Name of site here

VISITORS SITE INDUCTION
• **The project at Cranleigh is to install a sludge handling unit, which dewatering the sludge and produces a solid sludge cake which can be spread to land and install an odour control system**

• **The value of this project is £2 Million**

• **The drivers of the project is new legislation preventing liquid sludge being spread to land, this has to be in place by March 2011**

• **The target end date of the project is January 2011**
The environmental benefits of this project are:

- The solid cake will reduce tanker collections, thus reducing carbon emissions.
- The reduction in tanker collections will reduce the noise and vibration impacts to the surrounding environment.
- The Odour Control System will reduce the odorous impact on the surrounding environment.
I could have saved a life today, but I chose to look the other way,
   It wasn’t that I didn’t care, I had the time and I was there,
     But I didn’t want to seem a fool, or argue over a safety rule,
       I knew he’d done the job before, if I called it wrong he might get sore,
         The chances didn’t seem that bad, I’ve done the same, he knew I had,
            So I shook my head and walked on by, he knew the risks as well as I,
              He took the chance, I closed an eye,
                And with that act I let him die.

I could have saved a life today, but I chose to look the other way,
   Now every time I see his wife, I’ll know I should have saved his life,
     That guilt is something I must bear, but it isn’t something you need to share,
       If you see a risk that others take, that puts their health or life at stake,
         The question asked or thing you say, could help them live another day,

If you see a risk and walk away, then hope you never have to say,
   I could have saved a life today, but I chose to look the other way.

REPORT NEAR MISSES
GBM AIMS

- To provide all site personnel and visitors with a general awareness of Health, Safety and Environmental issues.

- To ensure site personnel and visitors are fully aware of the site specific hazards and risks.

- Prevent accidents/incidents or ill-health effects to all site personnel and visitors.

- To develop a first class safety culture where personal observations are welcomed by everyone.
WHY DO WE DO THIS?

BECAUSE WE BELIEVE THAT EVERYONE HAS THE RIGHT TO GO HOME SAFELY
• The First Aiders are identified by a sticker on their helmet or hi-viz vest with First Aider written on it.

• In the event of an accident or incident raise the alarm and inform supervisor.

• First Aid can be obtained from, (Location)

• Report ALL accidents and incidents to Site Manager or Supervisor, this includes minor cuts, scratches and grazes.
Nominated First Aiders

Insert name  Insert name  Insert name
In the event of an Emergency, such as Fire, the alarm will sound and you are to proceed to your nearest Assembly Point, which is………?

The Alarm is a, bell, air horn or siren…? (indicate which type and where)

If you see a Fire or any Emergency situation, raise the alarm immediately and inform the Site Manager.

Fire extinguishers are available in marked locations on site and are provided only as a last resort - only use them if you are trained to do so.

DO NOT put yourself or others at risk
PERSONAL PROTECTIVE EQUIPMENT

MANDATORY SITE REQUIREMENTS

- Hard hats
- Safety boots
- Hi-visibility coat/vest
- Gloves
- Safety Glasses
- Other PPE, including ear and specific eye protection to be worn as specified in relevant assessments, or as indicated by the Site Safety Signage.
FOLLOW THE SITE RULES and SIGNAGE FROM THE START

- Safety helmets must be worn on this site
- High visibility clothing must be worn in this area
- Site safety starts here
- Construction work in progress. All visitors must report to the site office.
WELFARE FACILITIES

- Welfare facilities are provided for your use. Please keep these facilities clean and tidy and place all rubbish in the bins provided.

- Toilet and washing facilities and a selection of hand protection creams are also available.

- Please report any defects or misuse to your supervisor.
IMPORTANCE OF PERSONAL HYGIENE

Remember that existing items of equipment and plant may be contaminated with sewage.

