



**DAVID JONES**

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**COUNTRY ROAD GROUP**

**COUNTRYROAD MIMCO POLITIX TRENERY WITCHERY**

General Work Health and Safety:  
Work Experience and Volunteers Induction

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# Welcome to David Jones

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David Jones is committed to the health, safety and welfare of all workers, which includes employees, concession employees and all contractors. A Contractor Management System is in place to enable David Jones to work towards fulfilling this commitment.

In order to ensure your safety this induction was documented with the view of providing consistent safety and health information to you.

We need **YOU** to put your safety first, every day, in every task you do!

Prior to commencing work on David Jones sites, it is a requirement that this online induction is completed in addition to complying with, relevant Work Health and Safety Acts, Regulations, Codes of Practice and industry standards and accreditations.

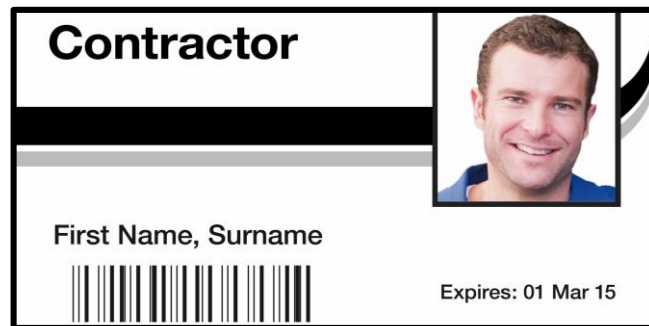
# Welcome to David Jones *Cont.*

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At the end of this induction you will be given a series of assessment questions based on the content presented within this induction. You are required to answer all the questions correctly in order to pass the induction.

There are no limits on the number of attempts at passing the assessment and once you have successfully passed the assessment you will be able to attend a David Jones site for work.



You are required to bring this card with you to any David Jones site every time or you may be prohibited from entering the David Jones site to conduct work.

Our Safety Vision is supported by our brand- **SafetyFirst@davidjones**. You will notice these two images in every David Jones store. The first and most important thing you need to learn about safety is...to stop and **THINK!** If you don't think about the task at hand- you won't be able to **ACT** safe in order to **BE** safe.

## Think Safe, Act Safe, Be Safe



What do I need to think about before doing this task?  
What process do I need to follow?  
What equipment could I use to assist me?



Follow the steps in the safety procedure  
Use the correct equipment  
Allow plenty of time and DON'T take short cuts



Return home injury free

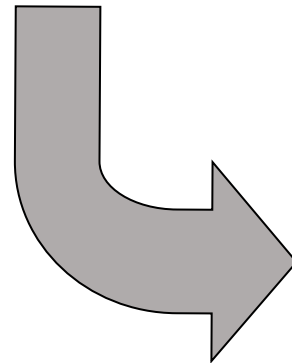
Some high risk works may still require a certificate of competency for persons to operate certain types of machinery.

# Arrival at Site

Prior to arrival at David Jones site you will be advised who to contact and where to report to.

**Upon arrival you will be required to:**

1. Sign in at the Visitor Kiosk



2. Display the visitor identification provided to you after sign in whilst on site

# Hazards, Incidents and Injuries

## Hazards

Any site specific hazards or risks should be brought to the attention of the relevant David Jones Senior Site Manager.

Where SWMS were requested by David Jones, hazards that are identified prior to or during the works are to be documented in your SWMS and eliminated or controlled prior to commencement of works.

A hazard is anything that has the potential to cause injury, illness or damage to people, plant or the environment.

# Hazards, Incidents and Injuries *Cont.*

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## **Incidents and Injuries**

Incidents, injuries, and near misses, involving contractors, work experience person, volunteers or service providers undertaking works, are to be reported to the Senior Site Manager immediately.

- You are to assist in the completion of the David Jones Incident / Injury report form and participate in any incident investigation.
- Following a serious incident, external reporting to a Regulatory Authority may be required. You will be required to cooperate with David Jones in completing this. The affected area will need to be preserved for a period of time for investigative purposes. Works may not commence until cleared by the relevant Regulatory Authority.

## **First Aid**

Each David Jones site has first aid facilities and trained first aid officers. If you are injured on site, report it immediately to a member of staff.



