIPMENT & PPE
Do you have the right items?



FOLLOW THE PLAN
Work safely and follow the rules.



COMPLETE THE TASK SAFELY
Take pride in your work and stay safe.



KNOWLEDGE CHECK

Circle the correct answer or write your response.

- 1 Why is health and safety important?
- 2 What should you do if you see a hazard?
- 3 Name two examples of PPE you might use.
- 4 Why is it important to report incidents?
- 5 Who should you ask if you are unsure?



TRAINING RECORD

I confirm that I have received, read and understood the content of Module 2 – Health & Safety Essentials.

Employee Name: _____ Date: _____
Employee Signature: _____ Date: _____
Trainer Name: _____ Date: _____
Trainer Signature: _____ Date: _____



This training does not replace site specific instructions or risk assessments. Always follow the rules and use your equipment as directed.



BE SAFE



WORK SMART



RESPECT



DELIVER QUALITY