1. **All personnel will sign in on arrival at site, and sign out on leaving site.**
2. **All personnel will be required to wear Safety Boots, Hi-Viz jackets and Safety helmets at all times.**
3. **NO SMOKING is allowed within any part of the building or site cabins.**
4. **Operatives undertaking “Hot Work” activities ( welding, grinding, cutting or burning) will require a “Hot Work Permit” from the Site Manager prior to commencing operations. Suitable preparation to prevent fire will be a pre-requisite.**
5. **All activities must be carried out by personnel wearing appropriate personal protective equipment for the task. E.g. Safety goggles / safety glasses, dust masks, gloves, hearing protection as specified in relevant Safe System of Work.**
6. **Personnel must not use plant or equipment for which they have not been trained or authorised.**
7. **Personnel must not attempt to ride on plant which has not been designed to carry additional persons.**
8. **A Permit to Dig must be obtained before any excavation works are started.**
9. **Do Not enter any excavation unless authorised.**
10. **Do not work near any edge from which you could fall and cause yourself harm. It is a legal requirement to work with edge protection, and if not feasible, to use suitable safety harness securely attached to prevent falling to ground.**
11. **Scaffolding may only be erected, adjusted or dismantled by trained, authorised personnel.**
12. **All personnel should inspect scaffold structures prior to use, and report any defects for rectification before using them.**
13. **Only trained competent, authorised personnel may erect, adjust or dismantle falsework or excavation supports**
14. **Personnel using plant, equipment and tools are responsible for visual examination of said equipment for mechanical condition. Any defects should be reported and repair / replacement arranged.**
15. **DO NOT USE ANY FAULTY OR DAMAGED EQUIPMENT.**
16. **All personnel are required to Report all Accidents to their Supervisor.**
17. **All personnel to Report any unsafe working practices to their Supervisor**
18. **All personnel must be familiar with the content of the Method Statement pertinent to the task they are carrying out. They must comply with relevant Safe Systems of Work.**
19. **When working with Hazardous substances, personnel must be familiar with the risks and potential for harm from the substance, COSHH assessments must identify these issues and provide suitable controls.**
20. **Welfare facilities are provided and available for use by all. Individuals are required to leave the facilities in good condition after use.**
21. **Materials storage space will be allocated on request, no sub-contractor may off-load materials without permission from the Site Manager.**
22. **All personnel must be familiar with the arrangement of Emergency Exits and location of Fire Fighting Equipment. See Site Plan indicating Exits, Equipment locations and Assembly point.**
23. **The Emergency Alarm may be raised from every Fire Board, requiring all personnel to evacuate to the Assembly Point and Report**
24. **No-one is to interfere with equipment provided in the interests of Health and Safety.**
25. **All spillages of oil or any other liquid substance must be reported and cleaned up immediately using suitable spill kit and PPE. Any difficulties must be reported immediately.**
26. **Do not attempt to repair or adjust any plant or equipment if you are not trained and authorised.**
27. **Weils Disease is a serious and sometimes fatal infection that may be transmitted to humans having contact with urine from infected rats. It is possible in areas of water and surrounding vicinity. All personnel should exercise care by washing hands prior to eating, drinking and smoking.**
28. **If in doubt about any issue, Ask your Supervisor or the Site Manager.**