

do this – Design safe

Safe design is our priority

- Know your design responsibilities
- Ask if you're not sure – consult your Project Safety Advisor
- Attend all relevant health and safety training
- Strive to eliminate hazards at source
- Always record your design decisions
- Seek feedback from site – learn from it

do this – Office safe

A tidy office is a safe office

- Keep your work area tidy
- Keep pedestrian walkways clear
- Report all problems/near misses
- Know your trained first aid colleague
- Know your evacuation routes
- Let people know where you are
- Ensure your workstation assessment is current

do this – Travel safe

Make time, take time, arrive on time

- Plan your route carefully
- Make time to arrive safely
- Can you use public transport?
- Can you avoid travel altogether?
- Carry out vehicle safety checks before driving
- Don't use your mobile phone while driving
- Let your manager/colleagues know your travel plans

do this – Home safe

Be safe outside of work

- Take safety home with you
- Maintain high safety standards at home
- Don't tackle DIY projects without the correct equipment or training
- Use Personal Protective Equipment (PPE)

do this – International safe

Maintain our standards when overseas

- Plan your trip and research the current risks
- Obtain appropriate vaccinations and advice
- Undertake travel security training
- Prepare and circulate a travel and contact plan
- Make robust arrangements for meet and greet, transport and accommodation
- Know and apply relevant design standards
- Promote best practice in the office and on site

do this – Site safe

Do it safely or not at all

- Complete all relevant health and safety training
- Know your site and assess the risks
- Report to the site manager, get inducted, know the site rules
- Wear the correct PPE at all times
- Challenge poor safety behaviours
- Report all incidents/near misses
- Follow our procedures if lone working



Be safe
do this

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Remember the golden rules:

- 1 Report all incidents and near misses
- 2 Strive to eliminate hazards in design
- 3 Keep your work area tidy and thoroughfares clear
- 4 Always let someone know where you are
- 5 Keep your mandatory safety training up to date
- 6 Wear appropriate PPE at all times (at work and at home)
- 7 Don't be afraid to challenge poor safety behaviour

Emergency contact details:

Home

Name


T

Work

Name

T

Useful information

Near-miss reporting:
Go to  on MiMi

Mott MacDonald Health and Safety team:
E healthandsafety@mottmac.com

Useful websites:

- d – www.hse.gov.uk/construction/cdm.htm
- o – www.hse.gov.uk/office
- t – www.rospa.com/roadsafety
- h – www.rospa.com/homesafety
- i – www.fco.gov.uk
- s – www.hse.gov.uk/construction

Be safe
do this

- **D**esign safe
- **O**ffice safe
- **T**ravel safe
- **H**ome safe
- **I**nternational safe
- **S**ite safe



do this

Water and Environment Unit's
golden rules for being safe