

Site Safety Induction

Ladders

Site Rules

Incorrect use of ladders accounts for more accidents than anything else on site. All ladders should be footed or tied. Damaged ladders will be removed from site. So will operatives not using ladders correctly.

Metal and timber ladders with metal reinforcements must not be used where there is a risk of contact with live electrical services. Ladders must be tied and/or footed. Angle at 75° (4up:1out). Ladders must extend 1.05m above stepping off point.

Roofing/Decking

Site Rules

Inform those needing access to the roof of the specific hazards, i.e. locality and numbers of rooflights, fragile areas, access requirements. For all others, the roof is a restricted area to anyone not needing to go onto it.

The Site

Site Health & Safety Standards

Health and Safety is important. All operatives are expected to comply with the rules and regulations of this site. Repeated non-compliance could lead to an operative being asked to leave the site.

Safety Method Statements

The Site Manager is responsible for everyone's safety and uses Method Statement's to manage the work and all those affected by it. Operatives must work to these method statements and random checks will be made by the Foreman and/or Contracts Manager.

Assessments

Explain the importance of COSHH/Risk assessments. Every operative should be informed of the content of the assessments appropriate to their work. They can complete the prepared ones or use one the blank forms provided to make their own.

Accidents

All accidents must be reported and the relevant documentation completed. Any accident which causes any person to need medical treatment or be sent home must be reported immediately.

Site Attendance Book

Everyone attending site must complete the Site Attendance book. This includes Contractors, Clients, Designers - everyone. The site manager must be able to account for all persons on site. Persons must also sign themselves out on leaving site.

Fire Precautions

Explain the site fire rules and tell everyone the location of the emergency assembly point. Refer to the Site Fire Plan and point out the emergency exits. Access to these exits must be kept clear at all times.

Fire Fighting Equipment

Point out the location of the fire extinguishers. They must remain in place and access to them kept clear. Find out who knows how to operate them and designate them to operate them in the event of a fire.

Site Tidiness

Strict controls over rubbish and waste material is essential. It is safer and easier to work in a clean and tidy area so everyone is expected to clean up after themselves.

First Aid

Explain the procedures for first aid. Point out who the first aiders are on site, where the first aid box is kept and what to do in the event of an accident. All accidents must be notified to the Site Manager/Foreman.

PPE

Explain the necessity of wearing the right items of PPE. It is company policy that this site is a HARD HAT SITE and unless authorised by the Site Manager/Foreman it will remain so until the end of the project. This goes for safety boots/shoes also.

Welfare Facilities

Point out the Welfare facilities provided - toilets, drying room, mess room, drinking water, facilities for hot drinks and food etc. Operatives should use them. They must be kept clean. Operatives should report any dirty or broken facilities.

Eating and Drinking

No eating, drinking in the work area - eating and drinking must be in the designated areas only. Positively NO ALCOHOL or DRUGS on site. Any person "under the influence of alcohol or drugs" WILL BE removed from site immediately.