



SITE RULES

Contract/Job Name	The Paddocks
Contract/Job Number	PD

1 INTRODUCTION

This document details the rules for working on site. All personnel, subcontractors and visitors must abide by these rules. Anyone contravening these rules risks being removed from the site. Site Rules are designed to protect the health, safety and welfare of all personnel on site and members of the public who could be affected by the works. It is paramount that all personnel, subcontractors and visitors to the site are familiar with these rules and have agreed to abide by them by signing a register.

A copy of this document will be given to all personnel during their Site Induction and a copy will be displayed in a prominent place in the welfare facility.

2 ACCIDENTS

- Report all accidents, incidents and “near misses”, even if minor, to the site manager/foreman immediately.

3 ATTENDANCE REGISTER

- All personnel, contractors and visitors MUST sign the attendance register upon arrival at the site. Everyone must also sign out when they leave.
- Do not allow unauthorised persons or members of the public on site. Anyone noticing unauthorised persons on site must notify the Site Manager/Foreman immediately.

4 FIRE

- The ‘Responsible person’ under the RR(FS)O 2005 is- Do not obstruct fire extinguishers and fire points.- Do not obstruct fire exit routes.- Inform the Site Manager/Foreman of any fire immediately.

5 HEALTH & SAFETY POLICY

- Your conduct must comply with the Organisation's Health & Safety Policy and these Site Rules at all times.

6 LADDERS

- Damaged ladders must be removed from site immediately.
- Only rest ladders against solid surfaces and not on any fragile or insecure material.
- Ladders must be footed and/or tied.
- Fully extend ladders and lock them into position before using them.
- Do not overreach while using a ladder.
- Do not use metal ladders or timber ladders with metal reinforcements in the vicinity of live electrical services.
- Use ladders only at 75° (4 up:1 out).
- Ladders must extend 1.05m above stepping off point.

7 METHOD STATEMENTS

- Method Statements, where provided, must be followed by all operatives.

8 PLANT & EQUIPMENT

- Do not operate any plant or equipment unless you have relevant training and have been authorised to do so by the site manager/foreman.
- Do not ride as a passenger on any plant vehicle unless there is a specifically designed passenger seat.

9 PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Hardhats, safety shoes/boots and hi-visibility vests must be worn at all times on site.
- Specific tasks may also require additional PPE – you MUST also make sure you comply with this requirement – this may include ear protection, masks, gloves etc.

10 ROOF WORK

- No access to roofs except to persons specifically authorised by the Site Manager/Foreman.
- Mobile tower scaffolds will only be used with wheels locked and will only be moved when empty.

11 SCAFFOLDS

- Do not erect, alter or dismantle scaffolding unless you hold a relevant training certificate and have been authorised to carry out this work by the Site Manager/Foreman.

12 SITE SPECIFIC RULES

(Any rules relating to the conditions or working methods of a specific site to be inserted here.)

13 TIDINESS

- Clean up after yourself.
- Ensure the site is kept clean and tidy at all times. It is everyone's responsibility.

14 TRAFFIC

- Site speed limit is 10mph.
- No vehicle to reverse without supervision.

15 WELFARE

- Use the designated welfare facilities only. Report dirty or broken facilities.
- Eating or drinking in the workplace is forbidden. Eating and drinking is only permitted in the designated welfare area.
- No alcohol or drugs are permitted on site. Any person suspected to be under the influence of alcohol or drugs will be removed from site immediately.
- No horseplay will be tolerated. Offenders may be asked to leave the site.
- Smoking is forbidden on site except in the designated area of the welfare facilities.