

Site Safety Information and Rules

If you have any concerns relating to Health and Safety on site or view as to how Health and Safety could be improved you should inform the Site Supervisor.

1)GENERAL	2
2)SITE RULES	2
3)WORKING PRACTICES	2
4)NOTICES AND WRITTEN INSTRUCTIONS	3
5)WORKING CONDITIOND/ENVIRONMENT	3
6)PROTECTIVE CLOTHING AND EQUIPMENT	3
7)FIRE PRECAUTIONS	3
8)VEHICLES	3
9)ACCIDENTS	4
10) HEALTH	4
11) RULES COVERING GROSS MISCONDUCT	4
12) WELFARE	5
13) EMERGENCY EVACUATION PROCEDURE ON HEARING ALARM	5

1) GENERAL

The Site supervisor has overall responsibility for health and safety on the site.

If you are required to work in an unsafe way or you see something which is dangerous, you should:

1. Put it right if you can
2. Ask your supervisor to put it right
3. Ask the Site Supervisor to put it right

2) SITE RULES

The following sets out the standards and rules which relate to all personnel (i.e. employees, sub-contractors and their employees and site visitors) whilst on this site. It is the responsibility of all personnel to observe these rules and behave in a safe and reasonable manner whilst on this site. Failure to comply with the site rules will render personnel liable to action involving established disciplinary procedure. It should be borne in mind that a breach of Health and Safety Legislation by an employee is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties i.e. fines and imprisonment. The Organization recognizes that it is not possible to prepare in written form every rule laid down by the organization as circumstances may vary depending upon the nature of work. However, employees are expected to act in a sensible manner and adhere to verbal instruction given by Management.

These rules are important. Please read them carefully to ensure that you understand what is expected of you.

3) WORKING PRACTICES

- a) You must not operate any machine, plant or equipment unless you have been trained and authorized to do so.
- b) You must make full and proper use of all machine guarding.
- c) You must report to Management immediately any fault, damage, defect or malfunction of any machinery, plant, equipment, tools, guards or building works.
- d) You must not clean any moving machinery, plant or equipment unless authorised to do so.
- e) You must not leave any machinery, plant or equipment in motion whilst unattended unless authorized to do so.
- f) Unauthorized interference with scaffolding or other access equipment is not permitted.
- g) You must not operate any "prescribed dangerous machinery" unless you have sufficient training or under adequate supervision.
- h) You must not make any repairs or carry out maintenance work of any description unless authorized to do so.
- i) You must use all substances, chemicals, liquids, etc. in accordance with all written and verbal instructions.
- j) You must return all substances, chemicals, liquids etc. to their designated safe storage area when not in use.
- k) You are responsible for clearing up into the nearest waste skip all debris and mess arising from your work, and for leaving the site and welfare facilities tidy.
- l) You must observe all pedestrian and vehicle controls throughout the premises.



ESSEX CONTRACT FLOORING

4) NOTICES AND WRITTEN INSTRUCTIONS

- a) You must comply with all hazard/warning signs and notices displayed on the premises.
- b) You are expected to read and observe any notices and instructions displayed in your work area.

5) WORKING CONDITIONS/ENVIRONMENT

- a) You must make proper use of all safety equipment and facilities provided to control working conditions/environment.
- b) You must keep work areas clear and in a clean and tidy condition.
- c) You must dispose of all rubbish and waste materials within the working area, using the facilities provided. You must clear up any spillage of liquids/materials as soon as is practicable.
- d) You must deposit waste chemicals or oils at the correct disposal points and in accordance with your supervisor's instructions.
- e) You must not pollute water courses, sewers or drains with chemicals, oils or other hazardous substances.

