

Prevention First

The key to preventing potential risks and hazards is being aware of how your personal safety may be compromised, then taking simple steps to protect it at all times.

This principle applies whether you are at a Defence Housing Australia (DHA) site (e.g. DHA property, office or construction site), undertaking work for another company, commuting to and from work, or in a social setting.

Here are a few tips to protect your personal safety when at a DHA site:

- **Communicate and document your whereabouts**

Tell someone where you are going; who you are going with or plan to meet; and when you expect to return. Always carry identification (your DHA contractor card), undertake any necessary safety briefings and sign in and out as needed.

- **Be alert and trust your gut instincts**

When in an unfamiliar environment or an isolated location, scan your surroundings to be aware of any unusual persons, activity or behaviour.

If your personal safety is threatened or something doesn't feel quite right, do not proceed further. Remove yourself from the situation, contact DHA and your supervisor (as applicable) and reschedule the task.

Determine any control measures that may be needed. This may be as simple as completing the task with a colleague or scheduling the appointment to a new time.

- **Wear protective clothing and adapt to the environment and conditions**

Always remember your Personal Protective Equipment (PPE): wear fully enclosed, appropriate footwear; a hi-visibility vest or shirt; and a hard hat or other safety equipment as applicable.

Be conscious of weather conditions that may affect your environment or performance. Carry a first aid kit and know how to provide basic care.

- **Be wary of sharing personal and DHA specific information**

When you are talking on your mobile phone, in public or online, be careful what information you share and volunteer. You never know who is paying attention or how the information will be used.

- **Protect personal items and valuables**

Keep your DHA contractor card in a safe place at all times. Don't leave personal items like your wallet, handbag and mobile phone unsecured; especially in a vehicle.

If you notice any suspicious activity or theft, report it to DHA, your supervisor (as applicable) and the relevant authorities as needed.

- **Emergency contacts and reporting**

Be aware who to contact in case of an emergency and program important numbers, such as your emergency contacts, supervisor/office and local authorities, in your mobile phone.

Report all Work Health Safety (WHS) incidents and concerns immediately to DHA or your supervisor (as applicable).