

**Works Procedure 3
Master Copy**

SITE RULES

- 1.0 Purpose and Application**
What we expect of you on site.
- 2.0 Related Documents**
Health and Safety Procedures Manual
Induction
- 3.0 Site Rules**

Rules placed upon employees of G.D.Parvin Ltd and its sub-contractors will be adhered to, and operatives will be briefed on the requirements of specific site rules, during induction training prior to commencement of any work on site. In general safety rules and procedures will be monitored by the sites main contractor and the company management. Safety advisory visits will take place when deemed necessary by either the company management or when dictated by other controlling bodies. Standard company site rules include:

- 3.1.1 All operatives must make themselves aware of any plant and vehicles that are operating in the areas of their work, and take steps to warn others of the dangers posed by such equipment.
- 3.1.2 Plant and equipment may only be operated by competent, trained and authorised persons.
- 3.1.3 When deemed necessary (through risk assessment or by client's rules) operatives must wear any PPE that is required, this may include, high visibility clothing, safety footwear, safety helmets, safety goggles, gloves and ear protection.
- 3.1.4 The practice of good housekeeping is to be employed at all times. All stored materials are to be safely stacked and all rubbish is to be removed from site at all practicable opportunities.
- 3.1.5 Work supervisors have overall responsibility of site safety and as a result all instructions issued by supervisors must be adhered to.
- 3.1.6 All operatives must be aware of 'trespassers' entering the working area, every effort must be made to restrict access to unauthorised personnel, particularly children.
- 3.1.7 Horseplay of any description is prohibited whilst at work.
- 3.1.8 Consumption of alcohol within the bounds of the site is prohibited. Any person deemed to be under the influence of alcohol or drugs will not be allowed to work, and may have disciplinary action taken against them.
- 3.1.9 Access and egress from sites / places of work are only to be by authorised points, and by no other routes.
- 3.1.10 All operatives are to familiarise themselves with any emergency procedures / safety precautions that pertain to the site.

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G.D.Parvin Ltd. QUALITY MANAGEMENT SYSTEM

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- 3.1.11 No domestic pets are permitted on site. No unauthorised children on site.
- 3.1.12 It is forbidden to bring on site any form of firearm.
- 3.1.13 The Company reserves the right to evict or refuse entry to any person for any reason which might have an adverse effect to site safety or good conduct.
- 3.1.14 All recognised hazards or unsafe procedures observed by operatives must be reported to the site supervisor.
- 3.1.15 No work may be carried out from, or close to, a road carriageway or central reservation, without proper traffic management, coning, barriers and signage in place as laid down in the New Road and Street Works Act.
- 3.1.16 No work will be carried out in amongst other contractors such as paving gangs, utility contractors or others digging holes, or around moving plant or equipment.
- 3.1.17 No steps or ladders will be erected on anything other than firm even ground or paving slabs.
- 3.1.18 All street furniture must be guarded with barriers, including wet paint signs, from priming to curing of final coat.
- 3.1.19 Safety vests or jackets, steel toed boots and, where applicable, hard hats must be worn at all times on all sites.
- 3.1.20 Risk Assessments for specific activities will identify other PPE required.
- 3.1.21 Barrier cream, gloves and overalls must be used or worn at all times on all sites.
- 3.1.22 All personnel are instructed to wash hands before eating or drinking. (Ref Weils disease etc in dirty water)
- 3.1.23 All dangerous incidents, accidents or near misses must be reported to the Site Foreman.
- 3.1.24 If you witness a near miss of whatever type fill out a near miss report card.
- 3.1.25 All operatives are required to attend safety induction and regular toolbox talks.
- 3.1.26 Only trained operators may operate plant, equipment and vehicles.
- 3.1.27 Valid Certificates from recognised training courses are required for authorisation.

4. Records

Site Rules Induction

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