

## Site Rules

### Before working on site you must:

- Sign in and out everyday
- Participate in a site induction
- Attend regular pre-task briefings
- Read, understand and sign your Risk assessments, method statements and COSHH assessments
- Wear appropriate PPE
- Obtain a permit to work if required
- Only operate plant you are trained in, are authorised to use and hold an appropriate competence card for
- Ensure plant and equipment is tested and inspected before use and is well maintained
- Know and comply with the emergency response procedure
- Know and comply with the accident/incident reporting procedure
- Know and comply with the site fire plan
- Be aware of your surroundings and potential hazards
- Report anything you have concerns over
- Agree to take action and report unsafe acts or conditions
- Keep the site and your work area secure and in a clean and tidy order
- Dispose all waste as instructed
- Know how to deal with any waste produced
- Arrange deliveries with the site team to ensure that timing does not conflict with any site restrictions
- **Additional Client/Project specific rules as required**

### When working you MUST NOT:

- Use foul or abusive language, wolf whistle or employ any other form of unsociable behaviour
- Take risks or shortcuts
- Ignore any dangerous activity being carried out
- Leave plant or tools unattended, unless isolated and secure
- Knowingly harm the environment
- Work outside agreed working hours
- Use personal music systems
- Smoke, unless in a designated area
- Discriminate anyone on the grounds of their age, disability, gender, pregnancy, race, belief, religion
- Remove safety barriers or devices
- Ignore safety signage
- Block access and egress routes or emergency exits
- Block any roads or driveways or reduce pedestrians visibility of roads and crossings
- Proceed with activities that could cause statutory nuisances such as noise, dust
- Leave welfare facilities unclean or untidy
- Bully or harass anyone
- **Additional Client/Project specific rules as required**

### Drugs and Alcohol Policy

- You may be subject to disciplinary action and dismissal, if you:
- Drive a company vehicle while under the influence of drugs or alcohol
- Report for duty in an unfit state due to the use of alcohol, drugs or substance of abuse
- Are in possession of alcohol, drugs or substances of abuse whilst on duty
- Consume alcohol, use drugs or substances or abuse whilst on duty