6) PROTECTIVE CLOTHING AND EQUIPMENT

- a) Safety helmets must be worn at all times, unless you are:
 - i) Inside the cab of a vehicle
 - ii) Inside the site office, canteen, toilet etc..
- b) Trainers and other soft shoes are not permitted.
- c) You must use all items of protective clothing/equipment provided as instructed.
- d) You must not misuse or willfully damage any item of protective clothing/equipment provided
- e) You must store and maintain protective clothing/equipment in accordance with your supervisor's instructions.
- f) You must report any damage, loss, fault or unsuitability of protective clothing/equipment to your supervisor.

7) FIRE PRECAUTIONS

- a) You must confirm with all emergency procedures pertinent to your work activity.
- b) You must not obstruct any fire escape route, fire equipment or fire doors.
- c) You must report any use of firefighting equipment to your supervisor.

8) VEHICLES

- a) You must carry out all daily checks of your vehicle prior to use and in conjunction with the laid down checking procedure.
- b) You must not drive or operate any vehicle which you do not hold the appropriate driving license or permit.
- c) You must not carry unauthorized passengers or unauthorized loads.
- d) You must not use our vehicles for unauthorized purposes
- e) You must not over load vehicles beyond the stated capacity.
- f) You must not drive or operate out vehicles whilst suffering from a medical condition or illness that may affect your driving or operating ability.



9) ACCIDENTS

- a) You must seek medical treatment for injuries you sustain, no matter how slight and ensure that appropriate records are entered into the Accident book. Upon returning from your treatment you must report the incident to supervision.
- b) You must report all accidents and dangerous occurrences to supervision as soon as it is practicable.
- c) You must notify supervision of any incident which damage is caused to our customers' property.
- d) You must notify supervision of any incident which damage is caused to our property or building works

10) HEALTH

- a) You must report to your supervisor any medical condition which could affect the safety of yourself or others.
- b) You are expected to co-operate on the implementation of the medical and occupational health provision

11) RULES COVERING GROSS MISCONDUCT

An employee will be liable to summary dismissal if he/she is found to have acted in any of the following ways:

- a) A serious breach of the safety rules.
- b) Unauthorized removal or interference with any guard or protective device.
- c) Unauthorized operation of any item of machinery, plant or equipment.
- d) Unauthorized removal of any item of first aid equipment.
- e) Willful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work.
- f) Unauthorized removal or defacing of any label, sign or warning device.
- g) Misuse of chemicals, flammable hazardous substances or toxic materials.
- h) Smoking in any designated "No Smoking" area.
- i) Smoking whilst handling flammable substances.
- j) The possession/use of drugs and/or alcohol is not permitted on-site.
- k) Horseplay or practical jokes which could cause accidents.
- l) Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrences.
- m) Misuse of compressed air, pneumatic or electrical equipment.
- n) Dangerously overloading any item of lifting equipment,
- o) Overloading or misuse of any of our vehicles.
- p) Unauthorized use of radios or personal stereos.

This list is not exhaustive.

Failure to observe any of these rules may result in dismissal from the site and criminal prosecution.



12) WELFARE

- 1) Toilets/washing facilities (canteen/mess room/drying facilities are provided for your use;
 - a) Are located at **2 Hawk Hill, Battlesbridge**
 - b) It is important you use these facilities. It is particularly important that if you have been working with any noxious substances you must wash your hands before eating, drinking or smoking.
 - c) Washing, eating, drinking or smoking in other than the designated areas is not permitted.
- 2) It is very important that you read the advice and instructions indicated in the packing and/or labeling of the materials on site. This will include information which will protect your health.
- 3) The first aid box is located at **2 Hawk Hill, Battlesbridge**
The designated first aider is **Barry Bober**
- 4) All injuries, however minor, must be reported to the Site Supervisor and entered in the Accident Book.
- 5) Specific hazard/hazardous procedures relating to this site are available from the site supervisor

13) EMERGENCY EVACUATION PROCEDURE WHEN YOU HEAR THE ALARM

**The alarm will be the sounding of a continuous whistle.
When you Hear the alarm, proceed carefully to
the designated assembly point which is located at:-**

DO NOT RUN & CREATE PANIC