

Example style guide

by Jean Hollis Weber

This document accompanies "Developing a Department Style Guide," published at <http://www.techwhirl.com>, and includes a sample outline of a style guide.

Some of the sections include some detailed sample text; others do not. Please note that the examples shown here are not necessarily the "correct" choices, or the "preferred" choices, or the "best" choices; they are simply **examples** of things to include. Your project may require additional items, especially if your writing will be used on a Web site.

Style Guide for XYZ Corporation

Follow this style guide when writing or editing materials to be published by XYZ Corporation, to ensure that documents conform to corporate image and policy, including legal requirements, and to improve consistency within and among our publications. Use this style guide as part of the specifications for your writing projects, along with:

- XYZ Corporation Technical Writing Process Guide
- XYZ Corporation Document Design Guide

References

This style guide lists decisions we have made for this company. It supplements several standard style guides, dictionaries, and other reference material. If you can't find something in our style guide, look in these references or refer your question to the departmental editor.

Dictionaries

Merriam-Webster's Collegiate Dictionary, Tenth Edition. Springfield, MA: Merriam-Webster, Inc., 1994, is the preferred source.

Style Manuals

This guide takes precedence over all other sources.

The Chicago Manual of Style, 14th Edition. Chicago, IL: University of Chicago Press, 1993.

Read Me First! A Style Guide for the Computer Industry. Mountain View, CA: Sun Microsystems, Inc. 1996.

Grammar/Usage Guides

For questions about grammar, consult any of the following:

Webster's Dictionary of English Usage. Springfield, MA: Merriam-Webster, Inc., 1989.

Skilkin, Marjorie E., and Robert M. Gay. *Words into Type, 3rd Edition*. Englewood Cliffs, NJ: Prentice-Hall, 1974.

Strunk, William, Jr., and E.B. White. *The Elements of Style, 3rd Edition*. New York: Macmillan, 1979.

Online References

[Fill in as appropriate]

Mechanics

Graphic Elements

Include drawings, figures, tables, and screen shots, whenever it seems useful or otherwise appropriate. Give each graphic element an informative caption.

Refer to each graphic element at an appropriate place in the running text.

For graphic elements used on Web pages, such as navigation aids, icons, photos, and other images, always include alternate text within the IMAGE tags. For example...

Hyphenation

Punctuation

Use standard American punctuation. [If some of your writers are more used to British punctuation, you may need to add an example or two here.]

Use of Language

General

Use short, simple, easy-to-understand words and sentences.

Avoid the passive voice, except where appropriate. [You may want to include an example of an appropriate use.]

In general, use the present tense and, where appropriate, the imperative mood ("Do this.").

Use strong subject-verb constructions. Avoid weak constructions such as "There are."

Be concise; avoid wordy phrases.

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have the responsibility for managing the risk minimising the risks associated with any working at height activity the
appointment of competent persons to manage oversee and perform any such work

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web 1 3 terms and definitions 1 3 1 administrative controls means policies and procedures for safe work practices 1 3 2
anchorage means a place a fixing or a fixture to which a lifeline or lanyard is connected for fall restraint or fall arrest 1 3 3
authorised manager means a person appointed by his employer or the principal as the competent

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web safe operating procedure for working at heights purpose the objective of this procedure is to give guidance to perform
all task in a safe as possible manner to eliminate or reduce all hazards and risk that can affect the safety or health of
employees performing the task scope

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without permit to work 1 subject to paragraph 2 any person who carries out any hazardous work at height in a factory
without a permit to work first issued by the authorised manager in respect of that hazardous work

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web 5 this regulation shall apply only to work at height carried out on or after 1st may 2014 training for persons at work 6 it
shall be the duty of the responsible person of any person who carries out or is to carry out any work at height to ensure that

the person shall work at height in a workplace only after he has
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working from consider your body height the fall distance sags in your harness and other equipment and the length of your
lanyard

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web 2 3 1 lack of safe work procedures 43 of the cases studied did not have proper safe work procedures in place there are
procedures required for carrying out any work safely such as planning for a specific job task training workers on a step by
step work process of how a job can be done in as safe a manner as possible and emergency

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web working at heights working at heights is a high risk activity and a leading cause of death and serious injury in australia
as a person conducting a business or undertaking you have a duty to keep workers and workplaces safe from the risks of
working at height

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web this checklist provides the basic requirements for working safely at heights occupiers and employers should ensure and
maintain a safe working environment for working at heights

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web sub contractor must establish safe work procedures to minimise the risk safe work procedures are step by step
measures of doing or carrying out work safely the procedures must include the measures to be taken to safeguard persons in
the event of an emergency the safe work procedure must be communicated to the worker

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reducing fatalities in 2003 04 the last full year of statistics available prior to the introduction of the regulations there were 67
fatal accidents 4 and 1 107 major injuries as a result of falling from a height accounting for 28 per

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web the work at height regulations in singapore aim to provide a safe working environment for workers who are required to
work at height these regulations are mandatory and apply to all companies and workers involved in the construction industry

in singapore the ministry of manpower mom is responsible for enforcing these regulations

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web hazardous work at height wah can commence training requirements for workers supervisors and other wah personnel to ensure effective conduct and oversight of work performed at heights and implementation of safety measures while working on roof near fragile surfaces and by using the industrial rope access system

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web the law the purpose of the work at height regulations 2005 is to prevent death and injury caused by a fall from height if you are an employer or you control work at height for example facilities managers or building owners who may contract others to work at height the regulations apply to you employers and those in control of any work at

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web by following these 10 work at height safety tips employers and workers can significantly reduce the risks associated with working at heights in singapore remember compliance with the workplace safety and health act is essential to ensure a safe and healthy working environment

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web safe work procedures and permit to work system for work at heights 4 safe work procedures and permit to work system should be implemented to ensure work at heights is planned and carried out safely and systematically under the wsh work at heights regulations 2013 the permit to work system will be required to be implemented for all

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web what to do and not do when working at height when working at height you should do as much work as possible from the ground ensure workers can get safely to and from where they work

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web jun 4 2020 whatever your industry might be the chances of needing a worker to access a hazardous area such as a roof

to conduct maintenance are always there read about the top safety considerations to ensure that workers stay safe as they work at height working at heights code of practice

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web oct 23 2023 according to the occupational safety and health administration osha workers must be provided proper fall protection if they are at elevations of four feet in general industry workplaces five feet in shipyards six feet in the construction industry and eight feet in longshoring operations

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web over time the safety culture in the workplace will evolve so that every person takes it as his responsibility to ensure a safe and healthy workplace it is also very important for persons who are working at height to be competently trained in the work to be done aware of the risks involved and follow the required safe work procedures which

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