

Site Induction & Rules

Site Induction Rules

1. All site staff and visitors must sign in and out of the site using the site diary.
2. All deliveries are to be recorded in the site diary
3. Hard hats and protective footwear are to be worn on site at all times unless relaxed by the site supervisor.
4. All materials not to be used immediately must be stored as per the direction of the site supervisor. As a rule all materials must be fixed within 48 hours of delivery.
5. Sub contractors remain responsible for the safe keeping and insurance of equipment and materials left on site in connection with their trade.
6. Emergency procedures are contained earlier in this document and must be read and understood.
7. You shall not intentionally or recklessly interfere or misuse anything provided to safeguard your safety or that of others.
8. Do not enter unauthorized areas as signed.
9. Do not start work unless safe entry and exit routes are available
10. No alcohol, drugs or other illegal substances are allowed on site. Anyone suspected to be under the influence of any of the above substances will be removed from the site.
11. Never climb a defective ladder or an unsecured leaning ladder
12. Keep clear of all removals / demolitions works unless you are involved in that work.
13. Keep clear of working plant and never stand under a suspended load.
14. Do not use any tools unless trained and authorized to do so. This includes cartridge tools and abrasive wheels.
15. Ensure all manufacturers instructions are followed.
16. Never use portable appliances other than 110V or battery powered. All such equipment should be visual inspected prior to use and regularly PAT tested. All trailing cables should be adequately routed to reduce exposure to tripping hazards.
17. Hot work is subject to a permit to work and should be discussed with the site supervisor. No hot work is permitted in the last hour of work in any day.
18. Do not allow rubbish to accumulate, ensure it is disposed of appropriately.
19. Report all accidents to the site supervisor
20. All roof work must be authorized by the site supervisor.
21. The site is a no smoking area.
22. Ensure you are aware of the hazards associated with the work and the risk assessments which are available from the site supervisor at all times.

Site Induction Register

I sign to indicate I have read and understood the method statements, risk assessments and other information contained in this folder in relation to this project.

Name	Signature	Date Received
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Robert Hemming

blake mills