# Hazards, Incidents and Injuries *Cont.*

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Each David Jones site has emergency information that you need to be familiar with. A copy of the emergency plan for each David Jones site is located at either the staff door or customer service desk. There are also evacuation diagrams located at various points throughout the site. During an emergency and / or evacuation, you are to follow reasonable instructions given by the Wardens.



Each site has nominated Wardens specifically trained to assist in the event of any emergency and any evacuation requirements. Wardens can be identified by white, yellow, red and green hats / helmets.

Any incidents or injuries of a serious nature are to be reported immediately to David Jones for first aid treatment.

Dial Ext 777 from any David Jones landline during trading hours or contact a Senior Site Manager after hours.

# Safety Signage

There are a variety of signs in stores and on site. Some of these signs are cautionary whilst others are advisory.

**These signs are colour coded in red, blue, green or yellow:**



## Red Signs

- Indicate fire equipment (fire extinguishers and hose reels etc.)



## Blue Signs

- Indicate that mandatory personal protective equipment is required when entering the area.



## Yellow Signs

- Cautionary signs, which may indicate a spill, a wet floor or a "sound horn" areas.



## Green Signs

- For emergency equipment (eyewash stations, first aid kits, emergency exits, etc.)

Please speak with the Senior Site Manager if you are not sure what any particular signage means to you.

# Slips, Trips and Falls

Slips, trips and falls are a major cause of injuries in the workplace.

## Slip, trip and fall injuries can be prevented by:

- Good housekeeping (e.g. keep walkways clear at all times)
- Cleaning up spills immediately
- Mopping and sweeping debris from floor
- Wearing appropriate personal protective equipment (PPE)

If you see something that could potentially cause a slip, trip or fall, **DON'T** walk past it- do something about it.  
Housekeeping is everybody's responsibility.

# Working at Heights

## **Working at heights involves work where there is a risk of:**

- A person being injured falling from one level to another, or
- An object falling and injuring another person.

## **Working at heights may include, but is not limited to:**

- Working close to an edge or rail,
- Working on ladders.

Remember when using ladders, that you maintain 3 points of contact e.g. 2 feet, 1 hand.

If the load is too awkward to maintain 3 points of contact, you will need another worker to assist you.

# Manual Handling

Your employer should have trained you in appropriate manual handling techniques and possible controls that can be implemented to eliminate or reduce manual handling activities.

Ensure that you follow suitable precautions such as team lifting, task rotation and use of lifting aides to prevent injuries while working on any David Jones site.

- S**ize up the load
- M**ove close to the load
- A**lways bend your knees
- R**aise the object
- T**urn by moving your feet

Contractors should always apply SMART manual handling techniques whilst working.

# Plant and Equipment

**You must ensure that all plant and equipment you bring onto David Jones sites are:**

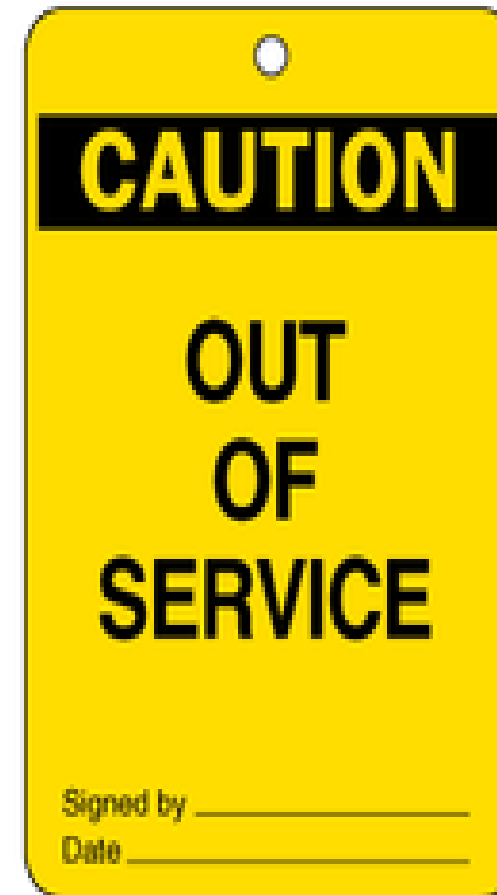
- Operated without risk to team members or customers at any time.
- Stored, operated and maintained in accordance with legislative and Australian Standards requirements.
- Never left unattended and must at all times be out of reach of children.
- Kept to a minimum noise level during trading hours.

