*This document is intended as a guide for covering a Site Induction which is required under the CDM Regulations. It must be carried out prior to allowing personnel to commence work on site. All personnel must sign an acknowledgement of attendance.*

**1.0 Introduction**

* It is the intention of the COMPANY Construction to establish and maintain the highest standards of health and safety at all times whilst in the pursuance of project objectives. This can only be achieved by mutual commitment and it is expected that the employee contribution will be as positive as the Company’s.
* All employees must be familiar with the requirements described in the Company health and safety policy prior to work commencing.
* All inductees will be expected to sign a register confirming their attendance on this induction and their full intention to support the requirements of the Company.

**2.0 Company Safety Policy Statement**

* The Company safety policy sets out clearly the minimum aims to be met during all works activities and all related functions. These aims are:
* To safeguard the Health, Safety and Welfare of all employees and any other persons who may be affected by the Company activities. Adopting a proactive approach to situations, conditions or equipment and eliminating will do this or adequately minimising potential hazard before it is realised.
* To provide all employees with the necessary instruction in safe working practices by way of comprehensive method statements and safe systems of work.
* To control the work areas with Company safety rules whilst fully supporting all other instructions from controlling authorities.
* To provide a safe working environment by full risk assessment and the identification and provision of such controls to eradicate or minimise risk and by providing such equipment as is necessary.
* To provide adequate welfare, first aid, fire fighting equipment, accident and ill health prevention to contribute to all round better standards.
* To provide, develop, improve and maintain plant, equipment and buildings at all times including access and egress so as to constantly provide a safe working environment.

**3.0 Environmental Policy**

* All Company activities must be in accord with local environmental controls and requirements. Areas giving rise to concern regarding adverse impact from Company activities or those of other contractors must be brought to the attention of the site manager.
* Environmental objectives are to be implemented by the Company to establish:
* The prevention of pollution of air, waters and ground.
* Compliance with environmental legislation both national and local.
* An adequate information and training system for employees to provide the necessary knowledge for sound practices.
* Practical measures to start and maintain energy conservation procedures.
* Selection and use of low impact materials and substances and a comprehensive information system providing knowledge of these to clients and others who may be affected by them on our sites.
* Minimal waste production and a recycling programme where practicable for that which is produced. Also to ensure that disposal is only through safe and authorised means.

**4.0 Employees Duties**

* Sections 2 - 6 of The Health and Safety at Work etc Act 1974 places a general duty of care on employers, (and manufacturers and designers), to ensure, as far as is reasonably practicable, the health safety and welfare of its employees. They must provide and maintain safe places of work including plant, equipment, materials and substances used.
* Section 7 of the act places a reciprocal duty on employees in that they must carry out their duties to ensure, so far as is reasonably practicable, their own health and safety and that of others who may be affected by those actions.
* Employees are required to:
* Co-operate with their employers.
* Use anything provided for their health and safety, (harnesses, helmets, gloves, masks etc), properly and diligently.
* Not to interfere with anything provided for health, safety and welfare.
* Comply unreservedly with all the requirements of Company and site-specific safety rules.
* Conform to any instructions given by site supervisors, managers or safety advisors.
* Report all potential hazards to site supervisors.
* Report all defective equipment to site supervisors.
* Report all accidents, near misses and receive treatment for any injury received.
* Carry out all works in a safe and orderly manner.

**5.0 Personal Protective Equipment**

* Personal protective equipment is provided after detailed analysis has shown that a risk to personal safety and health still exists after all practicable control has been extended. It is in effect a last resort.
* The Company provides selected protective equipment and requires all employees to:
* Wear boots with toe, sole and heel protection at all times.
* Wear hard hat head protection at all times.
* Wear goggles, glasses or visors during all cutting, grinding, sawing and welding works.
* Wear hearing protection when instructed to do so. Remember it is your right to ask for protection at 80dB(A) levels and mandatory at 85dB(A) levels.
* Wear gloves during material or substance handling.
* Wear harnesses clipped on to a suitable anchorage point where fall potential exists.
* Protective equipment that does not function properly or is damaged must be reported to site supervisors for replacement.
* The law does not allow employers to charge for this provision however, abuse of equipment can be interpreted as a statutory breach and can be prosecuted. The alternative is to look after your equipment to ensure it lasts as long as is reasonable to expect.

**6.0 Housekeeping**

* All construction sites are untidy. The degree of untidiness directly reflects both a poor management attitude and employees low standards of work practices.
* Accident statistics provided sufficient evidence to support the introduction of a specific regulation in the Health, Safety and Welfare Regulations 1996, (Regulation 26), which simply states that all construction sites must be kept tidy.
* The Company requires all employees to:
* Keep all accesses clear. All stairways, passageways and gangways must be kept free and clear of materials, supplies and other obstructions. Blocking an emergency route can cause death.
* Store materials and equipment safely. Do not lean glass or units against scaffold guardrails unless they have been so designed and constructed to take the weight. Store away from openings in platforms, edges of hoists, ladder accesses and other floor openings.
* Clean up spillages and excessive quantities of waste material regularly. If it is not your mess or you cannot identify the substance, cordon the immediate area and seek assistance through the supervisor.
* Keep the work area clear. Tools not in use must be replaced in tool bags or boxes. Remove scrap, off cuts etc to the appropriate disposal point.
* Keep the welfare facilities clean and report any misuse. These facilities are provided for the benefit of all on site, one idiot can cause a lot of discomfort.

