

Site Rules and Requirements

EHS Alert No. 29

To ensure clarity of some fundamental rules and requirements that apply to *all* Chalcroft sites, regardless of their size or duration, the following must be adhered to:

- Every visitor or worker entering into a CDM area must be inducted.
- All plant and equipment training certificates or cards must be checked *at induction stage* to ensure they are in date, of the correct type and any suspicious cards or certificates must be investigated.
- RAMS are required for *all* works on site. They must be reviewed and approved by a member of the site management team then reviewed and signed off by *all* relevant workers.
- Any deviation from the agreed RAMS must be re-written and agreed and then re-signed by *all* the relevant workers.
- Critical documentation such as Inductions, RAMS and Permits must be *thoroughly* checked to ensure all sections have been completed, dated, named and signed and closed out where required.
- Welfare and office facilities must be kept clean and tidy and on a consistent basis.
- CDM and high risk working areas must be sufficiently demarcated to prevent unauthorised or unintentional access.
- Areas where there is a risk of contact between plant and pedestrians must be appropriately segregated. Dependent on the level of risk will depend on the type of segregation to provide ie red and white tape, traffic cones, pedestrian barriers, water filled or concrete barriers.
- Near Misses or Hazards must be reported and recorded no matter how insignificant or minor they may seem. Reporting must be promoted positively with all site personnel to help prevent incidents or injuries occurring.
- Adequate supervision must be provided on all sites at all times and in the first instance this must always be a competent and trained (SMSTS/SSSTS, First Aid) *Chalcroft* representative.

Only in exceptional, short duration cases, and only where there is no more than one trade carrying out low risk ie non-work at height activities, may a handover be completed with a non-Chalcroft individual. They must be competent to supervise and hold valid SMSTS/SSSTS and First Aid certificates, have completed a handover form, be aware of the controls to manage the site effectively and have access to the welfare and first aid facilities.

If you have any queries or require any further information please don't hesitate to contact me or a member of the EHS Department.