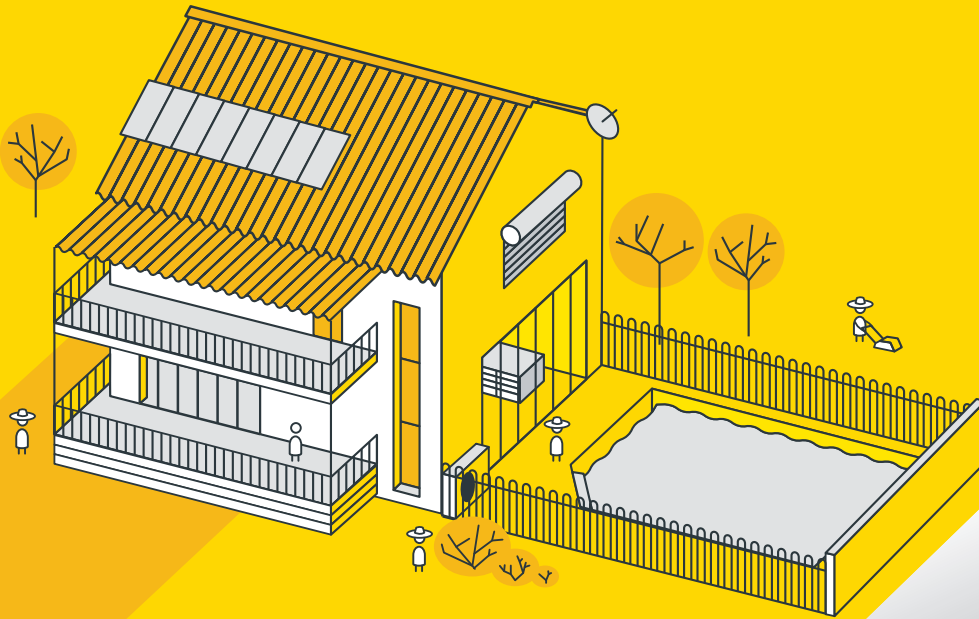


Safety at Home

My Top 4

Actrúa
PERFORMANCE CULTURES



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My Top 4

What are My Top 4?

What are the top 4 things in your life that are most important to you? These are the things that make your life worth living, that you value. Your Top 4 are so important to you that you would not want to lose them or put them at risk.

What are your Top 4?

If you're injured how will this affect your Top 4?



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Beach Safety

Top 4 Safety Tips

- Always swim between the red and yellow flags which indicates the lifeguards have chosen a section of the beach that is best for swimming and they will closely supervise this area.
- Read the safety signs. This will ensure you are aware of any warnings or dangers on the beach.
- If you need help, stay calm and attract attention by raising your arm in the air and waving it from side to side. Conserve your energy by floating on your back and staying calm.
- Ask a lifeguard for safety advice including the day's conditions as well as any additional beach safety advice they might have for that specific beach.

Home Checklist

- Remember to Slip on a long sleeved shirt, Slop on SPF 30+ sunscreen and reapply every two hours, Slap on a wide brim hat, Seek some shade particularly between 10am and 3pm, Slide on sunglasses and Slurp plenty of water to keep well hydrated.
- Swim with a friend or family member so you can keep an eye out for each other.

For more information visit: www.beachsafe.org.au

Chemical Safety

Top 4 Safety Tips

- Store chemicals in their original containers with labels intact. If the label comes off, always re-label the container. Never store chemicals in drink or food containers.
- Keep chemicals on shelves rather than on the ground. Be sure to keep powders above liquids. Make sure that reactive chemicals are stored separately, for example keep fertilizers away from weed killers.
- When using chemicals wear the correct protective equipment including gloves, safety goggles, trousers, long-sleeved shirt and face mask or respirator.
- Contact your local council in order to discard old or left over chemicals. Do not pour chemicals down the drain, toilet or gutter.

Home Checklist

- Check that chemical containers are clearly labelled.
- Check that reactive chemicals are stored away from each other.

