

THAMES WATER - ESSENTIAL SAFETY INFORMATION MATRIX			CONTRACTORS OFFICE - NON OPERATIONAL SITE			CONTRACTORS OFFICE - OPERATIONAL SITE			PUBLIC AREAS / STREETWORKS			OPERATIONAL SITE			CONSTRUCTION SITE			Information provided by* (see note below)			
			1A	1B	1C	2A	2B	2C	3A	3B	3C	4A	4B	4C	5A	5B	5C	6A	6B	6C	
19.04.11			PERMANENT STAFF	VISITOR	DELIVERY DRIVER	PERMANENT STAFF	VISITOR	DELIVERY DRIVER	PERMANENT STAFF	VISITOR	DELIVERY DRIVER	PERMANENT STAFF	VISITOR	DELIVERY DRIVER	PERMANENT STAFF	VISITOR	DELIVERY DRIVER	TW Gate	TW Site Office/Control Room	Contractor	
SECTION 1	INTRODUCTION	1	THAMES WATER DVD (protecting lives, protecting people - module 1)	TW 3 ZEROS & OWN ORGANISATION STRAPLINE			●	●		●	●		●	●	●	●	●	●		●	●
		2	AIMS & OBJECTIVES OF THE BRIEFING	RECEIVE KEY INFORMATION & UNDERSTAND INDIVIDUAL RESPONSIBILITY & ACCOUNTABILITY.			●	●	●	●	●	●	●	●	●	●	●	●		●	●
		3	CULTURE / BEHAVIOURS / VALUES / ATTITUDES	TW / OWN ORGANISATION / INDIVIDUAL			●	●		●	●		●	●		●	●			●	●
		4	INTRODUCTION TO TW SITE	SITE RULES / SITE CONTACT			●	●	●	●	●	●	●	●	●	●	●	●	●		
		5	WELCOME TO THE PROJECT + DETAILS	SCOPE OF WORKS - DURATION - VALUE - MAP			●	●		●	●		●	●		●	●				●
SECTION 2	EMERGENCY & RELEASE ARRANGEMENTS	6	FIRE ARRANGEMENTS	FIRE ALARM / MARSHALLS / ROUTES / MUSTER POINT / TESTING / EQUIPMENT			●	●	●	●	●	●	●	●	●	●	●	●	●		●
		7	ALL ALARMS - TW - SECURITY - FIXED PLANT	TW / SECURITY / PLANT			●	●	●	●	●	●	●	●	●	●	●	●		●	●
		8	FIRST AID ARRANGEMENTS	IDENTITY OFFIRST AIDERS / LOCATIONS OF EQUIPMENT / HOSPITAL DETAILS . ACCIDENT BOOK			●	●	●	●	●	●	●	●	●	●	●	●			●
		9	WELFARE	TOILETS / WASHING / FOOD / DRYING FACILITIES			●	●	●	●	●	●	●	●	●	●	●	●		●	●
SECTION 3	LEADERSHIP & RECOGNITION	10	PROJECT LEADERSHIP ORGANOGAM	PHOTOS / NAMES / ROLES OF SENIOR MANAGEMENT			●			●			●			●					●
		11	AWARDS & RECOGNITIONS SCHEMES	ROSPA - CONSIDERATE CONTRACTORS - BEST PRACTICE - HNM OF THE MONTH			●			●			●			●					●
SECTION 4	SYSTEMS & POLICIES	12	DRUGS & ALCOHOL POLICY	WHEN - WHY - WHO - HOW			●	●	●	●	●	●	●	●	●	●	●	●		●	●
		13	SMOKING POLICY	WHERE - WHEN			●	●	●	●	●	●	●	●	●	●	●	●		●	●
		14	MOBILE PHONE POLICY	WHERE - WHEN			●	●	●	●	●	●	●	●	●	●	●	●			●
		15	DISCIPLINE POLICY	EXAMPLES OF INSTANCES REQUIRING INTERVENTION			●			●			●			●					●
SECTION 5	HAZARD & RISK MANAGEMENT	16	KEY SITE HEALTH AND SAFETY HAZARDS AND RISKS	SPECIFIC HAZARDS / CONTROL MEASURES/OTHER TW SITE ACTIVITIES						●			●	●	●	●	●	●		●	●