Do not use David Jones plant and equipment unless permission is granted by the David Jones Senior Site Manager.

# Plant and Equipment *Cont.*

## Danger and Out of Service tags

Equipment labelled with a “Danger” or “Out of Service” tag must not be used or have the label removed, except by the repairing contractor once the equipment has been repaired and returned to normal operation.



# Site Rules – Traffic Management

**The following traffic management requirements are to be observed and, where applicable, adhered to at all times:**

- Designated walkways must be used to prevent contact with mobile plant such as forklifts and vehicles.
- Ensure high visibility safety vests are worn as the outer garment that is visible (as determined by David Jones).
- Fully enclosed footwear is to be worn at all times.
- Instructions of David Jones team members are to be complied with at all times.
- Only contractors, work experience person and volunteers undertaking approved works are permitted on site (i.e. children and pets who are not undertaking work are not permitted on site).



# Site Rules – Facilities

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## **Kitchens and Lunchrooms**

Facilities are available at David Jones for all staff and contractors on each site. You should ask the Senior Site Manager where these facilities are located, when you arrive on site.

## **Restrooms**

Staff restroom facilities are available at all stores.

# Site Rules – Facilities

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## Security

Please be aware that David Jones sites use closed circuit television (CCTV) video surveillance equipment.

This equipment is required to protect workers and customers and to ensure their safety and security as well as the security of the site.

Company uniform or identification is to be worn if agreed between your company and David Jones.

# Site Rules – Drugs, Alcohol and Smoking

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## Drugs and Alcohol

The use, possession, distribution or sale of illicit drugs by any person is strictly prohibited on David Jones owned or operated premises. (It should be noted that in some cases the relevant authorities may be notified). The consumption of alcohol on company premises is also strictly prohibited unless the appropriate David Jones Manager has approved it. Any intentional violation of this policy on the part of any contractor or person acting on behalf of David Jones, may constitute grounds for disciplinary action up to and including termination of the contract agreement with David Jones.

Everyone is personally responsible for ensuring that they are in no way impaired by the use of or the after effects of alcohol or drugs, while undertaking work on behalf of David Jones.

## Smoking

Breaches of this policy will result in offending parties being requested to leave the site and the contract / agreement cancelled.

All David Jones' sites are non smoking.

# Housekeeping

A place for everything and everything in its place!

**Housekeeping is everyone's responsibility and it requires all of us to keep the workplace clean, tidy and organised so that it is safe for employees, contractors, visitors and customers:**

- Work areas are to be kept clean and orderly.
- Keep floors clear of any oil, grease, liquids or loose objects to prevent slip and fall accidents.
- Clean up spills as soon as they occur.
- Stairs and landings must be kept clean and clear. Storage of any material on them is prohibited.
- Fire fighting equipment and emergency exits must be clearly visible and unobstructed at all times.

# Bullying and Harassment

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David Jones is committed to providing a workplace free from discrimination, bullying and harassment.

You have a responsibility to behave in a manner that treats others with dignity and respect.

Any contractor that commits or threatens to commit a bullying or harassing act towards another person at work, or a work related event, will be removed from site and the future of the contract reviewed, exclusive of any civil remedy or criminal penalty that may be pursued if appropriate.

# Bullying and Harassment *Cont.*

**David Jones also opposes discriminatory, bullying or harassing behaviours, such as, but not limited to:**

- Gestures,
- Language, and
- The display of offensive or written material.

**Public speeches, in the workplace that unreasonably offends, humiliates or intimidates such as:**

- Sexual harassment involving inappropriate jokes,
- Suggestive comments or the display of offensive material whether it be in print, computer or text message, or any unwelcome behaviour of a sexual nature,
- Physical molestation including physical or sexual assault, indecent exposure, inappropriate or unwelcome touching and requests for sexual favours,
- Bullying behaviour such as verbal and physical abuse or threats,
- Foul and abusive language or intimidation.