



WELCOME
and
SITE SAFETY
HANDBOOK

“THINK SAFETY!”

SITE SAFETY HANDBOOK

(Please complete these details immediately and keep with you at all times)

This belongs to:

Name:

Telephone No.:

In case of illness or accident notify:

Name:

Doctor:

Telephone No.:

Special Medical Information:

Blood Group:

Allergies:

Other Information:.....

.....

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1. welcome to Linsco recruitment

(construction division)

what you can expect from us

honesty

We will give you as much information about the assignment as we can, what you will earn and the type of organisation you will be working for. We will endeavour to give you the length of assignment, the duties and hours of work.

qualified REC Consultants

All Linsco Consultants are REC qualified (or working towards the qualification) and specialise in various disciplines, this will help ensure that you receive a professional recruitment service.

teamwork

We have dedicated teams of Consultants, so you will always be able to speak to someone if your Consultant is not in the office.

a safe working environment

Our Consultants carry out regular site checks and we do not work with any client we deem to be unsafe.

what we expect from you

commitment

Our success in finding you regular, well paid assignments depends upon our professional reputation. This in turn depends on how well you conduct yourself on site.

Always turn up on time, perform your tasks willingly and to the best of your ability. Please let us know if you have any problems whatsoever.

Please **DO NOT** walk off site without letting someone know first.

reliability

We understand that occasionally there may be circumstances which prevent you from being on time, or even from completing an assignment. In the event of this happening you must phone our

offices immediately or the emergency mobile number if out of office hours.

regular work

We will endeavour to keep you in regular work, however this is not always possible and depends on the client's requirements at the time. If you do a good job, then you may get requested back by name!

proof of your identity

Under the Asylum and Immigration Act 1996, all employers have responsibilities to stop illegal working. To enable us to comply we need to photocopy your passport or an official tax document and a full birth certificate.

your pay

timesheets

To complete your timesheet, you must fill in the following at the end of your assignment:

- Your name and the client company name
- The week-ending date (always ends on Sunday)
- The hours that you have worked on site, deducting the breaks that you will not be paid for.

Once completed, you must get the timesheet authorised and signed by your immediate manager. We do not accept unsigned timesheets or hours over the phone. Whenever you start on any site, make sure that you always have one of our timesheets to hand, if not, ring us and we shall send you some more.

The deadline to get timesheets to Linsco Ltd is 5pm on Monday. If they are not in on time you will not get paid. Getting your signed timesheet to Linsco is your responsibility.

payroll - PAYE payment

P46

You will be sent a P46 to sign when you start with us. It is in your interest to return it signed as soon as possible. If we do not

receive it before your first payment, you will be taxed at the basic tax rate.

P45

When you receive your P45 from Linsco, it will be because of one of the following reasons:

- A You have asked for it
- B You have been dismissed
- C You have not actively worked for Linsco for 5 weeks.

If you receive your P45 under C above, this does not mean that we do not want you to work with us again, more that we need to clear down our computer with any operatives that have not worked recently.

tax

Your tax code is issued by the Inland Revenue. They are responsible for your tax code. If you have any queries please ring the tax office on 0845 3021413 - quote ref: 507/210567.

payslips

Each week, assuming we have your timesheet on time, we will issue your payslip to arrive by Friday's post.

BACS

We pay by BACS bank transfer, and most banks will clear our payment to you by Friday afternoon. However, if you check your balance on Friday morning, it is possible it will not show as most banks update their computers on Friday afternoons.

Note: Building Societies can take up to 1 week to clear the balance.

holiday pay

Under the Working Time Directive Regulations you are entitled to holiday pay, the amount will depend on the proportion of the year that you work and the amount of days you work a week. You cannot work and claim holiday pay at the same time, you must

have paid time off. Your Consultant will be able to tell you the amount you have accrued and will send you a holiday request form. You cannot take holiday without prior agreement from your Consultant and must fill out a holiday form that we will send to you on request.

