

ActewAGL Always. Electrical safety tips

You use electricity everyday and often take it for granted - but you have to take care when handling it.

- Ensure individual power points are not overloaded. For more than two cord plugs use a suitable adaptor. Keep all electrical connections out of areas that may become wet due to watering or extreme weather conditions. Where there is not a permanently installed safety switch, use a portable type at the power point.
- To avoid an electric shock:
 - never modify lighting outlets, plugs or cords
 - do not under any circumstances use an extension cord that has a three-pin or piggy-back plug at each end
- always use the services of a qualified electrician
- never replace fuse wire or plug-in circuit breakers with larger sizes.

Keep combustible material such as paper and plastic and structural metalwork 150mm away from bulbs.

In the event of an electrical emergency, such as fallen or sagging powerlines, call ActewAGL Emergencies and Faults on 13 10 93 or 000 immediately.

For more information on electrical safety visit www.actewagl.com.au/safety.

Disclaimer: This information does not constitute general guidelines for increasing your safety and security at home. The Home Safety Program, in providing this information, makes no representation, nor gives any warranty or guarantee, concerning the safety of persons or property, or that the Home Safety Program will accept any responsibility for any damage or loss, however caused, suffered by any individual or corporation arising from the use or application of these guidelines. Users of these guidelines must verify themselves to the accuracy of the guidelines for the purposes of their own safety and security.

www.homesafety.act.gov.au

AFP Making your home more secure

There are a number of general security precautions you can take to protect your property.

- Keys**
 - Never leave spare keys outside your home. Thieves know all the usual hiding places including under door mats and pot plants.
 - Don't have personal details such as your name, address and telephone number on your keys.
 - Give a duplicate set of keys to a trusted friend, relative or neighbour.
 - If you lose your keys or move into a new home make sure you change the locks.
 - If someone contacts you saying they have found your keys, ask them to drop them off at the nearest police station.
- Windows**
 - Install key operated locks on all windows making sure they can all be opened with a master key.
 - Use laminated glass or shutter resistant window film to help prevent windows being broken.
- Doors**
 - Install quality deadlocks on all your external doors.
 - Check your doors are correctly fitted and working properly.
 - Check door frames are secure.
 - Install a peephole in your front door and always check the identification of strangers.
 - Secure garage doors with deadlocks or strong padlocks.
- Yards**
 - Ensure trees and shrubs are trimmed, especially those close to your house that could be climbed to gain access to your property.
 - Make sure you keep all gates locked. The rear and sides of homes are often targeted by thieves.
 - Always lock tools, ladders and garden equipment away so these items cannot be used by thieves to gain entry to your home.
 - Install movement activated security lights at the front and back of your home.
- Alarms**
 - Visible alarm equipment can be an effective deterrent to thieves.
 - The alarm system you choose should cover all external doors and windows.
- Other general security tips for your home**
 - Your house number should be clearly visible from the street in case of an emergency.
 - Keep your front door locked when you are at the back of the house.
 - Do not leave messages on the front door. It lets people know you are not home.
 - Avoid having parcels left on the door step.
 - If you have to have something delivered while you are out, have a neighbour collect it.
 - When out, leave the radio or television on, or a light in the evening to give the impression you are home.
 - Keep cash and valuables out of sight.
- What should you do if you are burgled?**

If you suspect that you have been burgled, call police immediately. If you have arrived home alone, ask a neighbour to come in to the house with you and wait until the police arrive. If you suspect the thieves are still inside your house, do not enter the premises.

If you have entered your home and are waiting for police to arrive, compile a list of what you think is missing. Include brand names, model numbers, serial numbers, accurate descriptions and any engraving details. Remember not to touch anything. It is important the police see your home exactly as it was left so they can obtain valuable evidence.
- Need help?**

If you require more information on home safety you can visit www.homesafety.act.gov.au or call Neighbourhood Watch on 6262 3113 or go to www.nhwact.com.au.

HOW TO CREATE YOUR EMERGENCY BOOKLET

- Lift this section out of *Stand To*.
- Spread it out as one wide sheet and trim off the unprinted margins.
- Cut it in half right along the dotted black line below.
- Cut each of the halves vertically down the middle, making four sheets.
- Now fold each of the four sheets in half so that the dotted red line is **inside** the fold.
- Making sure that all the folded sheets are the same way up, slip the one that has page 3 at the front into the one that has page 1 at the front, then slip the one that has page 5 at the front into that and finally the one that has page 7 at the front into that.

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ACT POLICING 131 444 EMERGENCY 000

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AFP SCAMWATCH

Scams cost everyone, and anyone can be a target. You may already have been scammed without realising it.

Protect your money

- Never respond to an email asking you for your PIN or passwords.
- Never send money to someone you don't know or trust.
- Only invest with licensed financial services providers.

Protect your computer

- Keep your protection software up to date.
- Don't respond in any way to unsolicited emails.
- If in doubt, delete.

Protect your identity

- Never give out your personal information to someone you don't know or trust.
- You can protect yourself by following the steps below.

Protect your phone

- Be suspicious of unexpected calls and text messages.
- Hang up. Or text "STOP" to unward messages.
- To find out more about scams and to report scams visit the SCAMWATCH website (www.scamwatch.gov.au) or call 1300 795 995. For TTY service call 1300 303 609.

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CPR flow chart

What does CPR mean? Cardio Pulmonary Resuscitation.

- D Check for DANGER**
To self, casualty or others
- R Check for RESPONSE**
Non Responsive or Unconscious? Call for help
Ring 000 for ambulance
- A Open AIRWAY**
Look for signs of life
Responsive: normal breathing, movement
Not breathing normally
Look, listen & feel for breathing
- B Give 2 INITIAL BREATHS**
- C Give 30 CHEST COMPRESSIONS**
Quick compressions followed by 2 breaths
Aimed 2 compressions per second
- D Attach DEFIBRILLATOR**
Follow the prompts

Continue CPR until an ambulance arrives or signs of the return

AFP SCAMWATCH

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