		17	MAP OF SITE	MAP - TRAFFIC / PEDESTRIAN ROUTES / FUEL & GAS STORAGE			●	●	●	●	●	●	●	●	●	●	●	●	●		●
		18	TW TOCOP / TWOSA	DEFINITION & PROCESS									●			●				●	●
		19	METHOD STATEMENTS & RISK ASSESSMENTS & PERMITS	PLANNING OF WORKS - HAZARD IDENTIFICATION - PERMITS									●			●				●	●
		20	TASK SHEETS / DAILY ACTIVITY BRIEFINGS	WHY / WHO									●			●					●
		21	TOOL BOX TALKS & SAFETY ALERTS	RAISE AWARENESS / LEARN FROM OTHERS									●			●					●
		22	HAZARD & NEAR MISS SPOTTING & REPORTING	TRIANGLE / LEARN BEFORE AN ACCIDENT OCCURS - DEFINITIONS - EXAMPLES			●	●	●	●	●	●	●	●	●	●	●	●		●	●
		23	ACCIDENT REPORTING	TW & OWN ORGANISATION PROCEDURE			●	●	●	●	●	●	●	●	●	●	●	●		●	●
		24	INSPECTIONS & AUDITS	REASON FOR DOING THEM , WHO & WHEN. - IDENTIFY TRENDS			●			●			●			●					●
SECTION 6	COMMS	25	PROJECT SAFETY COMMITTEE MEETING	PHOTOS / NAMES / ROLES / AGENDA / REASON FOR			●			●			●			●					●
		26	NOTICE BOARDS INFORMATION	POLICIES / ALERTS / MEMOS / KPI INFORMATION			●	●		●	●		●			●				●	●
		27	SITE HAZARD BOARDS	LOCATION / DETAILS OF DAILY RISKS			●						●	●		●	●				●
SECTION 7	SITE RULES - HEALTH INFORMATION	28	COMPETENCE STANDARDS	TW PASSPORT & ORGANISATIONS, COMPETENCE STANDARDS, SERVICE AVOIDANCE									●			●					●
		29	PLANT & VEHICLE OPERATIONS & MOVEMENTS	REVERSING - BANKSMAN - SPEED LIMIT			●	●	●	●	●	●	●	●	●	●	●	●		●	●
		30	PARKING - FACILITIES - REVERSING	LOCATIONS - RESTRICTIONS			●	●	●	●	●	●	●	●	●	●	●	●		●	●
		31	SECURITY - PLANT - EQUIPMENT - GATES - FENCES	LOCKED - KEYS - PCS - STOP & SEARCH			●	●	●	●	●	●	●	●	●	●	●	●			●
		32	HOUSKEEPING	GOOD / BAD EXAMPLES - WHY - PERCEPTION - STF			●						●			●				●	●
		33	PPE MINIMUM STANDARDS	OWN ORGANISATION POLICY									●	●	●	●	●	●			●
		34	LEPTOSPIROSIS / WELLS DISEASE	HAZARDS / SYMPTOMS / CONTROL MEASURES						●	●	●	●	●	●	●	●	●		●	●
		35	WORKING WITH SEWAGE	HEALTH EFFECTS - HEP A / B - SICKNESS									●			●				●	●
		36	WORKING NEAR WATER	DEPTHS / LOCATIONS / JACKETS / BOATS									●			●				●	●
		37	DELIVERY OFF LOADING / LOADING AREAS	LOCATIONS - RESTRICTIONS - PROTECTION					●			●	●		●	●		●		●	●

\* The information within this column is based on a manned process site. On unmanned sites the information in column 6A and 6B may be provided by one person at the control site. On all other work all of the information will be briefed by the contractor using material supplied by TW.

