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Example content:

Compliance with the health and safety rules is a precondition to permission to work on (Insert Company Name) premises. Please familiarise yourselves with the contents of this document and retain it for reference. If there is anything that you do not understand, please contact (The Manager).

FIRE AND EMERGENCY PROCEDURES

[REDACTED]

HEALTH AND SAFETY RULES

- Always follow the documented safe system of work.

[REDACTED]

Working area

- Work only in your designated work area.

[REDACTED]

Equipment

- Do not remove existing barriers, guards or locks unless specifically authorised by (The Manager).

[REDACTED]

Electrical work

- Electrical work is only to be performed by qualified electrical tradespersons