Always remember to:

• Wash and dry hands thoroughly before consuming food or smoking.
• Always apply the protective hand creams supplied.
• Wear impervious gloves
• Do Not eat and drink out on site.
Near Misses can be separated into two different categories:-

1. Unsafe Acts,
2. Or, Unsafe Conditions

Please report near misses to site management, they help prevent accidents

All accidents no matter how minor must be reported to site management immediately.
LEPTOSPIROSIS/WEIL'S DISEASE

Symptoms:

• Incubation period of 2 to 26 days (average 10 days)
• Dry cough, nausea, vomiting and diarrhea.
• Less common symptoms include joint aches, bone pain, sore throat and abdominal pain and conjunctivitis

Routes of entry:

• Through breaks in the skin, cuts, grazes etc.
• Through the lining of the nose mouth and eyes

If you develop any of the above symptoms you must report it immediately to site management. Depending on the symptoms you may need to be seen by a medical practitioner.

The card issued to you must be taken with you to the Doctors
Site Hazards

Construction sites are hazardous areas, the following hazards are frequently present on sites, this list is not exhaustive:

- Excavations
- Scaffolds
- Working at Height
- Deep Water
- Effluent
- Plant and Machinery
- Traffic Movements
- Confined Spaces
- Substances Hazardous to Health

MAKE SURE YOU ARE ACCOMPANIED ON SITE AT ALL TIMES.
Construction activities can have adverse effects on the environment. Typical nuisances which can impact the surrounding environment are:

- Noise e.g. plant, machinery and traffic
- Lighting e.g. task specific encroaching on neighbours
- Dust e.g. activities producing dust which encroaches on neighbours
- Vibration e.g. traffic and plant movements which effect neighbours.

BE CONSIDERATE – ENSURE EFFECTIVE CONTROL MEASURES ARE IN PLACE!
Insert google map detailing:
Site entrance
Welfare facilities
Muster points
Site offices
KEY GBM MESSAGES

✓ NEVER be afraid to ask questions or challenge.

✓ ALWAYS respond positively to personal approaches and observations; appreciate constructive behaviour.

✓ ALWAYS be alert to surrounding conditions and work activities.

WHY?
BEST PRACTICE - CRANLEIGH

WORK SAFE - HOME SAFE

GBM Believe That Everyone Has The Right To Go Home Safe
I could have saved a life today, but I chose to look the other way,
   It wasn’t that I didn’t care, I had the time and I was there,
   But I didn’t want to seem a fool, or argue over a safety rule,
I knew he’d done the job before, if I called it wrong he might get sore,
The chances didn’t seem that bad, I’ve done the same, he knew I had,
So I shook my head and walked on by, he knew the risks as well as I,
   He took the chance, I closed an eye,
   And with that act I let him die.

I could have saved a life today, but I chose to look the other way,
   Now every time I see his wife, I’ll know I should have saved his life,
That guilt is something I must bear, but it isn’t something you need to share,
   If you see a risk that others take, that puts their health or life at stake,
The question asked or thing you say, could help them live another day,

If you see a risk and walk away, then hope you never have to say,
I could have saved a life today, but I chose to look the other way.

REPORT NEAR MISSES
The Project

• The project at Cranleigh is to install a sludge handling unit, which dewateres the sludge and produces a solid sludge cake which can be spread to land and also to install an odour control system

• The value of this project is £2 Million

• The drivers of the project is new legislation preventing liquid sludge being spread to land, this has to be in place by March 2011

• The target end date of the project is January 2011
The environmental benefits of this project are:

- The solid cake will reduce tanker collections, thus reducing carbon emissions.
- The reduction in tanker collections will reduce the noise and vibration impacts to the surrounding environment.
- The Odour Control System will reduce the odorous impact on the surrounding environment.
GBM’s Commitment to Health and Safety

• GBM is committed to realizing the highest standards of health and safety both for our employees and others who may be affected by our activities.

• Health and safety is at the heart of all that GBM do, incorporated into every aspect of our business whether in design, construction or offices.

• GBM believes that everyone has a right to go home safely.

• To develop a first class safety culture where personal observations are welcomed by everyone.
The Safety Team are available to offer Help and Advice on Safety, Quality and Environmental Best Practice; use their experience and practical knowledge.

