

Site Safety Rules and Induction

Statement to be read to all inductees

It is a legal requirement that the Aston Group as a competent employer induct all site operatives and visitors to this site to ensure that their health and safety is not put at risk.

That said all employees or self-employed have a duty to ensure that others are not put at risk by their acts and omissions.

After your health and safety induction please read and familiarise yourselves with the site safety notice board and any health and safety notices provided throughout the site and ensure that you comply with their message.

General

- 1) **PPE:** You must wear boots (steel toecap and mid sole) and high visibility vest/jacket whilst you are working on the site. Other PPE is to be worn e.g. goggles, gloves, ear defenders or dust masks etc., where your method statement and risk assessment identifies the need to do so or if working in a mandatory area indicated by a blue sign.
- 2) **CSCS / Competency Training:** All operatives must be in possession of a current CSCS/JIB/ECS /CPCS or equivalent trade card or registered with the appropriate training body. Competency Training qualifications of all contractors will be required prior to starting work on site.
- 3) **Access/egress:** You must only use the designated access / egress provided. Main access areas are to be kept clear always.

SITE ACCESS IS VIA: Site induction to cover the various muster points dependant on areas of working. This will need to be kept dynamic. Usually opposite the front entrance on the other side of the road however this will require a dynamic assessment by site management.

- 4) **Traffic Routes:** Please refer to Traffic Management Plan for details of site conditions. (Filed in H&S Folder)
- 5) **Site Management Team:** The Supervisor is: _____
- 6) **Signing in/out:** All operatives must sign in and out in the site register each day they are on site. The location of the register is in the site office.
- 7) **Site Housekeeping:** Please keep your work area tidy always to prevent accidents occurring. Fire routes are to be kept clear always. Work areas are to

have a barrier around them and safety warning signage located to prevent unauthorised access into your works area.

- 8) **Medical Issues:** If you have a medical condition, which may affect you whilst working on site, please advise the site management team so they are aware and can make any necessary arrangements to aid or help you.
- 9) **Method Statements, Risk Assessments, COSHH etc.:** Prior to works commencing all trades must provide a copy of a site-specific method statement, COSHH and risk assessment which they must have read and signed that they have understood the contents and agreed to abide by them. A copy of each method statement used on site must be adjacent to the area in which the works are being undertaken.
- 10) **Toolbox Talks:** The Aston Group site management team will undertake regular toolbox talks and operatives will attend and sign that they have received the talk.
- 11) **PAT Testing / Plant Certification:** All site vehicles, plant, tools, power leads and other electrical equipment brought to site by any Aston Group appointed sub-contractors must have a current PAT test and tagged/identified accordingly. Details of all plant brought to site are to be entered in the site PУWER/LOLER register and checked on a weekly basis to ensure they are in a safe condition. Tools that do not comply will be removed from site. Test certification must be made available for each item of plant on site and copies made available.
- 12) **Work at Height:** All work at height (including works below ground level) must be undertaken in conjunction with Work at Height Regulations 2005. Ladders are to be used to access/egress trench works Otherwise work at height must be undertaken using mobile platforms or podium steps. A competent person must check them on a weekly basis. Details of each check must be entered in the working platform register.
- 13) **Training Certification:** Where applicable operatives must only operate plant for which they have been trained to use. You must have proof of training in the form of a certificate of competency. Plant operators will provide evidence of such competency by an appropriate training accreditation. CPCS etc.
- 14) **Manual Handling:** When lifting materials, the weight must not exceed 20kg. If it is likely to exceed this weight than mechanical means of lifting/lowering must be utilised to prevent musculoskeletal injuries to individuals. An assessment of the load to be lifted is to be made by the competent person.
- 15) **Drugs and Alcohol:** Any operative identified as being under the influence of illegal substances or drink will not be permitted to work on this site and will be removed. If you suspect anyone of being under the influence you must report it to the site representative so the appropriate action can be taken. Any syringes or needles that may be found or identified are **not to be touched** and their location notified to the site manager. Operatives are to notify site management team if they are taking any form of personal medication (e.g. diabetics / heart / epilepsy).
- 16) **Asbestos Containing Materials:** Aston Group will be arranging for any identified ACMs to be removed during the works. A copy of the Asbestos register/R&D survey is available in the Supervisors Site Health and Safety documentation. However, the register must be consulted before undertaking any works. If you

suspect any ACM's, please stop work immediately and notify the site management team so that the appropriate action can be undertaken.

- 17) **Welfare Facilities:** The welfare facilities are to be kept clean and tidy always and waste placed in the bins provided. Abuse of the welfare facilities may lead to use being withdrawn.
- 18) **Noise:** Noise is to be kept to a minimum where possible, no radios are allowed on site. Regular noise assessments will be undertaken to ensure levels are not breached.
- 19) **(First action level 80dB issue hearing protection) (Second action level 85dB mandatory use of hearing protection to be instigated)**

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- 20) **Hand Arm Vibration:** Trades are to ensure that assessments for operatives are undertaken where vibration issues are identified. These details must be entered in the site register and hours of work are to be restricted where operatives are likely to exceed these levels.
- 21) **Permits:** Hot works and other permits e.g. Confined Space, Permit's to Dig etc., where identified are to be issued by the Site Management Team. They are to be adhered to always and signed off at the end of their period of issued by all parties involved.

Fire Emergency

- 22) The site fire warden is: _____
- 23) The muster point is located adjacent to the main entrance of the site.
- 24) In the event of an emergency evacuation please leave the building and proceed to the designated point and await there until being advised by the fire brigade /emergency services that it is safe to re-enter the building.
- 25) If a fire is discovered raise the alarm and inform other site operatives and Site Fire Warden of the location of the fire Dial 999
- 26) All waste/combustible materials must be removed and placed in the site waste containers and removed from site.
- 27) The site is non-smoking always. Any operative's identified smoking within the confines of the site will be removed immediately.
- 28) All fire exits and emergency routes are to be kept clear of materials and waste always to ensure safe egress in an emergency.

First Aid and Accidents

- 29) The H&S objectives for this site are zero accidents and lost time. All accidents are to be entered in the site accident book immediately.
- 30) The site first aider is _____
- 31) First aid box is in the Welfare Facilities. All appointed sub-contractors will provide a first aid kit at each site works location.
- 32) The location of the nearest A&E is: _____

- 33) All accidents and near misses, **(however minor they appear)** must be reported to the site management team immediately.
- 34) Please report **all** unsafe acts or occurrences so that we can meet the site H&S objectives. Zero incidents.
- 35) If an accident is reportable under RIDDOR then the contractor's representatives must report the incident to the HSE and a copy of the F2508 Form must be provided to the Site Management Team.

IF THE ABOVE SITE RULES ARE NOT OBEYED DISCIPLINARY PROCEDURES WILL BE ENFORCED.