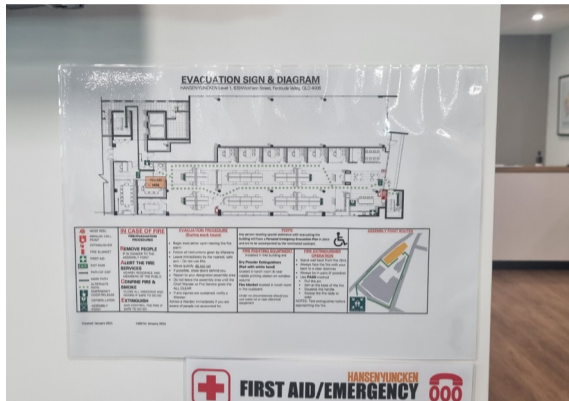


HY QUICK GUIDES

State and Regional Offices HSE

Quick Guides highlight relevant information to help manage common activities in accordance with HY's processes.



Emergency Response – *is planned, communicated and understood*

- Evacuation diagrams are displayed in appropriate areas and within current date
- Fire Wardens are identified and communicated
- Current emergency contact details are displayed
- Emergency exits and access to emergency equipment is kept clear
- Fire Fighting Equipment is to be provided, inspected 6 monthly, and locations identified on the office layout plan



First Aid – *is available and able to be provided*

- First Aid Officers are identified and trained
- First aid kits, equipment, and facilities are provided as per state legislative requirements
- First aid equipment is inspected and maintained, signage is in place, and the kit's location is marked on the office layout plan
- Defibrillator available, kept in service (per manufacturer's requirements) with disposables replaced as required



Electrical Equipment – *is maintained and fit for purpose*

- Electrical equipment is regularly inspected, tested and tagged as per state legislative requirements
- Faulty or damaged equipment is to be removed from service



Hazardous Chemicals – *are stored, used and disposed of safely*

- Safety Data Sheets are available and register kept for hazardous chemicals (not required for consumer products used in quantities and manner consistent with household use)
- Chemicals are stored in their original containers (i.e. not decanted)



Waste – *is reduced and disposed of appropriately*

- Facilities are provided to separate general waste and recyclables
- Waste is collected for recycling wherever possible
- Locked bins or shredding facilities are provided to dispose of sensitive and confidential documents prior to recycling



HSE Induction and Inspections – *are undertaken and actions addressed*

- Staff receive a HY induction (including any building specific inductions)
- Inspections are scheduled and recorded in BIM
- Inspections are undertaken at least annually or during significant changes to the office