They are available to anyone to discuss these issues

They will feedback views, comments and trends and endeavour to resolve issues instantly with the site team

GBM operate an open door policy and hold health and safety committee meetings.
THE OBJECT OF THIS INDUCTION IS TO ENSURE, ‘AS FAR AS REASONABLY PRACTICABLE’, THE HEALTH, SAFETY AND WELFARE OF EVERYONE ON THIS SITE.

YOU MUST UNDERSTAND THIS INDUCTION BEFORE STARTING WORK ON THIS SITE AND YOUR LEVEL OF UNDERSTANDING WILL BE CHECKED AT THE END.

MINIMUM STANDARDS ARE GIVEN IN THIS INDUCTION TO ENSURE SAFE WORKING.

ANYONE INFRINGING THESE REQUIREMENTS WILL BE SUBJECT TO DISCIPLINARY PROCEDURES WHICH MAY RESULT IN DISMISSAL FROM SITE.

PLEASE ASK IF YOU ARE UNSURE!!!
During this induction you will be given Site Rules and Leptospirosis cards, they detail the Site Requirements and what actions to take in relation to Leptospirosis (Weil’s Disease).

To work on a Thames Water site you (everyone) are required to hold a valid Thames Water Passport, if you don’t have a Passport tell the inductor who can arrange suitable training.

To work on a restricted operations within a Water Treatment Works or on the water network you must have a valid EUSR National Water Hygiene Card.

You **MUST** comply with these requirements while on site. HELP and ADVICE is available from the Site Manager, your supervision or GBM Health and Safety Advisor.
Site Hazards

Construction sites are hazardous areas, the following hazards are frequently present on sites, this list is not exhaustive:

- Excavations
- Electricity
- Scaffolds
- Working at Height
- Deep Water
- Effluent
- Plant and Machinery
- Traffic Movements
- Confined Spaces
- Substances Hazardous to Health
Toolbox Talks are held regularly covering topics relevant to your work or issues identified through the Near Miss system.

They will be run by your Supervisor, Manager or the Safety Advisor and your input is greatly appreciated.

If you feel you are not receiving adequate or appropriate Toolbox Talks please inform your Supervisor or a member of the Safety Team.

If you specialize in a role, you may be invited as the most competent person to conduct toolbox talks. Everyone on this site is part of the site team working together to achieve best practice.

KEEP FOCUSED – SAFETY FIRST
METHOD STATEMENTS AND RISK ASSESSMENTS

You must **NOT** commence **ANY** task until you have been briefed, by your Supervisor, on the Risk Assessment and Method Statement associated with that task.

The Method Statement details how the work is to be done while the Risk Assessment details any known hazards and what you **MUST** do to control them. It is a legal requirement that you are briefed on this **BEFORE** starting a task.

Some activities may also require a Permit before work may commence.

You **MUST** sign the briefing sheet to confirm you understand the Safe System of Work and will implement the hazard controls detailed.

If the task cannot be completed in the way detailed you **MUST STOP** work and advise your Supervisor – **NEVER** change the method of work without talking to your Supervisor.

**IF YOU HAVEN'T BEEN BRIEFED ON THE RISK ASSESSMENT AND METHOD STATEMENT, DO NOT START THE TASK**
SITE SAFETY RULES

MECHANICAL & ELECTRICAL (M&E)

- NEVER work on any Mechanical or Electrical system unless trained, competent and authorised.
- NEVER work on a LIVE Mechanical or Electrical system.
- NEVER work on a Mechanical or Electrical system without a Permit to Work, confirmation that the system is locked off and the circuit is confirmed dead.
PERSONAL PROTECTIVE EQUIPMENT (PPE)

To ensure you are protected from the most common hazards on site GBM has various policies and standards relating to PPE. The following are the MINIMUM PPE you must wear at all times when on site:

a) Safety Helmet

   Hoodies must NOT be worn under helmets
   Hats, Beanies etc worn under helmets must NOT reduce the effectiveness of the helmet or restrict your vision in any way.