CSCS

Linsco Ltd actively promotes the Construction Skills Certification Scheme by ensuring that all construction workers are educated about the scheme and offered the opportunity to gain the qualifications. For more information please contact your Consultant.

site inductions

You will receive an induction on each site we send you to. It is very important that you arrive on time and pay full attention. You can be prosecuted for working in a manner that may cause an accident.

accident reporting

Make yourself aware of who the safety representatives are on site and report ALL accidents and dangerous occurrences however small. You are an employee of Linsco Ltd and must inform your Consultant too.

protective clothing

You must wear a Safety Helmet, Safety Boots and a High Visibility Vest at ALL times on site. We cannot send you to a site without this equipment. Please wear suitable clothing for adverse weather conditions, goggles and ear muffers if required.

smoking

Smoking is against the law in all buildings and on buildings under construction. Smoking breaks are unpaid and only permitted in approved areas with authorisation from a Site Manager.

working time regulations

These Regulations are primarily health and safety legislation and

are intended to protect workers from the risks that arise out of working excessively long hours or for long periods without breaks. For more information about these regulations please contact your Consultant.

SITE SAFETY HANDBOOK

2. Introduction

The purpose of this safety handbook is to assist you in maintaining safe working practices whilst at work and will act as a reminder of the essential safety precautions which are necessary for site working.

Each section details the actions necessary to ensure safety whilst working in particular situations. It is not a finite list and in specific instances, additional safety checklists will be issued to meet particular practices. There will also be a detailed Site Safety Plan in the Client's office.

Work safely and if you do not understand instructions given -ASK!

Your Linsco Consultant is also able to offer advice at your local office.

THINK SAFETY!

3. Your Responsibilities

- You have a legal responsibility to work safely at all times.
- You can be prosecuted for working in a manner that could cause an accident.
- Protect others when you leave the site by:-
 - securing all machines and equipment
 - locking away small tools and equipment
 - removing ladders or placing boards over them.

You must conform with site induction rules.

4. Accident Reporting

- Make yourself aware of who the serious incident co-ordinator is.
- Report all accidents and dangerous occurrences, however small, immediately to your supervisor or the Site Manager.

- Whilst waiting for the medical services to arrive:-
 - make the person warm and comfortable
 - do not move them unless they are in a dangerous place.

5. Safe Practices and Site Tidiness

- Do not take risks and short cuts, this causes accidents.
- Be sure you are in good physical condition before you commence work.
- Do not work whilst under the influence of drugs or alcohol.
- Stack and secure all materials safely.
- When leaving a site or roof:-
 - tie down or secure tools and materials.
- Remove waste carefully to site skips or designated areas.
- If you see any damaged equipment, do not use it, but report it immediately to your supervisor or the Site Manager.
- Respect the welfare facilities provided and leave them tidy.

6. Protective Clothing

- Wear your safety helmet properly and replace if defective.
- Obey all safety signs indicating when you are entering a 'hard hat area'.
- Wear suitable protective clothing for work, e.g. goggles, safety footwear, and clothing:-
 - for adverse weather conditions
 - with hazardous substances
 - when exposed to lead
 - when using particular cutting machinery
 - when heavy equipment is involved which could lead to crushing of feet and/or toes
 - when using hand or powered tools.
- Look after this protective wear.
- When working in dirty areas:-
 - hand protection will be available.
- Observe the arrangements for cleaning, maintenance and storage on site.

7. Vehicles and Plant

- Only trained personnel and persons over 18 are:-
 - authorised to drive or operate any item of plant or hired-in plant.
- Do not reverse vehicles without an outside observer to watch the blind spots and warn others.
- Be aware of vehicles and plant crossing the site, especially when doing the same.
- Driver/Operator's responsibilities:-
 - observe any safety notices in or on the plant
 - carry out daily routine checks as required
 - if any defects arise STOP and report immediately to the Site Manager
 - familiarise yourself with site layout and in particular underground and overhead services and obstructions.
- Do not operate plant when your good all round visibility is obscured by dirty or damaged windscreens, or if mirrors are broken. Clean it/replace it.
- At the end of the working day, always ensure the machine is parked in a safe and secure location and, as sensible as possible in some areas, make sure it can not be easily started or moved.

8. Electrical Tools and Equipment

- Do not operate equipment if there is no indication of test, or:-
 - you have not been shown how and received full training
 - the guards are not in place.
- Only fully trained persons should:-
 - carry out electrical installations or repairs
 - fit abrasive cutting discs, after being approved.
- Inspect equipment regularly for damage or deterioration
- Disconnect the power supply of a machine or tool when cleaning, adjusting or repairing.
- Check:-
 - the voltage of equipment is 110v

- sockets and plugs are undamaged
 - the equipment is correctly wired and earthed
 - that automatic cut-out switches have not been interfered with.
- Do not use pieces of wood and match-sticks to secure cable ends into sockets.
 - Report all defects to the Site Manager and take it out of use.

