

## **19.2 Site Rules**

### **Briefing Guidelines**

- No-one is permitted to carry out work on this site before being briefed on these Site Induction/Site Rules.
- This briefing must be carried out by BBRCEL Site Management.
- Sub-contract supervisors are responsible for briefing their own workforce in their own Risk Assessments, Method Statements and COSHH Briefings. Records of these briefings must be available on site at all times for inspection by BBRCEL. Sub-contract personnel working to BBRCEL Risk Assessments, Method Statements and associated COSHH requirements shall be briefed by BBRCEL Site Management

### **Health and Safety**

#### **1. Purpose**

- 1.1. The purpose of this briefing is to help prevent accidents and to actively seek the reporting of near misses and to comply with company policy and the law.

#### **2. Employees Responsibilities**

- 2.1. Under the Health and Safety at Work Act, your responsibilities are to:
  - Take reasonable care for the health and safety of yourself and others who may be affected by your acts or omissions at work.
  - Co-operate with your employer and BBRCEL Site Management, as far as may be necessary, to enable them to carry out their legal duties in health and safety matters.
  - Not to intentionally or recklessly interfere with anything provided for the health, safety and welfare of yourself and others.

#### **3. Booklets**

- 3.1. The “Site Safety Guide” and “TakeCare Booklet” are issued to all personnel. The contents give general guidance and apply in full to this site.

## 4. Project Details

### 4.1. Brief Project Description

\* Insert Description\*

Client: Scottish Water

### 4.2. Key Contact Details

Client: Scottish Water

Principal Contractor: Balfour Beatty Regional Civil Engineering Ltd

Contract Details: NEC Contract

BBRCEL Contractor's Agent \*Insert Name\*

BBRCEL Foreman: \*Insert Name\*

BBRCEL Agent: \*Insert Name\*

## 5. General

### 5.1. The following articles are prohibited and must not be brought to site:

Portable radios/CD's etc  
Alcohol,  
CB radios,  
"Walkman" type equipment,  
Non-prescribed drugs

### 5.2. Anyone who has a medical condition that may give rise to difficulties for themselves or others on site should report the matter in confidence to BBRCEL staff.

Examples would be: heart condition, vertigo, asthma or epilepsy.

### 5.3. All visitors must be directed to the BBRCEL site office.

### 5.4. Anyone who acts in an aggressive or offensive manner towards a member of the public, clients staff or any other persons will be excluded from the site.

### 5.5. Alcohol and Drugs – BBRCEL has a policy of zero tolerance in respect of any person carrying out duties or work on this site having consumed drugs or alcohol.

Random screening for alcohol and drugs may be carried out and specific testing may be undertaken on reasonable suspicion or following a work related accident or incident.

A copy of the Alcohol and Drugs policy is displayed on the site notice board and you should familiarise yourself with the contents.

- 5.6. Mobile phones must not be used whilst driving or operating plant, personnel on foot must ensure that they are in a safe area before taking or making calls, any calls made or received on a mobile phone should be essential calls only, social calls should be made outside the working site and out with working hours.

## **6. Personal Protective Equipment**

- 6.1. High visibility jacket/vests, safety helmets, gloves and safety footwear (incorporating steel toe-caps and mid-sole) must be worn at all times.
- 6.2. Other P.P.E. must be worn during operations with specific health and safety risks, e.g.:

Safety goggles for protection during all cutting, grinding and drilling operations or where there is risk from impact, dust, chemicals or hot metal.

Respirators for protection from dust, fume or mist may require to be worn, you will be given a briefing on the COSHH assessment and issued with the appropriate respirator.

Hearing protection during all operations which produce noise above the level at which you need to raise your voice to be heard, information about noise produced by tools and plant is displayed on a poster in the canteen.

- 6.3. Stocks of all necessary PPE are held by the BBRCEL site staff for directly employed personnel, subcontractors should be provided with PPE by their employer.

## **7. Reporting Of Accidents, Incidents And Near Misses**

- 7.1. All accidents must be recorded in the Accident Book, which is held by the BBRCEL staff.
- 7.2. BBRCEL staff must immediately be informed of “near misses” or any unsafe conditions, including tools, plant and equipment.
- 7.3. Hazard/Near Miss report cards are available on site to record any concerns you may have with any aspect of site operations. Serious or imminent risks should be brought to the attention of a supervisor immediately.
- 7.4. Balfour Beatty encourage a behavioural safety approach towards accident prevention on this site. This is known as “Take CARE” initiative. Your supervisor will brief you on the operation of this system. Serious or imminent risks should be brought to the attention of a supervisor immediately.