b) High Viz Jacket or Vest

   These must be clean, in good condition, and NOT modified.
   Banksman and slinger/signallers must wear orange hardhats and orange vests
c) Gloves
Gloves help to reduce the risk of hand injuries and improve the levels of personal hygiene, thereby reducing the risk of contracting Leptospirosis. Gloves must be worn whilst out on site.

d) Trousers
Long trousers must be worn, shorts are NOT permitted.

e) Safety Footwear
Boots MUST be in good condition with covered toe caps and puncture resistant soles.

f) Glasses
Glasses must be worn at all times whilst out on site.

g) PPE
Goggles, hearing protection, respirators etc. to be worn when required. 
You MUST keep your PPE in good clean condition.
Ask for a replacement if it is damaged or worn.
CONFINED SPACES

- Do **NOT** enter a Confined Space unless trained, competent and authorised by Site Management.
- **ALWAYS** adhere to the written Method Statement and Risk Assessment.
- A Confined Space Entry Permit is required **BEFORE** entry.
- Use a gas detector to check the atmosphere **BEFORE** entering and at all times whilst within the confined space.
- If access / egress is restricted an emergency means of escape **MUST** be available; i.e. Tripod and winch.
- Ensure a “Top Man” is in attendance at **ALL** times.
LIFTING OPERATIONS / MANUAL HANDLING

- **ALL** Lifting Operations **MUST** be planned and have a Lift Plan developed by a qualified Appointed Person – never lift anything as a favour to help someone out, every lift needs to be planned.
- **NO** lifting shall take place without a lift plan being in place and briefed to the team.
- **ONLY** trained Slinger Signallers (Banksmen) may attach the load.
- The Banksman **MUST** direct the crane throughout the lift.
- Banksman and Slinger/Signallers will wear HI VIZ orange vests or hard hats
- Lifting Equipment **MUST** be inspected by the Banksman **PRIOR** to use.
- All lifting operations are in the direct control of the Crane Supervisor/Appointed Person.
ALWAYS use mechanical lifting where possible.
ALWAYS use the correct lifting technique where you have to lift manually.
HAND ARM VIBRATION / VIBRATION WHITE FINGER

- This is a disorder that affects the fingers, hand, wrist and arm and can be severely disabling if ignored.
- It is caused by prolonged use of hand held power tools, such as breakers, pokers, compactors, scabblers etc.
- Symptoms include tingling and numbness, and in cold weather fingers go white, then blue, then red and become painful.

In an effort to reduce exposure GBM will:

- Plan jobs so where possible vibratory tools are NOT required.
- If tools are required, supply ones with the lowest vibration rating available.
- Specify, in the Method Statement, the MAXIMUM allowable usage times for each tool.
- Monitor your exposure by requesting you complete a Tool Trigger Card EVERY time you use a vibratory tool.
- Personal HAV meters are being trialled at some sites – check with site management.

Explain form VO1-02 Hand Arm Vibration Monitoring Form
SITE SAFETY RULES

TOOLS AND EQUIPMENT

- You **MUST** inspect all equipment before each use, report any faults to your Supervisor and prevent use of the faulty equipment until repaired.

- **ALL** electrical equipment **MUST** have a valid Portable Appliance Test (PAT) sticker attached.

- You must **NOT** remove any guards or protective covers.

- **ONLY** suitably trained personal may change abrasive wheels.

- You must **Not** use 240v tools on site.
SITE SAFETY RULES

PLANT AND VEHICLES

- Do **NOT** drive or operate plant unless suitably trained and authorised.

- Plant must be checked **BEFORE** use and any defects reported to your Supervisor.

- **ALWAYS** check the safety and security of any load carried or trailer towed.

- **ALWAYS** wear the seat belt when operating plant.