9. Noise

- If shouting is necessary to be heard, wear ear protectors.
- Keep compressor covers closed.
- Ensure breaker mufflers are securely fitted.
- See machinery panels do not rattle.
- Do not keep machinery running unnecessarily.
- Be thoughtful of hours of work and any restrictions.

10. Excavations

- Find out about the safe method of work if not advised.
- Trenches deeper than 1.2m must be supported, or where there is a risk of collapse.
- Fixed barriers or guard rails must be erected to prevent people falling into the excavations, or openings.
- Do not place materials close to the edge of excavations.
- Vehicles approaching the edge of excavations must use stop-blocks, set well back from the unstable edge.
- Use ladders to climb in and out of the trenches.
- Use the proper access to cross a trench or gap.
- Read Risk Assessment, and consider your works.

11. Confined Spaces

- Be careful on entering spaces, check for the following:-
 - an inadequate source of ventilation
 - deficiencies in oxygen
 - presence of methane.

- Before working in a confined space:-
 - be sure you are trained in rescue procedures and in emergency breathing apparatus.
- Do not enter unless you are authorised to.
- Make sure you know all the details in the Method Statement.
- Avoid the use of hazardous substances and ensure good ventilation.
- Do not enter without an attendant. If you see someone in trouble do not enter yourself - summon assistance.
- Obtain entry permit from your supervisor before commencement of work.

12. Buried Services

- Do not start digging before you have been instructed to and you have been issued with a permit to dig by your supervisor or the Site Manager.
- Check before digging where, if any, the underground services are located using plans and cable locators. Existing services information is stored in the Site Services File in the Site Manager's office.
- If in doubt DO NOT DIG.
- Do not use power tools within 0.5m of the indicated line of a cable where practicable, and never over the line of a cable. Assume all cables to be live.
- Dig carefully using spades or shovels rather than forks or picks.
- Do not work bare-chested. Normal work clothing will provide some protection from flash burns.
- If you break or damage a cable:-
 - inform your supervisor or the Site Manager immediately.
- If you damage a gas pipe, keep everyone away,
 - warn occupants of any building serviced by a pipe.
- Repairs may be costly but you cannot put a price on safety.
- DO NOT EVER tape over a site of damage.

13. Scaffolds

- Only trained and authorised personnel should erect and dismantle general access and tower scaffolds.
- Never remove scaffold ties, boards or crossbraces.
- Use the ladder access only.
- Do not ignore 'SCAFFOLD INCOMPLETE' signs.
- Check:-
 - for overhead cables, distances and sheathing
 - working platforms are complete with good planks - no gaps
 - scaffold more than 2m high has double guard rails and toe boards fitted
 - if this is not possible, wear a safety harness.
- If there is a risk of material falling:-
 - check that brick guards and netting is in place as directed by the Manager - There should be NO RISK!
 - use mechanical hoist or rubbish chutes to dispose of materials. DO NOT THROW OFF SCAFFOLDS.
- The height of a mobile scaffold must not exceed:-
 - three times the minimum base dimensions when outside
 - three and half times when inside.
- Before using a tower scaffold:-
 - check the scaffold is vertical
 - resting on firm level ground
 - that the wheel brakes are on
 - the feet are properly supported, preferably on sole boards.
- The tower must be rigidly secured to prevent it overturning, but especially:-
 - when loaded with heavy materials
 - when exposed to high winds
 - when used for awkward operations.
- When moving the tower, check:-
 - there are no power lines
 - there are no overhead obstructions

- there are not men or materials on the upper platforms
- it is pushed from the base.

14. Ladders

- Do not climb on make-shift arrangements - get a ladder.
- Make sure the ladders are fit for their purpose.

Check:-

- there are no broken rungs or splits, etc.
 - there are no cables or line which can catch when moving ladders
 - the foot of the ladder is on a firm level surface
 - the ladder is secure at the top and/or bottom
 - when this is not practicable, a second person must hold the ladder until you have returned to the bottom
 - the top of the ladder is resting against a solid surface
 - it extends at least 5 rungs above the top platform
 - it rests at a sensible angle, about one unit out at the foot, for each four units of height.
- When carrying tools on a ladder you should:-
 - use a shoulder bag or holster attached to a belt
 - hold and face the ladder and maintain a firm grip
 - use a small lifting appliance, hoist or rope to move larger equipment to where it is required.
 - Over-reaching and over-balancing on ladders and stepladders will cause accidents.

