

Welcome to RIGHT ON SITE Induction

1

Part One

General Site Rules

- Signs on site
- Smoking, alcohol and drugs
- Vehicles on site
- Alarms and Emergency procedures
- If you discover a fire
- If there is an accident
- Facilities on site

Part Two

Work On Site Rules

- PPE
- Permit to Work
- COSHH
- Manual Handling
- Equipment brought onto site
- Safe Working areas
- Waste & Pollution Prevention
- Housekeeping

2

Everyone has a Legal Responsibility!

Whatever job we are here to do we have one common goal:
To get the work done
SAFELY!



3



Anyone breaching regulations will be told to leave the site!

4

Sign in - Sign Out Access by Site Pass ONLY



5

Safety Signs

Warning



Prohibition



Mandatory



Safe Conditions



6

SITE RULES - General

- **NO SMOKING**
(and no use of matches or lighters on site) except in designated areas



7

SITE RULES - General

- **No Alcohol or Drugs on site**

Anyone found to be under the influence of drugs or alcohol, will be asked to leave the site immediately



8

SITE RULES - General

- No radios
- Only enter authorised areas
- No food or drink in work areas
- No photography
- Mobile phones to be switched off



9

Vehicles On Site

- Vehicles must be roadworthy - MOT
- Drivers must have current appropriate licence and insurance
- Use a guide when reversing
- Loads must be secure



10

Vehicles On Site

- Keep to the left
- Speed limit - 5 mph
- Observe Highway Code
- Pedestrians have right of way



11

Vehicle Restrictions

- Vehicles only allowed on site for loading / unloading
- Do not block entrances or access for emergency vehicles
- Move to the designated car park as soon as possible

12

Pedestrians on Site

- Pedestrians must keep to the pavements and walkways
- Be alert - look out for fork lift trucks or other vehicles
- Make eye contact with driver



13

Emergency Procedures



- Once you are on site - check how to get out
- Look for the 'running man'



14

Alarms

- Visitors stay with host
- Contractors go to Assembly Point
IF SAFE - Switch off equipment
- Answer to roll call
- Inform if anyone missing or trapped



15

If you discover a fire:



- Sound the alarm
- Call our emergency number
- Evacuate the area - warning anyone else nearby as you leave



16

If there is an accident:

- First Aid
- Safety showers and eyewash fountains or bottles.
- Call the emergency number
- Accident Book



17

Report It!



- Report ALL accidents and near misses
- Report anything that could become an incident BEFORE it happens!



18

Facilities on Site



- Changing rooms
- Toilets
- Restaurant / canteen
- Workwear must be clean
- Leave the area tidy

19

PART 2

Site Rules - Working on Site

- Qualified to carry out the work
- Minimum PPE Requirements
- Permit to Work
- COSHH
- Manual Handling
- Equipment Brought on Site
- Safe Working Areas
- Waste Disposal & Pollution Prevention
- Housekeeping

20

Workwear - PPE

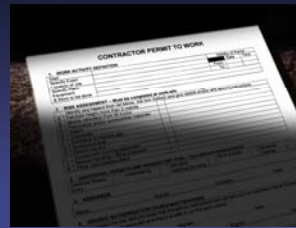
Personal Protective Equipment

- Eye protection
- Overalls
- Hi Viz
- Gloves
- Footwear
- Hard Hat



21

Permit to Work

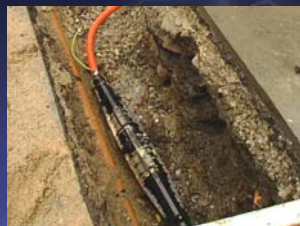


- MUST have PTW before any work starts
- Check for other permits required
- Permits must be handed back on completion

22

Permit to Work

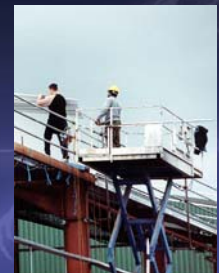
- Excavation



23

Permit to Work

- Working at Heights



24

Permit to Work

- Roof Access Work



25

Permit to Work

- Confined Space Entry



26

Permit to Work

- Working with Electricity
- Isolation Procedures



27

Permit to Work

- Hazardous Systems - Breaking a Line



28

Permit to Work

- Hot Work



29

Control Of Substances Hazardous to Health regulations (COSHH)

Examples include use of solvents, adhesives, paints, cleaning agents etc. and tasks that generate fumes, dusts or gasses.

- Does the substance have to be used?
- Risk assessment
- Materials Safety Data Sheet
- Read the labels on containers
- Use the correct PPE
- Store correctly

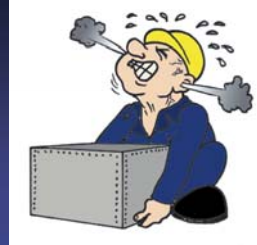


30



31

Manual Handling



- Use lifting equipment where appropriate
- Use correct lifting techniques

32

Equipment onto Site - POWER_{egs}

- All equipment must be suitable for the intended use.
- Safe for use, maintained and inspected.
- Used only by trained people.
- Include suitable safety devices, markings or warnings.

33

Equipment onto Site - Electrical

- Must be safe for use
- Must have current PAT certificate
- Showing PAT label
- 110v or battery



34

Equipment onto Site - Flame

- Must be safe for use
- Must have current test certificate displayed
- Flashback arrestors
- Gas canisters stored correctly



35

Equipment onto Site - Ladders

- Correct pitch: 25cm out to 1 metre up
- Ladders must have safety feet
- Foot and secure the ladder
- 1 metre above landing point
- Never use in extreme weather



36

Equipment onto Site - Scaffolding

- Must be erected by qualified scaffolders
- Must have current scafftag
- Do not climb up scaffolding



37

Lifting Equipment - LOLER_{egs} 1998

- Must be strong and stable for intended use.
- Display information eg. Safe working loads.
- Positioned to prevent risk of injury
- Used by competent operator



38

Safe Working Areas



- Erect barriers or tape OR
- Close off the area

- Display notices which clearly warn of the hazards



39

Solid Waste

- Use correct skip
- Skips brought on site must be fit for the purpose
- Don't burn waste
- Don't put liquid waste in skips
- Waste carriers must be registered
- Disposal contractors must be licensed



40

Liquid Waste

- Must NOT be poured down sink or drains
- Arrange with site contact



41

Pollution Prevention - Drains

- Two types - These are colour coded
- Surface water drains - blue
 - Foul water - red



42

Pollution Prevention - Drains

- Washing down



43

Pollution Prevention - Delivery & Storage

- Protect drains during delivery
- Store chemicals in bund
- Use drip trays



44

Pollution Prevention - Spills

- Know where spill kits are
- Know how to use them
- Spills must be reported AND cleaned up



45

Housekeeping

- The site must be kept clean and tidy
- Don't block aisles or exits
- Don't cause tripping hazards
- Don't contaminate product



46

Summary

- Sign in and out
- No Smoking
- Observe the site speed limit
- Alarms and emergency exits
- First aid
- Report all accidents or near misses
- Emergency Number
- PPE
- Permits to Work
- Dispose of any waste correctly
- Prevent Pollution
- Good housekeeping

47

**Get it Right on Site
and
have a safe time
working here**

48