- Do **NOT** approach plant unless driver is aware of your presence.
EXISTING SERVICES

**ALWAYS** be aware that underground or overhead services may be present in your work area.

- **BEFORE** starting any work check for overhead cables or pipes, these may be hidden within trees.
- Check existing service plans for buried services.
- Use a CAT and Genny to locate services – minimum half day service avoidance awareness course.
- Hand dig trial hole **WITHIN** the proposed excavation to confirm the service location (Permit to Work required).
- **NEVER** use mechanical plant within 500mm of any service, known or suspected.
- If the service is cast in concrete inform your Supervisor immediately, **NEVER** use mechanical breakers.
- Do **NOT** start excavating without a Permit to Dig.

All supervisors and operatives engaged in activities on or near services **shall** have attended a minimum half day service awareness course.
SITE SAFETY RULES

EXCAVATIONS

All excavations *MUST* be inspected by a competent person, and confirmed safe, daily, before each use.

Do *NOT* enter any excavation:

- Unless the sides are supported or battered as detailed in the Method Statement and there are *NO* signs of instability.
- Unless substantial barriers, guard rails and toe boards are in place.
- Unless material stockpiles are clear of the sides.

- Unless suitably secured and safe means of access / egress is available.
- If plant, such as generators or compressors are in or near the sides.
- While backfilling is taking place, but ensure bulk timbers are around the edge of the excavation.

All excavations must be suitable fenced off and signed.
SITE SAFETY RULES

WORK AT HEIGHT

Access towers and scaffolds **MUST** be inspected and erected and dismantled by a competent person, and confirmed safe, each week and after alteration or adverse conditions.

Prior to working at height, including adjacent to or above excavations, check that:

- There are **NO** signs of instability or unauthorised modification.
- A **VALID** Scaff Tag confirming regular inspection is present.
- A suitably secured and safe means of access / egress is available and ladders are footed or tied.
- Suitable edge protection is present.

**NEVER** operate elevated working platforms or modify scaffolding, (including removing the ladder), unless trained and authorised to do so.

A Permit to Work is required for all work at height.
SITE SAFETY RULES

- **ALWAYS** use a proper, safe means of access, do NOT climb up structures or take short cuts.

- Ladders may only be used as work platforms for very short durations, they must be tied or footed, and **THREE** points of contact must be maintained at all times.

- Safety Harnesses are a last resort. You **MUST** be trained before use and ensure they are fitted correctly, the lanyard is the correct length and attached securely.

- Whenever a work activity specifies fall arrest equipment is to be used, a suitable and sufficient rescue procedure must be in place to retrieve injured persons.
SITE SAFETY RULES

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Comply with the information on the COSHH Risk Assessment whenever using hazardous substances.

- **Always** store COSHH substances in the locked COSHH cabinet.
- **NEVER** transfer Hazardous substances to unmarked containers.
- **Always** dispose of hazardous substances and used containers in the Hazardous waste container.

13. **ASBESTOS**

Where asbestos is known to be present on this site. When applicable, details will be included in the task Risk Assessment. If you encounter any material suspected of being asbestos, **STOP** work immediately and inform your Supervisor.
Slips, Trips and Falls are a major cause of Lost Time Accidents, Good Housekeeping is essential for a Safe Site.

**ALWAYS** follow the Good Housekeeping Policy, and:

- **KEEP** your work area tidy to reduce the risk of Slips, Trips and Falls.
- Dispose of all waste immediately in the correct skips.
SITE SAFETY RULES

ROAD RULES

10

SITE MAXIMUM speed must not be exceeded.

Speed camera may be used on site.

Do NOT overtake ANY moving vehicle on site.

Reversing vehicles shall be directed by a banksman – unless in a fenced off vehicles only zone.
MOBILE PHONES AND RADIOS

- Mobile phones must **NOT** be used for talking or texting within the construction areas, unless in a safe zone/area designated by the Site Manager.

- Mobile phones or radios must **NOT** be used whilst driving vehicles or operating plant.
SITE HOURS

- Normal operating hours are **7:00am to 18:00** – Work can only be conducted outside these hours by prior arrangement with the site manager.
- No entry is permitted to site before **6:30am** without prior agreement.
- Vehicles waiting to enter site must **NOT** queue on the public highway.