For more information visit: www.deir.qld.gov.au; www.safeworkaustralia.gov.au

Driving Safely

Top 4 Safety Tips

- Never use a hand-held mobile phone whilst driving.
- When planning a long distance trip take note of the types of roads you will be driving on and only drive on roads that are suited to your vehicle.
- Before going on a trip make sure your vehicle is ready by checking your petrol, oil and lubrication. Make sure there is water on board for both the car and the driver, check the condition of your tyres (including the spare) and that all lights are working correctly.
- If driving long distances, make sure you take regular breaks, at least every two hours. Get out to stretch your legs, have a snack and a drink and take in the view.
- Practice reversing into your driveway or garage for a safer departure.

Home Checklist

- Check tyre pressure and fluid levels regularly.
- Clean windows and mirrors so visibility is not reduced.

For more information visit: www.racq.com.au

Electrical Safety

Top 4 Safety Tips

- Never touch anything electrical with wet hands or use electrical appliances in a wet place or near water.
- Don't trim trees near powerlines. Call your local electricity supplier to come and trim the tree.
- When carrying long metal objects such as ladders or swimming pool skimmers, watch out for electric wires running overhead.
- Tempted as you may be to do unauthorised electrical work and repairs around the home, stop and think about your family. It's just not worth it. Unauthorised electrical work is illegal and you can be fined up to \$1,500. Also, you can void your home insurance policy if it is found that damage has occurred as a result of unauthorised electrical work.

Home Checklist

- Check for electrical appliances with damaged/frayed cords or cracked and broken plugs. Either throw the item out or have it professionally repaired.
- Check home RCD circuits once a month and have an electrical contractor check your home's wiring every 10 years.
- Clean range hood filters, ovens, hot plates and toasters to prevent a build up of lint, spilled fat, burnt food and crumbs.
- Blow out any dust from computer air vents using a can of air purchased from a computer store. Remove any lint build up from your dryer.

For more information visit: www.safeworkaustralia.gov.au; www.worksafe.qld.gov/electrical\safety\home

Environmental Safety

Top 4 Safety Tips

Storms and Cyclones

- Ensure any loose outdoor items are well secured including garden debris, outdoor furniture and roof tiles.
- Clear away garden debris regularly and remember to wear gloves.
- Invest in surge protected power boards for expensive electrical equipment to prevent damage if a power spike occurs.
- Following a storm, stay clear of any fallen powerlines and alert people of any danger.

Home Checklist

- Secure any loose outdoor items.
- Trim any overhanging tree branches.
- Identify which room is the strongest part of the house, in case you need to shelter at home during a severe storm or cyclone.
- Prepare an emergency kit including a list of emergency telephone numbers, a battery operated radio, torch, spare batteries and water.

For more information visit: www.emergency.qld.gov.au

Environmental Safety

Top 4 Safety Tips

Bushfires

- Regularly clean leaves from gutters, ensuring you have fall protection/prevention (see working at heights page) and fit quality metal leaf guards.
- Keep woodpiles and other flammable materials well away from the house and covered.
- Keep your lawn short and the backyard tidy, free from any build up of flammable material.
- Have hoses long enough to reach around your house or consider purchasing a portable pump to use from your swimming pool or water tank if water supply is cut off.

Home Checklist

- Clear leaves and debris from guttering, ensuring you use fall protection/prevention.
- Remove any fire hazards from around the house.
- Set up a neighbourhood watch network and prepare a bushfire survival plan.

For more information and help with preparing a bushfire survival plan visit: www.ruralfire.qld.gov.au; www.fpaa.com.au

Environmental Safety

Top 4 Safety Tips

Floods

- If you live in a flood prone area, store all poisons well above ground level in case of flash flooding.
- Avoid entering flood waters. If you must enter, wear solid shoes and check depth and current with a stick. Stay away from drains, culverts and water over knee-deep.
- Whether you leave or stay, put sandbags over laundry/bathroom drain holes and place a sandbag in the toilet to prevent sewage back-flow.
- Turn off and unplug any electrical appliances that may become inundated with water.