**7.0 Risk Assessments, Method Statements and Safe Systems of Work**

* YOUR COMPANY has assessed Risk Assessments and Method Statements on all of the works activities and areas in which you will work. The areas covered are:
* Working at height.
* Excavations
* Low voltage tool use.
* Confined Spaces.
* Hand Tools.
* Manual Handling.
* Lorry loading/unloading.
* Asbestos.
* Working with foul water.
* These assessments are not cast in stone and employees must contribute to change in them wherever improvement is required.
* Approved Method Statements are the only procedure allowed for each described activity following the guidelines established by approved codes of practice and safe systems of work. If there is a flaw then change must be effected through the site manager.
* If an employee chooses to work outside the parameters set by the method statement and an accident or damage is caused as a result of this deviation, then legal action against the individual may be taken by YOUR COMPANY .

**8.0 COSHH and Dangerous Substances**

* Before using any chemicals, paints, oils etc, make sure that you know how to use them properly and also to dispose of them in the way described by the manufacturer.
* The Control of Substances Hazardous to Health Regulations as amended identifies those substances with particularly hazardous potential and define clearly exposure limits. A requirement of these regulations is for employers to carry out suitable and sufficient assessment on all substances to establish adequate controls to ensure safe use.
* The Chemicals (Hazard Information and Packaging) Regulations as amended are the instruments, which provide the substance safety data sheet. It is this sheet from which is extracted the information to produce the COSHH Assessment sheet available to you as information. This must be read prior to first or irregular use of any substance with harm potential.
* The Company requires all employees to:
* Read and understand the labels on all containers before transport, use or disposal of any substance used by the Company.
* Follow all instruction on labels and/or data sheets to the letter.
* Report any hazard or defect to the site supervisor immediately; never assume someone else will do it.
* Never combine different substances unless the data sheet describes it is safe to do.
* Report any damaged or missing labels or data sheet to the site supervisor immediately. No label or sheet means do not use.
* Report any spillage or leaks to the site supervisor.
* Use the protective equipment provided.
* Not use solvents as skin cleansers.
* Separate work substances from food and drink sources.
* Employ good personal hygiene practices. Wash before toilet and eating activities and always re-apply any barrier substance before commencing work.

**9.0 Plant and Equipment**

* All plant and specialised equipment users must be suitably qualified and hold the relevant certification of training.
* In line with the requirements of the Provision and Use of Work Equipment Regulations 1998, plant and equipment must hold current inspection and maintenance records.
* All equipment must undergo regular inspection by the user and the site supervisor with a record of such inspection maintained. Damaged or defective equipment will not be allowed on any site.
* Personal tools will only be allowed if they conform to the requirements described to maintain the YOUR COMPANY obligation to the provision of a safe place of work.

**10.0 Electricity**

* Electricity provision on construction sites for power tools and plant equipment is transformed to 110v. This is still potentially harmful and must be treated with the same respect afforded to normal supply.
* Regarding electrical equipment use YOUR COMPANY requires that:
* All plugs and cables of hand held electrically powered tools are in good condition.
* Employees do not attempt repair to any equipment.
* Modifications and improvisations are not performed.
* Damaged equipment is removed for immediate repair by a competent person.
* Equipment is not raised or lowered by the cable.
* Trailing leads are concentrated and clear of walkways.
* Hired in equipment meets all statutory requirements ie: maximum rotation speeds, maximum wattage/amps etc.
* All unidentified cables and equipment must be assumed live before making contact to ensure a cautious approach.
* Care must be taken when moving mobile towers in the vicinity of overhead cables. Always assume overhead cables are live. What looks like a telephone cable can actually carry 11Kv.
* Always switch off and isolate all equipment after use.