## **8. Plant**

- 8.1. Vehicles with restricted rear view vision must have a trained and authorised plant and vehicle banksman in attendance when reversing.
- 8.2. Items of plant such as dumpers, rollers, aerial platforms etc, must only be operated by persons who are competent and authorised by Site Supervision. Plant operators must be in possession of a CITB CPCS for the item of plant they are intending to operate. Where a CPCS is not available for the category of plant, site management in consultation with the safety dept, may allow other forms of certification.
- 8.3. Under the Provision and Use of Work Equipment Regulations (PUWER), there is a general requirement to be trained to use or carry out adjustments to most power tools eg woodworking machinery, cartridge tools, stihl saws etc, such operations will be authorised by site management.
- 8.4. Plant and vehicle operators must not carry passengers unless the vehicle is specifically designed for that purpose with fixed seating and seatbelts. Other personnel must not request a lift, nor travel as a passenger on a site vehicle unless it is designed for that purpose, failure to comply with these instructions may render such persons liable to prosecution and disciplinary action.
- 8.5. Follow designated pedestrian routes. Do not walk in the vicinity of mobile plant unless this is directly relevant to the task you have been instructed to carry out, e.g. banksman.
- 8.6. Vehicle operators must produce a copy of their Driving Licence (including the endorsements page) prior to driving a company vehicle.
- 8.7. Towing of Plant and Equipment on Public Highways must not take place unless the Plant or Vehicle operator has the correct competency (CPCS card, (where applicable) and valid driving licence), towing arrangements have been assessed, manufacturers towing information has been briefed and site management have approved it.
- 8.8. When an excavator is used as a Crane the operator must have undertaken additional training before the machine can be used to lift.

## **9. Confined Space**

- 9.1. Do not, under any circumstances enter a confined space unless you have been trained, you have all of the necessary equipment, and you have been directly instructed by BBRCEL staff.

## **10. Scaffold**

- 10.1. Do not take access to scaffolding unless instructed to do so by BBRCEL site staff.
- 10.2. BBRCEL operate the “Scafftag” system and this must be adhered to.
- 10.3. Access scaffolding only by the ladders or stairs provided - do not climb on the scaffold.
- 10.4. Do not alter, or interfere with scaffold in any way unless you are trained to do so and are under the direct instruction of BBRCEL site staff.

## **11. Excavation Work**

- 11.1. Do not carry out any excavation work, by hand or machine, until you have been instructed to do so.
- 11.2. Do not carry out any excavation work until you have been told by BBRCEL staff that all underground services in the area have been located, once exposed all services must be protected. A permit to dig will be in place for this work, including a sketch with all services marked up in colour, do not proceed with any excavation work until you have been briefed on the permit and sketch. If you encounter any unmarked services stop work and contact the Foreman.

## **12. Hazardous Substances (COSHH)**

- 12.1. A site file is maintained by \*Insert Name\* which contains all COSHH Assessments and it is essential that proper procedures, as laid down by the manufacturers, are used when handling their materials.
- 12.2. You must be briefed by your supervisor on the risks from the material and be issued with all necessary PPE required.
- 12.3. If you are in any doubt seek the advice of your immediate supervisor.

## **13. Electrical Equipment**

- 13.1. Only equipment operating at 110 volts is permitted on this site.

## **14. Material Handling**

- 14.1. Do not sling loads unless you are a properly trained and certificated CPCS slinger/signaller and are authorised by BBRCEL site management.
- 14.2. Do not manually handle loads in excess of what you can safely and comfortably handle.
- 14.3. In any situation loads in excess of 25kgs should not be lifted by an individual. If there is a requirement to lift a load greater than 25kgs consult with the Site Foreman to ensure that the necessary mechanical handling equipment or assistance is available.
- 14.4. Do not use any item of lifting equipment unless the Site Foreman has confirmed that it is properly certified and satisfactory for the task in hand. The use of “unauthorised” slings, chains, shackles etc., is strictly forbidden. BBRCEL operate a colour code system for lifting equipment. The current colour code is green.