Home Checklist

- Plan which indoor items you will raise or empty if water threatens your home e.g. freezers and refrigerators and which items you will take with you e.g. photos, birth certificates, valuables.
- Prepare an emergency kit including emergency phone numbers, portable radio, torch, spare batteries, first aid kit, strong plastic bags for clothing, valuables and plastic sheets, timber sheets, hammers and nails for temporary repairs.

For more information visit: www.ses.qld.gov.au

Fire Safety

Top 4 Safety Tips

- Check all smoke alarms once a month to ensure that the battery and alarm sounder are working.
- Every six months you should clean your smoke alarm with your vacuum cleaner.
- If your smoke alarm has a removable alkaline battery, you should replace the battery once a year. Replace your smoke alarm with a new unit every 10 years, the sensitivity in all smoke alarms reduces over time.
- Develop and practice a home fire escape plan and specify a safe assembly point. Practice your plan at least twice a year, making sure that everyone is involved.

Home Checklist

- Develop and practice a home evacuation plan. Ensure that all family members are aware of the evacuation route. Make practice fun for little kids and remind guests when they visit.
- Purchase a fire blanket or appropriate fire extinguisher for your home. Small fires are most likely to break out in the kitchen during cooking so keep it in an area close by where it is easily accessible.
- Check your fire alarm once a month to ensure that the battery and alarm sounder are working.

For more information visit: www.fire.qld.gov.au; www.fpaa.com.au

Gas Safety

Top 4 Safety Tips

- Store gas cylinders in the shade away from direct sunlight.
- Your gas burner should produce a blue flame. Call a technician if the flame is yellow or red.
- Switch gas appliances off when sleeping or leaving your home.
- If you smell gas inside your home:
 - turn off all gas appliances and pilot lights.
 - turn off the gas supply at the gas meter.
 - open all doors and windows for ventilation.
 - do not operate any ignition points such as naked flames, mobile phones, light switches and powerpoints.
 - contact your licensed gasfitter to repair the leak and if relevant, call emergency services.

Home Checklist

- Check for gas leaks by spraying soapy water on the connection or hose and watch for bubbles (do not immerse in water).
- Have gas appliances and cylinders checked by a gas professional and remember to replace portable gas bottles every 10 years.

For more information visit: www.originenergy.com.au

Health

Top 4 Safety Tips

- Drink fluids at a faster rate than they are being lost through sport, exercise or strenuous work.
- Eat a balanced diet to maintain overall health and wellbeing.
- Recognise that people experience stress/anxiety differently and early intervention is the key.
- Be aware of signs and symptoms of fatigue including;
 - blurred vision.
 - difficulty keeping your eyes open or micro sleeps.
 - irritability.

Home Checklist

- Prescription/restricted medications are out of the reach of children.
- Re-hydrate frequently with 250-300m every 10-15 minutes rather than 1 litre /hour during sport or exercise.
- Emergency water supply is on hand and restocked prior to expiry dates.

For more information visit: www.beyondblue.org.au; www.health.qld.gov.au; www.healthinonet.ecu.edu.au; www.kidshelpline.com.au; www.eheadspace.org.au

Health Check Ups

Top 4 Safety Tips

- General Health check up carried out by GP.
 - Age 20's and 30's: at least every two years.
 - Age 40's: at least once a year.
 - Age 50's +: regular preventative health checks.
 - Diabetes: regular preventative health checks based on lifestyle or family history.
- Dental Visits– twice a year for check ups and cleaning.
- Eye Examinations– yearly and more frequently based on current needs/medical conditions.
- Cancer Checks:
 - Female: breast cancer– every 2 years for average risk women aged 50-69.
 - Male: prostate cancer checks discussed with your GP.

Home Checklist

- Important medical records are kept in a safe place that is easy to retrieve in emergencies.
- Does your family health plan meet your changing needs? Review it annually.
- Dental and medical checkups are regularly scheduled based on age and specific needs.
- Prescription medications are disposed with your local chemist and not put down the sink or toilet.