15. Hoists

- Drivers of hoists must be trained and authorised.
- Please note that there are two types of hoist:-
 - 1 Lifting materials and equipment.
 - 2 Lifting personnel.
- Do not ride on those made for materials.
- Take care when loading hoists that weight is evenly distributed.
- Check the safety gates are shut when the platform is not at the level at which the gate is installed.
- That SWL notice is displayed.

16. Roofwork

- Make sure there is a Method Statement and that you comply.
- Ensure you are trained in roof work; know the dangers and how to avoid them.
- Never throw materials from a roof, instead use an appropriate hoist or rubbish chute.
- Walkways should be constructed over open joists to stop you from falling between the timbers when walking across them, (600mm min).
- Where you need to approach the roof edge or openings:-
 - ensure there are guard rails and toe boards
 - the opening is covered up and clearly marked.
- Use anchored roof ladders, crawling boards or timber battens to climb sloping or across fragile roofs. DO NOT MAKE UP ITEMS.
- Gutters and roof capping should not be used to support roof ladders.
- During extensive work on the roof:-
 - ensure barriers or guard rails are erected to prevent falls.
- Where appropriate, use safety harnesses attached to suitably positioned anchorage points.
- Confirm that joists are adequately covered.

17. Safe Material Handling

- Always work to manual handling assessment.
- Always lift materials carefully, bend your legs not your back.
- For awkward or heavy loads - get help.
- Use lifting equipment, avoid manual handling where possible.
- When using fork lift trucks, make sure they are:-
 - suitable for the terrain
 - not overloaded
 - driven by a competent and qualified driver.
- When handling materials, make sure:-
 - there are no obstructions in your path
 - you keep away from roof edges.

18. Hazardous Substances

- Ensure you are trained to handle a hazardous product before using.
- Take the necessary precautions with hazardous substances as described on the data sheet issued by the supplier.
- Take precautions shown on COSHH assessment.

19. Asbestos

- Do not expose yourself to any type of asbestos.
- If you suspect that asbestos is present - STOP work immediately and report to the Site Manager.
- Asbestos is to be found:-
 - in insulating or coating material
 - in insulating board
 - in cement or cladding.
- Trained personnel must be used to:-
 - analyse asbestos when it is unclear what the material is
 - remove asbestos.

20. Fire Extinguishers

- There are five types of fire extinguishing agents: water, dry powder, foam, carbon dioxide and halon.
- It is your responsibility to know the location and type of extinguishers on site.
- When extinguishing a fire, always aim the extinguisher at the base of the flames.
- Remove the heat source to prevent re-ignition.

Extinguisher Type Action and Suitability

AFFF Cream cylinder

- For general purpose fires.

Water Red cylinder

- For ordinary building materials.
NOT to be used on electrical equipment.

Dry Powder Blue band on Red cylinder

- For flammable liquids and fires in solid materials. Can be used on electrics.

Foam Pale Cream label on Red cylinder

- For overheated liquids.
NOT to be used on electrical equipment.

Carbon Dioxide Black label on Red cylinder

- For flammable liquids, e.g. petrol. Can be used on electrics.

Halons Emerald Green label on Red cylinder

- For flammable liquids, e.g. petrol. Can be used on electrics.

N.B. Whilst every effort should be made to control an outbreak of fire, your first responsibility should always be to raise the alarm - only then should an attempt be made to tackle a fire, AND ONLY if it does not put you at risk.

21. Use of Gas Cylinders

- When using a cylinder, secure it at your place of work.
- When transporting cylinders:-
 - keep them in an upright position
 - do not drop them or roll them on their sides along the ground
 - move cylinders on a hand truck or roll them on the bottom edge.
- Check the hose and pressure regulator prior to and after using a cylinder.
- Turn off the gas supply at the cylinder as well as at the appliances.
- Use soapy water to check if a cylinder is leaking.
- If a leak cannot be stopped, remove it to a safe place in the open air and ensure the supplier is informed immediately.
- When not in use, all cylinders should be kept in a secure ventilated store.

22. Hot Working

- Ensure you have a permit before beginning 'hot working'.
- Check there is a fire extinguisher close by.
- Check for smoldering embers after you have finished work.
- Re-check one hour after ceasing work or before you leave the site.

23. Site Safety Plan

The Company produces a Site Safety Plan for all its developments. This details the individual site safety arrangements, Planning and Risk Assessments made prior to and during the construction process on site. A copy of the Site Safety Plan is held in the Site Manager's office.