## **15. Setting Out**

- 15.1. Steel pins must not be driven by one individual, unless a light hammer is used. If a heavy hammer is to be used, then two people should be involved - one to hold, one to hit.
- 15.2. If kerb pins or setting out pins are to be driven into the ground ensure that the area has first been checked to ensure there is no risk of striking any underground services, most especially electrical cables.

## **16. Welfare Facilities**

- 16.1. Canteens, toilets and drying rooms are provided for your welfare and comfort. Anyone found defacing or abusing these facilities will be liable to be removed from site.
- 16.2. Care should be taken to ensure that heating appliances are used safely. Items of clothing must not be hung directly above heaters.
- 16.3. Smoking is not permitted.
- 16.4. Food and drink must be consumed only in the welfare facilities.

## **17. Housekeeping**

- 17.1. Your workplace must be kept tidy during and after work. Rubbish must be placed in the bins or skips provided and not discarded on the site.
- 17.2. Site fencing and pedestrian fencing must remain in place. If there is a requirement to open it for access purposes then ensure it is immediately reinstated.
- 17.3. Private vehicles may only be parked on the site by agreement with the Agent.
- 17.4. Ensure that openings such as manholes and gully pots are securely covered at all times. If the cover must be removed temporarily, then physical barriers must be provided around the opening.

## **18. Further Briefings And Instructions**

- 18.1. There are detailed Risk Assessments, Works Procedures and/or Method Statements for all of the operations involved in this project. The site staff will give you any necessary briefings and instructions for the operations you take part in. Additionally relevant toolbox talks will be given on a regular basis.

## **19. Emergency Arrangements**

- 19.1. The Site Safety and Emergency Arrangement Chart gives details of the locations of key equipment and telephone numbers for the organisations to be contacted in the event of an emergency.

Copies are posted at Site Office and Canteens

## **20. First Aid**

- 20.1. The First Aiders on this site are \*Insert Name\*.
- 20.2. First Aid supplies are available at the site office.

## **21. Permits**

- 21.1. On this site, formal permits must be in place before any of the following operations may be carried out:
  - Hot Works
  - Confined Space
  - Excavations

**\*Add as Required \***

## **22. Workforce Consultation**

22.1. This site operates an “Open door” policy which actively encourages employees to raise concerns they may have regarding health, safety or welfare with the site management. Anyone raising such a concern shall receive a fair hearing and be spoken to in a civilised and reasonable manner. To support this policy the company has in place a health and safety consultation process. Supported by regional and head office management this gives the right of any individual on site to raise a health and safety issue, these can be raised with the site team verbally, in writing using a Hazard/ Near Miss Report card, or in the case of a situation where you are dissatisfied with the operation of the consultation process or wish to raise an issue confidentially, by phone to the head office safety department. Posters which fully describe this process are displayed on the canteen and office notice boards.

22.2. The Workforce Safety Representative on this site is **TBA**.

## **23. Environmental**

23.1. Green Issue Poster identifying minimum company environmental requirements is on display in the Canteen and Offices. The contents of this document are required to be met on all BBRCEL sites.

23.2. Drip trays to be placed under items of static plant.

23.3. All barrels to be stored in areas provided

23.4. No barrels or containers containing oil, fuel or chemicals to be left on site unattended

23.5. In the event of a spill report it to your supervisor

23.6. No burning of materials is permitted on site

23.7. Do not carry out any work outside the site boundaries

23.8. The "Green Issue Pocket Guide" is issued for your reference.

23.9. Ensure correct waste is put into the correct skip.

23.10. Switch off all plant when not in use

23.11. Only nominated and trained personnel shall carry out fuelling operations.

23.12. Report environmental incidents or complaints to your supervisor.

## **24. Quality**

- 24.1. It is essential that work is carried out in line with the contract requirements and the BBRCEL systems. Therefore please follow instructions and if work appears to be carried out incorrectly, please inform your supervisor before we go too far and it is covered up. If in doubt please ask!

### **FINALLY**

**If, at any time, you are unsure of the way in which a task should be carried out, or of the safety precautions to be taken, then you should IMMEDIATELY stop work and seek guidance from BBRCEL staff.**

**If in doubt .....ASK.**