For more information visit: www.breastcancer.org.au; www.ndss.com.au; www.prostate.org.au

Pool Safety

Top 4 Safety Tips

- Make sure the fence and gate that surround your pool are well maintained. The gate should be self closing and self latching and the latch must be more than 1.5m from the ground. The fence should be 1.2m high and no more than 100mm from the ground. Ensure that signage meets local codes.
- Keep climbable objects away from the pool fence including toys, chairs and pot plants.
- Ensure all pool suction fittings and plumbing grates are securely in place and in good condition.
- Keep all pool chemicals stored securely, out of view and out of the reach of children.

Home Checklist

- Check that your gate is in good working condition. Make sure that it self closes and self latches correctly.
- If pool chemicals are not already stored securely, move them to a safe place.
- Check access to pumps and equipment is secure from children.
- Ensure children learn how to swim as soon as possible to ensure their safety at home or at the beach.

For more information visit: www.homepoolsafety.com.au

Wildlife Safety

Top 4 Safety Tips

- Wear boots and trousers when walking through long grass or bush land and watch where you step.
- Know your first aid including keeping snake bite patients still and calm. Maintain vital functions and immediately contact emergency support.
- Snakes are not usually aggressive. Never attempt to catch or kill a snake. Most snake bites occur when snakes are provoked.
- Keep hands or feet away from under logs, rocks, hollows or crevices. Step on logs/rocks and then step past. Do not step straight over a log or rock. Be aware of rock faces where snakes may be sunning.

Home Checklist

- Keep your yard and garden free of shelter from rodents by placing stacks of tin, timber or similar materials on pallets or supports to get it off the ground.
- Inspect areas that will attract spiders such as redbacks and funnelwebs.
- Contact a local wildlife park or pest controller if you suspect that you have snakes in your yard or house.

For more information visit: www.deir.qld.gov.au

Working at Heights

Top 4 Safety Tips

- When working on a roof, have fall protection/prevention equipment in place, e.g. harness, lanyard, scaffolding.
- If you need to get tools or supplies onto the rooftop, consider how you will get them up and down safely. Be prepared to ask someone to assist you.
- Get down off the roof or ladder before you engage in activities that will divert your attention. Use your common sense. Do not talk on your cell phone, eat, drink, or chat unnecessarily while you are on the rooftop or ladder.
- Plan for an emergency. Have someone working with you or working within earshot. Ask someone to regularly check on you. Keep a mobile phone easily accessible in your tool belt.

Home Checklist

- Have fall protection/prevention devices in place, e.g. harness, lanyard, scaffolding.
- Three points of contact when working on a ladder.
- Take frequent breaks. You can get stiff and tired and the risk of falling or injuring yourself may increase.
- Make yourself aware of any power lines that may be in the vicinity.

For more information please visit: www.deir.qld.gov.au

Yard Safety

Top 4 Safety Tips

- Use eye/face protection, proper protective shoes and skin protection such as work gloves when using any power tools or yard equipment.
- Check blades or sharp edges on equipment prior to use for proper working condition and for any loose parts. Always check for the safety of other adults and children in the area of equipment use.
- Use fire safety prevention with the use or presence of gas appliances or open flame structure and have a fire extinguisher near.
- Inspect yard for injury hazard or fall hazard such as holes in yard or sharp objects. Use safety devices on decks, stairs and gates for children or older adults and regularly inspect the structure for safety.

Home Checklist

- Check health of your landscaping to prevent damage to your home's foundation and prevent bugs or infections. Hire a pest company to keep bugs away, most importantly for termite control.
- Never leave standing water in your yard or around the home that is not treated, as it will attract unwanted pests and could be a drowning hazard for children.

For more information visit: www.homesafetysmartcheck.com

Important Contact Information

EMERGENCY:

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EMERGENCY DOCTOR:

EMERGENCY CONTACT:

PLUMBING:

ELECTRICIAN:

GAS/ELECTRICITY SUPPLIER:

HANDY MAN/ MAINTENANCE:

MECHANIC:

ROADSIDE ASSISTANCE:



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