

COMPANY RULES

USE SAFE PRACTISES

Think safety. If you do not understand ask.

Do not take short cuts, they can be dangerous.

Plan your work ahead, and plan to prevent accidents.

Do not drink alcohol or use drugs (refer to our separate policy)

Inform D. Watt of any medication which may effect safety at work.

Watch out for the safety of all persons on site **ITS YOUR LEGAL DUTY.**

Protect employees and the public when you leave site by:

Securing all machinery and equipment.

Park it in a sensible place. (cone and sign as necessary)

Stow away small tools and appliances.

You must wear:

Suitable clothing for the work you are doing.

Wear eye protection when a risk of eye injury exists.

Gloves are to be worn when handling sharp, hot or rough materials.

Hard hats are to be worn where the remotest risk of injury exists.

Steel toe-capped boots are to be worn (ankle protection also required)

Dust masks to be worn when conditions dictate.

Ear defenders to be worn if noise is excessive or exposure is prolonged.

Report immediately if you do not have access to all of the above.

All openings exceeding 1.2metres deep must be covered or barrier'ed off with safety fencing.

Any person operating plant must be signed and authorised by D. Watt to do so.

Material Handling

Always lift materials carefully, use your legs not your back.

Get help when lifting heavy or bulky loads.

Make sure there are no obstructions in your path.

Know where the fire extinguishers are kept and do not block access to them. Report when they are not in a servicable condition.

Abrasive wheels to be changed only by persons signed off to do so by me.

All operators platforms to be kept free of spillage and clutter.

Keep machinery clean

No machinery to be interfered with in any way so that it may perform an unsafe act. (No overriding safety switches).

All defects to be reported verbally and as soon as practically possible after to be entered in the defects book. (Kept in office reception area) Please do it the same day before it is forgotten!

All plant to be operated according to the manufacturers operating instructions (refer to operations manual).

Unauthorised carrying of passengers is strictly forbidden.

No persons to enter the hopper of the paving machine for clean out purposes without the knowledge of the machine operator. It is paramount that nobody enters this danger zone with out a buddy familiar with emergency shut down procedures on the machine in question.

No body shall work near machinery in such a place where there is no possibility of escape if the machine was to move in an unpredicted direction.

Example: Road planers can jump back, pavers can jump back, screed extentions can stick and extent catching people un-awares, trapping them against solid structures.

No person shall stand with his back full on to a reversing vehicles in a way that prevents him/her from seeing impending danger. Position yourself so that you can use your peripheral vision (that's the corner of your eyes and that's the part of the eye that detects movement best).

No horse play is allowed on site

Before digging, ground conditions must be established, look for services gas electric etc. C.A.T location equipment is available and should be used to locate electric cables. And a general knowledge of the location of services should be known before digging

Always have fire extinguishers to hand when operating machinery and carrying out hot work.

Persons under the age of 18 are not permitted on site or in machinery or vehicles connected with company use without express permission given in writing by the Managing Director.

Bitumen heating

Careful consideration should be given to location. Obvious things to consider are fire risk. Have the correct type of extinguisher to hand. Set up away from buildings, give special regard to sensitive locations ie. near places where young people play and poor sighted people walk. Place cones around the area as a minimum better still use fencing. The bitumen cans must be on firm level ground. The gas cylinder should be placed up wind as far away as the hose length permits. The hose must be deemed to be safe ie. no leaks or evidence of perishing. The condition should be monitored and the replacement of, to be arranged sooner rather than later. Never site bitumen heating inside or near a building or near open drains and access chambers, as a spillage here could block the system. Avoid injury from hot splashes by wearing suitable skin protection, ie. Full length gauntlets. Do not over fill containers. Ensure containers to be filled are free of water or any foreign matter that is likely to spit when heated. Lift containers carefully as they may be stuck to the ground and release suddenly causing splash burns.

In the event of a fire without causing risk to yourself attempt to switch of the gas valve. Use dry powder fire extinguisher.

Worse case scenario evacuate area and call the Fire Brigade.

IF YOU ARE UNSURE ABOUT ANY JOB OR SAFETY ISSUE ASK.

A FULL COPY OF OUR COMPANY HEALTH AND SAFETY PLAN IS AVAILABLE FOR VIEWING IN THE MAIN OFFICE, AND SHOULD BE READ REGULARLY.

**WORK SAFELY PERSONAL INJURIES CAUSE DISTRESS, DIS-FIGUREMENT AND EVEN DEATH.
AND CUT COSTS BY NOT HAVING AN ACCIDENT.**

Date revised 7TH APRIL 2010