

TYPICAL WRITTEN AND VISUAL SCRIPT

Our Values	1.0.0	Description	Type	Indoor/Outdoor	Location/Subject
CEO Video Introduction	1.0.1	Video Introduction	Video	-	Corporate
Our Zero Harm Charter	1.1.0				
At BIS we are committed to achieving Zero Harm.	1.1.1	BIS Happy Worker standing in front of truck	Photo	Outdoor	Work Area
This means zero injuries and zero environmental damage.	1.1.2	Text	-	-	-
This is achieved through our Zero Harm Charter outlining our vision, our values and behaviours, and our commitment.	1.1.3	Zero Harm Charter	Document	-	Document
Everyone has the right to be safe at work and to return home as healthy as when they started the day.	1.1.4	BIS worker storing chemical	Photo	Indoor	Warehouse/Chemical Storage
Local communities also have the right to expect that every employee will care for the environment as well as public health and safety.	1.1.5	BIS worker Disposing Waste in correct waste bin	Photo	Outdoor	Work Area
We expect each and every person at BIS to work safely and with respect for his or her colleagues and the environment.	1.1.6	Truck Unloading Salt at Port facility	Photo	Outdoor	Port
Whilst ensuring legal compliance, we seek to apply industry best occupational health, safety and environment practice for employees, contractors, customers, and local communities.	1.1.7	Site Induction being conducted	Photo	Indoor	Training
Our Safety Obligations	1.2.0				
BIS has an obligation under Australian OH&S laws to ensure the health and safety of each of its employees.	1.2.1	OHS Act	Document	-	Document
The company is also required to ensure that the health and safety of other people are not adversely affected by the way we conduct our business and work activities.	1.2.2	BIS Worker driving Haul Truck	Photo	Outdoor	Work Area
Employees also have an obligation under Australian OH&S laws to ensure their own safety and that of their work colleagues.	1.2.3	BIS Worker Reading MSDS	Photo	Indoor	Warehouse/Chemical Storage

Workers Compensation	1.3.0				
You can obtain more information about BIS Workers Compensation arrangements by asking your supervisor;	1.3.1	BIS Worker asking Supervisor for more information	Photo	Indoor	Office/Admin
Reading the BIS information booklet entitled Workers Compensation – A Guide to Employees ;	1.3.2	Workers Compensation – A Guide to Employees booklet	Document	-	Document
Reading the Return to Work Reference Guide;	1.3.3	Return to Work Reference Guide	Document	-	Document
....and reading the “What to do if you are injured at work” poster that is posted at every BIS site.	1.3.4	“What to do if you are injured at work” Poster	Graphic	-	-
Your Responsibility	1.4.0				
If you are injured, discover a hazardous situation or substance, or witness an incident report it immediately to your supervisor.	1.4.1	BIS Worker reporting incident to Supervisor	Photo	Outdoor	Work Area
If you are unable to remedy the situation immediately without putting yourself at risk- remedy it and report it.	1.4.2	BIS worker cleaning up spill	Photo	Outdoor	Work Area
If you observe an unsafe act or behaviour, please approach the person or persons to stop the job and discuss your concern for their safety.	1.4.3	BIS worker talking to fellow worker	Photo	Indoor	Office/Admin
In the unlikely event of an injury you are required to actively participate in the management of your injury and comply with return-to-work planning, in order to achieve a successful return to work.	1.4.4	Sample Return to Work Planning	Document	-	Document