



Facility Management Victoria Pty Ltd General Safety Hints Policy

Please use the following points as a general guideline to building safety for employees.

- Always work with safety in mind. If you are not sure how to use or maintain any equipment speak to the Facility Manager or FMV Director.
- Be aware of any hazards and report them immediately.
- Trolleys, rubbish bins, bags or other objects are not to be left in passages or doorways – someone may trip.
- Walk, do not run (particularly up and down stairs)
- Do not stand on chairs or furniture to clean – you may fall
- Open doors slowly – someone may be working on the other side.
- If you feel unwell, please advise the Facility Manager or Director. It may not be safe for you to continue working.
- Do not leave your work site during working hours without informing the Facility Manager or Director. This is for safety and security reasons.
- Report all accidents immediately no matter how small to the Facility Manager or Director.
- Do not put your hands into rubbish bins as they might contain broken glass or needles.
- If an object is too heavy, get someone to help you move it. Do not attempt to move it yourself.
- Know the evacuation procedures for emergencies in your building.

If you identify any safety improvements at your building please contact the Facility Manager or **Facility Management Victoria Pty Ltd** Director.