**11.0 Fire Prevention**

* As part of the provision of a safe place of work the current Construction (Design and Management) Regulations place a duty on the Site Manager / planning supervisor to ensure adequate emergency procedures are in place.
* Fire can and does kill. The construction industry is no less susceptible to fire than any other place of work and it is part of the general duty placed on all employees to co-operate with employers in the maintenance of safe places of work to ensure that fire preventative techniques are employed.
* YOUR COMPANY requires that:
* All employees / contractors are familiar with site fire plans and emergency procedures prior to starting work. If none are available do not start work and inform the site supervisor.
* Employees / contractors must be familiar with the types and locations of fire extinguishers on the site, and may use them if required. Individuals must consider the immediate situation and not put themselves in danger
* All local site rules governing fire prevention are to be adhered to. Notwithstanding these, the following general requirements must be employed:
* It is a general requirement that the site is a designated No Smoking Zone. Smoking will only be allowed in specifically designated smoking zones or outside the site boundary.
* Never use unofficial heating, lighting or cooking appliances.
* Do not place wet clothes directly on heaters, and do not leave them overnight adjacent to an ignition source.
* Do not allow combustible material to accumulate.
* If carrying out hot works, ensure a Hot Work Permit has been raised and controls put in place. Have a suitable fire extinguisher to hand when carrying out hot work.
* Know the site fire plan and locations of fire points.
* Follow emergency procedures if a fire is discovered. Raise the alarm, evacuate but do not put yourself at unnecessary risk.

**12.0 First Aid, Accident Reporting and Emergency Procedures**

* First aid is available by YOUR COMPANY, via the site office.
* The accident form must be filled in with all accidents, however small, on the day of occurrence. This form is kept as a record, required by law and may offer support to compensation claims and defence on subsequent personal related injury.
* Reportable injuries or incidents will be recorded by the site manager. The company management or safety advisor will ensure that these are reported in compliance with RIDDOR, and will carry out a formal investigation in all such instances and publish a report of his findings. If you are involved, your contribution will be considered in order to prevent further occurrence.
* Emergency first aid assistance is available on site, but can also be obtained through the normal emergency services and does not require permission prior to contact, if its needed, get it.
* If you feel unwell during work it must be brought to the attention of the Site Manager who can take steps to assist. It could be that others are feeling the same which could indicate an adverse situation.

**13.0 Manual Handling**

* The current Manual Handling Operations Regulations place a duty on employers to make suitable and sufficient assessment of risks presented through manual handling practices. These are addressed in the risk assessments covered previously.
* A common sense approach is the best guideline for lifting practices, if it is too heavy or awkward either:
* Get mechanical assistance.
* Get physical assistance from a colleague.
* If a suitable assessment is not in place, do one and report to the Site Manager for inclusion in the Company safety file.

**14.0 Restricted Areas**

* A restricted area on site is an area where a particular hazard is presented by a work activity and can cause harm to peripheral workers or others.
* It will be determined by a physical barrier. This can be either signed fencing or tape; in either circumstance unauthorised contractors or Others must not cross such barriers for any reason.
* All such areas will be identified at Site induction and also be shown on the site plan where appropriate.

**15.0 Permit to Work**

* A permit to work is a control system used where a potentially dangerous operation requires stringent monitoring. Areas where permits will be employed are:
* All hot works where a risk of fire or delayed combustion exists.
* Work on live electrical conductors.
* Work in confined spaces.
* All excavation works.
  1. The permit clearly identifies the hazards presented and stipulates the precautions to be taken. It also shows the authority for works and the time limitation imposed.
  2. A permit must be adhered to without deviation.

**16.0 Confined Spaces**

A confined space is where a potential for oxygen deficiency exists and the risk of harm is considerable. Areas that are classed as confined spaces include:

* 1. Pipes, vessels or containers that may have held flammable or toxic liquids, gases or dusts.
  2. Inspection chambers for drains. At any depth.

Areas of work with locally built restrictions where an accumulation of fume, gas vapours or dust establishes a dangerous atmosphere. Such activities include:

* + 1. Welding
    2. Burning
    3. Cutting
    4. Grinding
    5. Chemical use.
    6. Adhesive or solvent use.
    7. Spray or brush applications
    8. Surface coatings
    9. Fuel mix and subsequent combustion
    10. Oxygen enrichment from cylinder supply
    11. Organic decomposition

Section 15 describes the permit system that must be used if confined space hazards are anticipated.

**17.0 Health, Safety and Welfare**

* The facilities provided are for the comfort and benefit of all on site and must be treated the same as you would your own at home. Severe disciplinary action will be taken by any employee found to be abusing these facilities.
* If you see any person abusing facilities then report to the site supervisor who will take the necessary steps to have the wrongdoer removed.
* If there is anything required of the facilities inform the site supervisor who will address the situation.
  1. **Site Specific Points**
* All operatives must be aware of Key Personnel on their site, such as:
* Client.
* Project Manager.
* Site Manager.
* First Aider.
* During the principal contractor’s induction every operative is to be aware of the Fire Safety Plan:

1. Assembly Areas.
2. Fire Points.
3. Fire Alarm.
4. Action on discovering a fire.
5. Emergency Escape Routes.

* Asbestos:

1. Asbestos Refurbishment / Demolition Survey Report
2. Principles of Assumption.
3. Actions on.

* Needle sticks:

1. Actions on discovery.

* General Points:
* No smoking on site other than designated smoking zones.
* Noise.
* Vibration.
* Certificates.
* Risk Assessments
* COSHH Assessments
* Method Statements.

**ANY QUESTIONS ?**

Ensure all employees sign the induction register on completion.