DRUGS AND ALCOHOL

- You will **NOT** be allowed on site if it is believed you are under the influence of drugs or alcohol.
- You **May** be tested if you are involved in a RIDDOR Reportable accident.
- Random or “With Cause” drug or alcohol tests may be carried out on this site.
WORKING ENVIRONMENT RULES

GBM continually strives to improve its Environmental performance, setting legal compliance as the MINIMUM acceptable standard.

1. WELFARE FACILITIES

- Smoking is **NOT** permitted within the canteens, drying rooms or offices – in designated areas only.
- Food must **NOT** be consumed in the drying rooms.
- Litter **MUST** be disposed of in the bins provided.
- Keep the facilities **CLEAN** and **TIDY**.
- Clean the toilet after use if necessary.

- Eating in company or private vehicles is not considered hygienic because of the nature of this site, please use the welfare facilities provided.

Leave the welfare facilities as you would wish to find them.
**WORKING ENVIRONMENT RULES**

**Personal Hygiene**
- Do not smoke or eat food whilst out on site.
- Always apply the protective hand creams supplied on site.
- Always wear the appropriate types of gloves for the task in hand.

**You Must Report:**
- Ill-health effects that you suffer whilst working on site.
- Depending on the symptoms you may need to be assessed by a medical practitioner.
1. **NEAR MISSES**

A Near Miss can be defined as:

> “An unplanned event that does not cause injury or damage, but could have done so”

The GBM Policy is to promote a **NO BLAME** culture where no one will be held liable for advising the Safety Team of any adverse conditions.

**PLEASE** report **ALL** Near Misses, they provide vital information for improving the safety of this site.

Near Misses can be reported by:

- Informing your Manager, Supervisor or a Safety Advisor.
- Completing a Near Miss Report Card, these are available:
  - In the Site Offices
  - From Site Managers, Supervisors or Safety Advisors.

The Near Miss/Hazard Observation Cards can also be used for making suggestions to improve the working environment.
By reporting Near Misses **EVERYONE** benefits from the potential for an **Accident Free Work Environment** – feedback on reported near misses will be reported back to the workforce.
2. ACCIDENTS AND INCIDENTS

- Report **ALL** Accidents and Incidents, however minor, to your Supervisor, a Safety Advisor or First Aider; and ensure the Accident Form is completed correctly.

- As with Near Misses, accidents and incidents will be investigated in an attempt to identify ways to improve safety on site and prevent reoccurrence.

*Many accidents are caused by the surrounding environment, not the actual task. BEFORE starting any task take 10 seconds to check your workspace is clear of potential hazards*
ASK YOURSELF:

- If you knew there was an unsafe condition, would you sort it?
- If you felt the equipment you were using was defective would you use it?
- If your PPE was unsuitable or in disrepair would you wear it?
- If you knew there was an unsafe condition that wasn’t directly involved in your task, would you report it?
- If you saw a workmate working unsafe would you stop him?
- If you felt out you were not adequately trained to do a task, would you stop?
Sometimes we don’t always see the potential hazards.

If we are focused on a task we could miss something, which could cause us to have an accident.

If we have missed a hazard or overlooked a risk, would we appreciate a tap on the shoulder or a heads up?
If our safety culture is going to change we need to welcome a tap on the shoulder and offer a tap on the shoulder ourselves.

Which response would you prefer?

“Do you realise if that timber slips there is a good chance you could be killed”

“Mind you business and **** off”

Or

“Cheers mate, your right, I was under pressure to get this done and not really thinking straight”
The Health and Safety Executive (HSE) and Water UK give the following advice for workers who may be exposed to sewage:

- **HEPATITIS A** – Workers believed to be at no greater risk so routine immunisation no longer recommended.

- **HEPATITIS B** – Subject to consultation with GP, only recommended for workers at high risk of contact with needles or syringes.

- **POLIO** – Check with your GP that jabs are up to date.

