

FINAL REMINDERS



**NO SMOKING
NO EATING ON SITE
NO URINATING ON SITE
NO MOBILE PHONES ON SITE
NO RADIOS ON SITE
NO HORSEPLAY
NO DRUGS OR ALCOHOL**

ALWAYS

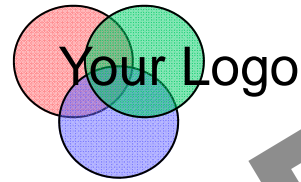
**WORK TO YOUR METHOD STATEMENT
IMPLEMENT THE CONTROLS IN YOUR
RISK ASSESSMENT
WEAR ALL THE PPE REQUIRED
ENSURE YOUR TOOLS ARE SERVICEABLE
WORK AT HEIGHT SAFELY**

**I UNDERTAKE TO WORK IN ACCORDANCE
WITH MY METHOD STATEMENT AND TO OBEY**

Print Name

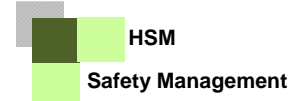
Signed

Date



SITE INDUCTION POCKET GUIDE

Prepared by:



CONTENTS

1. SITE INFORMATION
2. WELFARE
3. MANUAL HANDLING
4. PERSONAL PROTECTIVE EQUIPMENT
5. HOUSEKEEPING
6. WORK AT HEIGHT
7. TOOLS
8. METHOD STATEMENTS
9. PERMITS TO WORK
10. FIRE
11. SITE VEHICLES
12. ELECTRICITY
13. ASBETOS
14. FINAL REMINDERS

ASBESTOS

All new build projects do not contain asbestos, it is a banned product for new buildings.



Any building constructed before 2000 may contain asbestos. All work involving Refurbishment or Demolition requires a specific type of survey to be made on the building. This is a "Refurbishment and Demolition Survey" When working on limited refurbishments you may come across areas with asbestos. There will be some form of warning sign

You should have had Asbestos Awareness Training so you are able to recognise potential Asbestos and not disturb it.

Asbestos is a potential killer. The product is dangerous as the fibres are so small that they go deep into the lungs and can lead to Cancer, Asbestosis and Mesothelioma.

If you find suspected Asbestos

- ◆ Do not disturb it and stop work in the area immediately
- ◆ Report it immediately to the Site Manager
- ◆ Keep others clear from a safe distance
- ◆ Only restart work after the product has been tested and the area declared safe.

ELECTRICITY

Electricity is used on site to provide power to site tools and to provide lighting. These fixed installations have boxes located at strategic points in the building and alter as the work progresses. They must not be interfered with.



During the final phases of the project the building electrical installation will begin to be tested and made live.

Permits to work will be used to control these activities. If you see notices on doors stating no entry, respect these. If you need to enter these rooms you will need to see the Site Manager and be issued with a permit, but only after you've produced a Method Statement for the work you are to do.



REMEMBER – ELECTRICITY KILLS !

Report any defects you see in the site electrical installation. Report dead bulbs in the site lighting system. Do not overload the site electrical boxes. Ensure all the tools, extension leads, splitter boxes etc. are PAT tested

SITE INFORMATION

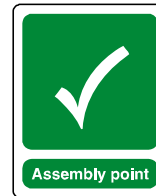
Site Manager:



Site First Aider:



Fire Muster Point:



Site Speed Limit

WELFARE

Welfare facilities are provided on site for your use. There are basic rules which apply to their use. These are to ensure the facilities are always in a clean and useable condition

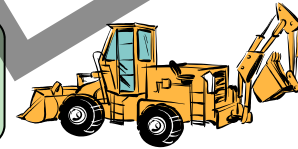
- ◆ Knock mud of your boots before entering.
- ◆ Close the door to keep the heat in in winter.
- ◆ Place all waste food in the bin.
- ◆ Put used tea bags in the bin not on the sink or thrown at the wall above the bin.
- ◆ Remove your old food or milk from the fridge.
- ◆ Wipe up spills .
- ◆ Report any faulty equipment to the Site Manager.
- ◆ Keep the Welfare Cabin tidy.



SITE VEHICLES

On site various vehicles may be used. On some sites there may be little room for vehicles, on some larger sites there may be large numbers of site vehicles. All sites will have deliveries of material made on lorries

All those who drive or operate site plant must be qualified to do so



You wear a Hi-Vis waistcoat or jacket so you are more visible to the drivers.