24. Protection of Skin

- Ensure protection to prevent:-
 - Dermatitis
 - Sun Damage.

25. Substance Abuse

Alcohol, drugs and substance abuse can represent a serious risk to both people and property. Alcohol is known to affect judgment and physical co-ordination, drinking even small amounts of alcohol before or while carrying out work increases the risk of accidents.

No alcohol or drugs other than prescribed medicines should be taken onto any assignment. Substance abuse includes the use of illegal drugs and the mis-use (deliberate or unintentional) of any prescribed drugs and substances such as solvents and alcohol. Any person found to be in possession of drugs, or appears to be unfit through substance abuse can either be refused entry to a workplace, or be removed from one.

You should make sure you comply with any substance abuse policy in force at the site where services are to be provided. If you are working in certain defined areas, you will be required to comply with alcohol, drugs and substance abuse testing procedures which may be in place.

What happens when you drink alcohol?

Alcohol is absorbed into the bloodstream within a few minutes of being drunk and carried to all parts of your body including the brain. The concentration of alcohol in the body is known as the 'blood alcohol concentration'. Even at blood alcohol concentrations lower than the legal drink/drive limit, alcohol reduces physical co-ordination and reaction speeds. It also affects thinking, judgments and mood.

- If someone drinks 2 pints of ordinary strength beer at lunchtime or half a bottle of wine (i.e. 4 units), they will still have alcohol in their bloodstream 3 hours later.
- Similarly, if someone drinks heavily in the evening they may still be over the legal drink/drive limit the following morning.
- Black coffee, cold showers and fresh air won't sober someone up. Only time can remove alcohol from the bloodstream.

26. Manual Handling

Regardless of your shape or size or strength you can suffer serious injury from manual handling activities.

Before you undertake an assignment that involves the need to undertake large amounts of manual handling...

Ask yourself:

- If manual handling is required can you avoid the need to undertake the manual handling by using equipment or aids to do the work for you i.e. trolleys and wheelbarrows?
- If heavy and awkward loads do need to be lifted by hand, can you get help from a workmate?
- If you do need to undertake manual handling do you have the correct PPE (i.e. gloves and steel toe capped boots)?
- Is it possible to have the load placed by machine, so the height from which you have to lift and the distance you have to carry can be reduced?
- Are you fully aware of and do you practice a good lifting technique?

27. Vibration

Certain types of plant create a large amount of vibration during use (e.g. pneumatic hammers, drills, grinders, vibrating pokers). Prolonged exposure to vibration can cause Carpel Tunnel Syndrome and Vibration White Finger Syndrome which can become serious occupational handicaps.

The symptoms for VWF are:

- Minor exposure - slight tingling or numbness in the fingers.
- Intermediate exposure - blanching (whitening) of the fingers.
- Major exposure - permanent blue-black appearance to fingers which can sometimes turn to gangrene.

The symptoms for Carpel Tunnel Syndrome are:

- Tingling, pain, numbness in the thumb and fingers, especially at night.

It is possible to reduce the effects of vibration by selecting plant with vibration dampeners, by using anti-vibration gloves, taking regular breaks from routine, keeping the hands warm in cold weather, avoid smoking or by selecting equipment that doesn't vibrate.

28. Working from Height

Working from height is undertaken every day by thousands of people; it is also the single biggest cause of work place death in the country. Prior to undertaking an assignment, which requires you to operate from height...

Ask yourself:

- Is there a safe method of getting to and from the work area?
- Have you decided what particular equipment will be suitable for the work you will be undertaking within the conditions of your working environment?
- Have all work platforms and edges from which people could fall been fitted with guard rails, toe boards or other barriers?
- Do you know who to tell if you spot any defects in the fall protection?

In addition to the enclosed responsibilities the Health and Safety at Work, Etc. Act 1974 places legal duties and statutory responsibilities on all employees.

- Section 7 of the Health and Safety at Work, Etc. Act 1974 states that employees and sub-contractors **MUST**:-
- Take all reasonable care for the health of themselves and of persons who may be affected by their acts or omissions whilst at work.
- Co-operate with his employer to enable the employer to carry out his legal duties or any requirement as may be imposed.
- Section 8 of the Health and Safety at Work, Etc. Act 1974 states that:-
“No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of health, safety or welfare”.

