
TOTAL GROUP CONTRACTOR CODE OF CONDUCT

Through co-operation and by following these basic rules, you will assist in keeping our work sites a healthy and safe place to work.

The following rules apply to you and anyone employed by you and it is your responsibility to ensure that they are made aware of these requirements.

Worker Duties

The following are your legal duties as a worker.

- Take reasonable care for your own health & safety.
- Take reasonable care you do not adversely affect the health & safety of other persons.
- Follow our policies & procedures.
- Comply with any reasonable instructions given.
- Identify hazards & control risks to health & safety that are under your control.
- Use any Personal Protective Equipment (PPE) provided.
- Report all hazards, accidents & incidents (events) to your supervisor in a timely manner.

Workplace Rules

The following rules have been prepared to inform workers about accepted working practices. This is not an exclusive list, only a guide. They are:

- Check safety before starting all work.
- Safety is the responsibility of everyone. Any hazard or unsafe area/item must be acted on & reported to the supervisor.
- Use the correct PPE (supplied) at all times (e.g. hearing protection, dust masks, gloves eye wear).
- Wear steel capped safety footwear at all times.
- Wear seat belts at all times when driving or operating vehicles or equipment.
- Treat all cables & wires as live until determined otherwise.
- Do not enter taped off / restricted areas without prior permission.
- Tidy up your work area & keep surroundings tidy at all times.
- Dispose of waste & hazardous substances as described in SDS.
- All electrical tools & leads are to be inspected & tagged every 3 months.
- Comply with all safety notices & warning signs.
- Do not approach any machinery, plant or crane unless the driver or dogman expressly indicates to you that he has seen you & it is safe to do so.
- Observe proper hygiene.
- No smoking in any enclosed building.
- No radios unless authorised by the supervisor & volumes to be less than 80Db.
- Use signs to warn others of your hazardous activities e.g. machinery use, hot works & work at height.
- ABSOLUTELY NO Horseplay, practical jokes, fighting or malicious damage.
- ABSOLUTELY NO illegal drugs or non prescribed legal drugs, or alcohol
- ABSOLUTELY NO Children or pets allowed on site at anytime.



Facilities
Maintenance
& Cleaning

total
group[®]



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