

PROCEDURAL BREACHES – KLINGE/CLIENT

Procedural Breaches has been identified as a growing safety concern for all Klinge personnel. Procedures (either Klinge or Client) are developed using best practice in the industry and are updated to reflect this.

WKI-K&C-016 Safety Responsibility states *‘personnel are to consult and abide by safety related documentation (SWP, Standing Orders, Safety Alert Advice, OEM Procedures or Training Material) to achieve safe job outcomes, and if doubt remains, to consult the supervisor before proceeding with the task’*. It is therefore **your** personal responsibility to read, understand and follow all procedures before conducting a task.

Klinge & Co have the following safety related documentation that needs to be adhered to at all times, no matter what site personnel work:

- Klinge & Co Generic Work Instructions
- Klinge & Co Generic Safe Work Procedures
- Klinge & Co Site Specific Safe Work Procedures

As well as Klinge specific documentation, each mine site will have their own set of safety related documents/safety management system. These key procedures will be discussed during your site specific induction.

Please ensure that the following guidelines are adhered to at all times -

1. Always follow procedures (Klinge or Client). If you are in doubt about the procedure ALWAYS ask/report to your supervisor immediately.
2. If you are unsure whether you are working with the most current SWP ask your supervisor immediately.
3. A Breach of Procedure whether that is a Klinge or Client procedure may result in **Disciplinary Action. Be aware that some breaches may result in removal from site or withdrawal of accommodation.**

‘Klinge Safe Tyres Produce More & Last Longer’

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