

Bunnings Safety Guide for Visitors

If you have any questions relating to health and safety, or for more detailed information please contact the Store Manager.

This guide has been developed for visitors who may be working in Bunnings Warehouse sites in the interest of maintaining a safe work environment.

Arrival & Departure

1. Upon arrival at any store you must first sign in and be wearing your accreditation badge or be issued with a 'visitor' badge, which must be worn at all times.
2. No work is to commence before you have signed in and seen the relevant team members.
3. Upon completion of work you must also advise the relevant team members you are leaving, return the visitor badge and be sure to sign out.
4. Please note that for your safety the following facilities are available should you need these.
 - First Aid Kits; - Available at reception.
 - First aid officers; - All members of Management are First Aid Officers.
 - Evacuation procedures – Boards located in Team member areas, along with reception.
 - Emergency Evacuation Meeting Point – details with Evacuation procedures.
 - Bathroom facilities.
5. At all times at any Bunnings Warehouse site you must adhere to any instructions given by Bunnings Management.

Work Environment

1. Ensure your working area is safe and free from any hazards, if you have any queries in relation to your working area please contact management immediately.
2. Ensure you have and use the correct work wear, should you require additional safety gear, you should contact a member of management from the store.
3. Ensure you use only Australian Standards approved personal protective equipment (PPE) wherever necessary.
4. Fully enclosed rubber soled boots/shoes with leather uppers are to be worn at all times.
5. Care is to be taken that all knives and blades are stored appropriately and not left where others can access them. Any disposable blades or other sharps must be disposed of in an appropriate manner. **Only retractable blade knives are to be used.**
6. Please be sure to consider others when working, particularly in relation to issues such as noise if you need to use any power tools.
7. Please ensure that your equipment does not create hazards, such as trip hazards, which may be created by power cords.
8. Bunnings Warehouse stores are a Smoke Free environment, and visitors should observe the No Smoking signs.
9. If working at height, only Bunnings approved platform ladders are to be used. If you require assistance with this, please contact store management.

10. Under no circumstances is racking/shelving of any type to be climbed on.

Manual Handling

1. Please be sure to be careful when engaging in manual handling and ask for assistance if a load is too heavy or likely to shift.
2. Assess the load and be sure to be careful when moving items. If in doubt, DON'T.
3. Pallet Jacks must only be moved at a slow walking pace.
4. Always ask for assistance or a trolley from a Bunnings Team Member if there is risk of injury.

Injury / Hazard Reporting

1. If an injury does occur in any Bunnings Warehouse site you must report it immediately to Management and complete the injury register.
2. If you are aware of any hazards or risks please advise store management immediately so that issues of concern can be addressed immediately.

I have read and understand the visitor Safety points above.

Signed: _____

Name: _____

Date: _____

Company: _____