The Site Rules and Requirements will be copied and displayed in the site office facility and all persons attending site will abide by them. Failure to comply will result in the Company issuing an Unsafe Site Action notice as a form of written warning.

LEGISLATION

In this Site Safety Handbook we have purposefully not listed statute, and Regulations, although all we have said comes from this source.

If you are unhappy about any item do ask!

On some sites and specific works for some Clients, you will have to conform to their Rule Book. In which case detail will be provided at Site Induction.

We need your co-operation and assistance.

Worksafe Policy 2018

It is the policy of Linsco Ltd to provide a safe working environment for its staff and suppliers in which to carry out their day to day work activities, as detailed in our general health and safety policy.

The purpose of this “work safe policy statement” is to detail staff’s procedures for highlighting and reporting any requested working activity which they feel could put themselves or others at an unacceptable risk, without fear of reprisal.

Should any member of staff wish to highlight or report such a request, the following steps should be taken:

Section 1: Staff

1.1 Raise the problem to the attention of their Manager in charge as quickly as possible, informing that person of the hazards/risks you feel exist, and ensuring that any perceived unsafe act is not undertaken.

1.2 Should item 1.1 not satisfactorily resolve the problem, make contact through the hierarchy of Line Management using the contact numbers noted in the emergency action section of the Health and Safety Manual, until satisfactorily resolved.

1.3 **DO NOT** commence work until the problem has been satisfactorily resolved.

1.4 Follow up the reported problem in writing on an incident report form and hand it in to the appropriate Manager or Director.

Section 2: Managers

2.1 Following a reported “work safe incident” analyse the problem and the potential risk associated with that problem.

2.2 Check to ensure that the work activity is covered in an approved method statement, and that a risk assessment for that activity has been carried out.

2.3 Ensure that the work scope or working arrangements have not changed.

2.4 Authorise continuation of the works if it is safe to do so, or alter the working arrangements to ensure a safe system has been adopted.

Consider any implications in doing this such as the method statement, adding further hazards, etc.

2.5 Carry out an incident report on the work safe incident and pass the findings to the relevant persons. Carry out corrective action to prevent re-occurrence.



Matt McGregor
Managing Director

January 2018

NOTES:

NOTES:



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G1 3DX

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enquiry@linsco.com

SITE RULES TO BE OBSERVED BY ALL PERSONS ON SITE

- | | |
|-----|--|
| 1. | Head protection must be worn at all times in designated areas. |
| 2. | High visibility jackets to be worn at all times. |
| 3. | Suitable protective footwear must be worn when required. |
| 4. | Hearing, dust and other personal protection must be worn when |
| 5. | Ladders must be in good condition, lashed or footed. |
| 6. | Where work cannot be done safely from the ground, working platforms must be constructed with handrails and toeboards. |
| 7. | Working platforms must only be erected or adapted by authorised persons. |
| 8. | Only authorised persons are allowed to operate plant. |
| 9. | Lifting appliance or equipment- must have the statutory documentation. |
| 10. | All working areas must be kept in a clean state. |
| 11. | All edges and openings must be covered or barriered off. |
| 12. | All electrical equipment must be maximum of 110 volts and in good condition. |
| 13. | All accidents must be reported to Site Management. |
| 14. | Any excavation which has the potential to collapse unless supported, should have suitable equipment immediately available to provide such support. |
| 15. | Be aware of emergency procedure notices. |
| 16. | No Smoking rule must be observed. |
| 17. | No eating at the work place. |
| 18. | The site management are available to discuss matters relating to Health and Safety at all times. |
| 19. | Radios will not be allowed on site. |
| 20. | High standards of personal hygiene should be maintained by site personnel at all times while working with excavated material. |
| 21. | Anyone found urinating on site will be asked to leave. |

SUMMARY OF STATEMENT OF SAFETY POLICY

The Company Linsco Limited is in the business of building quality and success. That success cannot be achieved unless total commitment to create and maintain safe and healthy conditions on our sites is given.

The Statement of Safety Policy will be an active instrument for the management of health and safety within the Company as it sets out the clear responsibilities that employees, subcontractors and others have to each other. It also states the path of Company Managerial responsibility.

The Company will be assisted by a Safety Consultant, Mark Charles MIIRSM, who provides regular inspections of sites to assist the management.

Copies of the Full Statement of Safety Policy will be provided and displayed on each site but, for the information of all site employees and sub-contractors, a summary of your responsibilities is attached, which sets out safe systems of work which are to be read and understood.



Managing Director

03/01/2018