- **TETANUS** – Check with your GP that Booster jabs are up to date.

- **LEPTOSPIROSIS / WEILS DISEASE** – Although no vaccine is available, high levels of personal hygiene are required, particularly washing hands before eating or smoking.

1. **IMMUNISATIONS**
2. **LEPTOSPIROSIS / WEILS DISEASE**

   This disease is caught through contact with rat or cattle urine. The symptoms are similar to flu but can be fatal.

   No vaccine is available so high levels of personal hygiene are required, particularly washing hands before eating or smoking.

   See the card issued during this induction for further information

3. **PRE-EXISTING MEDICAL CONDITIONS**

   To reduce the risk of worsening an existing condition and to allow appropriate care in the case of an emergency, at the end of this induction you will be requested to provide details of any existing medical conditions you may have.

   This information will be treated with the strictest privacy and only disclosed to your immediate supervisors when necessary for yours and others safety.

   You are requested to notify your Manager of any changes that may effect your work.
1. **IN CASE OF EMERGENCY**

- Raise alarm by notifying Supervisor or First Aider.
- On hearing alarm (Air Horn, bell or siren) vacate to the Muster Point

Site - Muster Point at [Enter site details here]

Site Offices / Welfare Facilities: - Muster Point at [Enter site details here]

Environmental - Muster Point at [Enter site details here]

Familiarise yourself with the Emergency Procedure as detailed during this Induction and displayed on the site notice boards.
2. **FIRST AID**

- First Aiders can be identified by their **GREEN** stickers on helmets, green helmets or first aid diagram on the hi-vis jacket.
- Contact numbers for First Aiders are displayed on the H&S Notice Boards.
- The nearest A&E Hospital is: (located on health and safety notice board) [ENTER Details here](#)
Nominated First Aiders

Insert name  Insert name  Insert name
FIRE SAFETY CO-ORDINATOR/FIRE WARDENS

Insert name  Insert name  Insert name
**Spillage Procedure**

**STOP – CONTAIN - NOTIFY**

1. Raise the Alarm – **NOTIFY** the Site Supervisor
   - Identify the spilled substance.
2. **STOP** the Flow
   - Eliminate any Sources of Ignition.
3. **CONTAIN**
   - Prevent any Spillage entering drains, outside of site boundary, watercourse or to land.
   - Absorb the Spillage (form barriers).
4. **NOTIFY** Supervisor on extent of spillage

Briggs are contracted for 24hr emergency spill response
Infringement of any of the rules detailed in this Induction, or any training or briefing received, will result in disciplinary procedures being enforced.

- Failure to Obey Designated No Smoking Areas.
- Failure to Obey Site Speed Limits.
- Failure to dispose of Litter / Waste in the skips or bins provided.
- Leaving keys in plant when not in use.
- Any other activity that could endanger yourself or others.
- Unauthorised Riding on or Operating of Plant or Vehicles.
- Urinating / Defecating on Site.
- Bringing on to Site or Taking Drugs, Alcohol, or other Banned Substances.
- Unauthorised Entry into any Confined Space.
- Any other activity that could endanger yourself, others or the environment.
Construction activities can have adverse effects on the environment. Typical nuisances which can impact the surrounding environment are:

- Noise e.g. plant, machinery and traffic
- Lighting e.g. task specific encroaching on neighbours
- Dust e.g. activities producing dust which encroaches on neighbours
- Vibration e.g. traffic and plant movements which effect neighbours.

BE CONSIDERATE – ENSURE EFFECTIVE CONTROL MEASURES ARE IN PLACE!
6. WILDLIFE

- Do NOT disturb wildlife unless authorised to do so.
- Protected animal species (for example badgers) may use the construction site.
- Nesting birds can be found (between March and September) – it is illegal to disturb them.

- Do NOT damage or remove any vegetation unless asked to do so by Site Management.
- Do NOT cause the spread of invasive plants, such as Japanese Knotweed.
- It is illegal to cause the spread of Japanese Knotweed.