Take Sensible Precautions;

- ◆ **Always use the pedestrian walkways.**
- ◆ **Never walk behind a reversing vehicle.**
- ◆ **Never walk under a vehicle with a raised load.**
- ◆ **Keep clear of moving vehicles**
- ◆ **Look carefully when crossing site roads**
- ◆ **Never distract the driver of a site vehicle**
- ◆ **Only direct site vehicles if competent to do so**
- ◆ **Be aware of blind spots caused by raised loads**
- ◆ **Use sufficient numbers of banksmen to ensure all vehicle movements are made in safety.**

FIRE

Fire needs three elements; the fire triangle

Fuel
Oxygen
Ignition Source



All three elements must be present to start a fire. You are asked to remove packaging materials to remove fuel to prevent fire. Your tools are to be PAT tested to remove possible ignition sources. Hot work is done under a permit system to control activities with a higher risk due to the use of naked flames, high heat levels or the creation of sparks. It is not possible to exclude oxygen, it's in the air.



Around site fire points are located with extinguishers and fire horns or bells. These are manually operated.

In the event of fire:

- ◆ Raise the Alarm with the Fire Horn or Bell
- ◆ If it is a small fire use the extinguisher if competent to do so
- ◆ Leave the building by the quickest route
- ◆ Assemble at the muster Point as detailed in section 1 of this handbook
- ◆ DO NOT Re-enter the building until authorised.

MANUAL HANDLING

Think First

Assess The Load

Position yourself correctly

Lift with your Leg Muscles

Raise the load close to your body

Walk with the load close to your body

Place the load, lowering with the legs

Not like this!!



PPE

Personal Protective Equipment is to be worn to protect you from harm or to help others to be aware of your presence, that's why you wear hi-vis waistcoats or jackets.

You need as a minimum:



Protective Footwear with a steel midsole

Head Protection — A Hard Hat



Hi-Vis Waistcoat or Jacket

Additionally you may need, as identified in your Task Risk Assessment



Goggles to protect your eyes, appropriate gloves and hearing protection



PERMITS TO WORK

Permits to work are a formal system for controlling high risk activities. Permits are issued by the Principal Contractor for the activity and are valid for one shift or less. Permits do not span more than one shift, they must be renewed for tasks which last for more than one day.



**Hot Work
Live Electrical Work
Live Mechanical Work
Work in Confined Spaces
Excavation Work
Some Elements of Roofwork**

Any other Work Activity with an abnormally high risk

METHOD STATEMENTS

Have you been briefed on your Method Statement and its associated Risk Assessments? If not, why not?



Method Statements are used to detail a safe system of work. **YOU** must have been briefed on this safe system before you start work

This is for your safety and the safety of others who may be affected by your work.

Method Statements should consider all the aspects of the work, It should consider any chemicals to be used, any plant and equipment, any segregation needed, access equipment needed, any training which those who are to do the work should have, any specific emergency procedures, etc.

Risk Assessments should accompany the Method Statement: These may be some or all of those listed below:

Task Risk Assessment
COSHH Risk Assessment
Manual Handling Risk Assessment
Vibration Risk Assessment

HOUSEKEEPING



Slips, Trips and Falls are an all too frequent occurrence. To reduce the likelihood of these happening keep the site tidy, all walkways clear and unobstructed. Store and stack your materials safely

If you see something in a walkway which someone can trip over - MOVE IT – DON'T JUST WALK BY

SAFETY IS EVERYBODY'S RESPONSIBILITY

Keep your work area tidy. Route any extension cables safely so they are not a trip hazard. Clear away packing material and scrap or surplus material as soon as practical. When you go for break, don't go empty handed – take one piece of waste to the skip.

Remember to segregate your waste!



WORK AT HEIGHT

Work at height always poses a risk, it's possible to have a fatal accident just from falling from the bottom rung of a stepladder.

The Work at Height Regulations 2005 should have been taken into account when planning your work and writing your Method Statement to ensure the equipment you will work from provides a safe working platform or other measures have been taken to reduce the harm from



All those who use modular towers which they put up themselves must be trained to erect them and proof of this training will be required

Those who drive Mobile Elevating Work Platforms (MEWP's) must be licensed to drive the type of equipment they are using.

NEVER alter fixed tube and fitting scaffold - this must only be done by a trained scaffolder.

TOOLS



Many different types of tools are used by the different trades which work on site to construct a completed building

These tools all have individual risks which those who use them must be aware of. Those who use tools must be competent to use them



Have you been trained how to use all the tools you use as part of your work?

Tools must be safe to use and in serviceable condition. Electrical tools, including extension leads and splitter boxes must be PAT tested to ensure their electrical safety. All site tools are 110 volts or if 240 volts have a permanently built in Residual Current Device

Don't overlook hand tools. These must also be in safe condition to use. No loose hammer heads, missing hand grips etc.

