

Module 2

Site Induction for Barhale Employees & Sub-Contractors new to the site

IMPORTANT

To be delivered to all site personnel including existing Barhale employees who have previously received Module 1.

If they have not received Module 1 then complete that first)

Safety Communication Quality Integrity Team*Spirit* Caring Trust Pride

- Site Manager: _____
- Site Engineer: _____
- Site Foreman: _____
- TMC: _____

- Scope of the project:
 - General description of works
 - Work areas
 - Out of bounds area or other significant limitations
- Site Details:
 - Address: _____

 - Telephone: _____
 - Fax: _____

- Set out site boundaries, security arrangements, safe/designated areas, notice board locations.
- Rules of the site i.e. use of mobile phones, telephone facilities / payphone locations etc.
- Location of welfare facilities on site i.e..
canteen, toilets,
- Drying room.
- Sleeping arrangements (where applicable)

- Toolbox Talks
- Breakfast Briefings
- Site Safety Forum
- Method Statement & Risk Assessment Briefings
- Near Miss reporting
- Suggestions box or other method of putting your views forward
- Open Door Policy
- Safety Coach (if relevant to site)

- Fire and emergency evacuation procedure
- First aid emergency
- Substance emergency - locations of (significant) hazardous, highly flammable or explosive substances including gas bottles
- Other emergency evacuation procedure (if different from above)

- Name(s) of First Aid Trained and Appointed Personnel on Site
- First Aid Facilities on Site
- Emergency Services and contact details and arrangements

- What to do in the event of a fire
- Details of Fire Wardens on site
- Evacuation routes and assembly area
- Locations of Fire Fighting Equipment
- Site fire plan
- Other site specific fire precautions or issues to be aware of

- All injury accidents or incidents to be reported to your Supervisor immediately
- They should be recorded in the accident book on the same day
- Person responsible for completion i.e. who fills it in
- Where the accident book is kept on site.

- Report **ALL** near misses
- We will not blame you or take action against individuals reporting near misses.
- Barhale wishes to encourage **good safety behaviour by everyone so we can learn from mistakes**

A Near Miss Includes:

- **Unsafe condition** i.e.. no edge protection, untied ladder or trip hazard etc.
- **Unsafe Act** – working ahead of the trench support or walking under a slung load
- **Unsafe incident** – something unplanned which does not actually cause injury but may have

- Designated smoking areas
- Specific non smoking areas (hazards from flammables etc,)
- Specific non smoking site activities or work processes such as confined space work or working with flammable substances

- <<List the site rules here>>



- **Safety Helmets**
 - **High visibility** vests or jackets
 - **Steel toe capped lace up safety boots** with mid sole protection (*No RIGGER boots*)
 - **Gloves** are readily available and are mandatory*
 - **Safety glasses or helmet visors** are mandatory*
- * unless otherwise specified for particular activities or conditions by the site manager

- Permits to Work
- Hearing Protection Zones
- Crane Working / Lifting Zones
- Restricted working areas
- Designated confined spaces

- HV & LV Buried Cables
- Other buried services
- Overhead cables
- Confined Spaces
- Safe use of plant
- Site Vehicle Movements
- Lifting operations
- COSHH
- Manual Handling
- Traffic flows (road works)
- Site electrical distribution
- Working with power tools
- Hand Arm Vibration
- Working near Public
- Health Hazards (sewage)
- Security of equipment & site
- Work near/over water
- Contaminated land
- Pollution of water courses
- Waste Management

- As stated already you will not be permitted to carry out work activities without receipt of the appropriate Risk Assessment and Method Statement and briefings required for any hazardous activity
- You will now receive the relevant briefings for your work activities

- Importance of maintaining a tidy site in order to eliminate slips, trips and falls.
- Location of main skip and bin areas
- Equipment and materials local work site arrangements for storage
- Remove waste or unused materials from work areas
- Waste segregation – do not mix segregated wastes (Expensive)

- Control of Pollution:
 - Nuisance – Dust & Noise
 - Waste
 - Ground waters and watercourses including “Permits to Pump” arrangements
- Fuel/oil storage, use and re-fuelling procedures
- Site spillage response arrangements
- Waste removal from site (Transfer Notes)

Add in tasks, briefings, risks, controls etc



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End – Any Questions

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