If you see any wildlife or plants that you believe are protected, endangered or invasive, please advise your Supervisor. Inform your Supervisor if you find any dead wildlife, particularly birds.
5. **WASTE SEGREGATION**

- Help increase reuse and recycling by segregating waste. *This site segregates.*
- Dispose of waste in the correct skip or bin provided.
- **Hazardous waste** is to be kept separate from all other wastes.
- Hazardous waste includes aerosol cans, paints, fuels, oils, chemicals and oil contaminated materials.

All skips must be covered.
4. **WASTE MANAGEMENT**

- Construction projects with a value of £200,000 or more is required to have a [Site Waste Management Plan](#).
- The SWMP for this site is located ..................

- Follow the [Waste Hierarchy](#) at all times by Reducing, Reusing and Recycling waste.
- Disposal to landfill is the last option.

---

**DO YOU KNOW YOUR PERCENTAGES?**

- **Recyclable**: 60-80%
- **Recoverable**: 5%
- **Reusable**: 5%
- **Waste**: 10%

**DON'T BIN IT, RECYCLE IT**

- [Reduce](#)
- [Reuse](#)
- [Recycle](#)
SITE ENVIRONMENTAL RULES

2. MATERIAL AND FUEL USE

- Segregate stored materials to reduce wastage.
- All chemicals and fuel to be returned to the stores when not in use.
- Reduce fuel use by switching off engines when plant is not in use.
- Observe speed limits while driving.
- Keep drying room doors shut to prevent escape of heat.

3. SPILLAGES

On this site spill kits are located: Enter Details Here..................

- Contain spill by using the Spill Kit or other suitable material (eg. sand).
- If safe to do so, stop source of leak.
- Notify your Supervisor IMMEDIATELY.
SITE ENVIRONMENTAL RULES

1. POLLUTION PREVENTION

- **Prevent ground and water pollution by:**
  - Using drip trays/plant nappies under static plant and when refuelling.
  - Placing **ALL** fuel and chemical containers on drip trays or in bunds.
  - Using the concrete wash-out facilities.

- **Prevent causing a nuisance to local residents and wildlife:**
  - Use dust suppression to minimise air pollution.
  - Use silenced plant to minimise noise pollution.
  - Direct site lighting downwards.

- **Prevent unlicensed discharges of water:**
  - Do not discharge any water (eg. groundwater or rainwater) down a drain or into a watercourse without permission from Site Management.
  - The discharge could contain silts and chemicals and cause a pollution incident.
SITE Environmental Construction Map

- INSERT SITE MAP HERE
Insert google map detailing:
Site entrance
Welfare facilities
Muster points
Site offices
The object of GBM is to meet and exceed the requirements of our clients, shareholders and other interested parties by:

- Getting it right First Time, Every Time
- Reporting defects / non-conformances to minimise remedial works.
- Completing regular inspections and providing feedback.
- Ensuring **ZERO** defects at handover.
- Implementing lessons learnt.

Remember:
- When something is wrong – get it fixed
- There is no best way, only a better way
- Work Smarter not Harder
QUESTION

WHICH IS MORE RISKY:

a) BEING IN THE UK MILITARY IN IRAQ?
b) WORKING IN UK CONSTRUCTION?

Average annual UK military fatalities during Iraq conflict = 35

Average annual UK construction fatalities = 70
“Safety is the responsibility of EVERY person on site”

THIS MEANS YOU!!!!!!

DO NOT IGNORE THE HAZARDS
ANY QUESTIONS?
KEY GBM MESSAGES

- **NEVER** be afraid to ask questions or challenge.
- **ALWAYS** respond positively to personal approaches and observations; appreciate constructive behaviour.
- **ALWAYS** be alert to surrounding conditions or deviations from agreed methods of working, **STOP WORK** seek clarification.

**WHY?**
BEST PRACTICE - CRANLEIGH

WORK SAFE - HOME SAFE

GBM Believe That Everyone Has The Right To Go Home Safe