



**BREWSTER
BROTHERS**

DRUMSHORELAND BING SITE RULES

1. ABIDE BY ALL CURRENT HEALTH AND SAFETY LEGISLATION, APPROVED CODES OF PRACTICE AND SAFE WORKING PRACTICES.
2. SAFETY HELMETS, BOOTS AND HI-VIS CLOTHING WILL BE WORN AT ALL TIMES WHEN ON SITE.
3. PERSONAL PROTECTIVE EQUIPMENT WILL BE USED WHEN REQUIRED E.G. EAR DEFENDERS AND SAFETY SPECS. ETC.
4. NO UNAUTHORISED PERSONS TO OPERATE PLANT OR EQUIPMENT ON SITE.
5. NO DRUGS OR ALCOHOL TO BE BROUGHT ONTO SITE AND NO-ONE UNDER THE INFLUENCE OF DRUGS OR ALCOHOL WILL BE ALLOWED ON SITE.
6. NO RADIOS, TELEVISIONS, IPODS OR SIMILAR ARE ALLOWED ON SITE.
7. NO FOOD TO BE EATEN ON SITE OTHER THAN IN THE WELFARE AREAS PROVIDED.
8. MAKE YOURSELF AWARE OF THE FIRE AND ACCIDENT PROCEDURES POSTED ON THE HEALTH & SAFETY NOTICE BOARD.
9. NO SMOKING ON SITE, EXCEPT IN DESIGNATED AREAS.
10. THE SPEED LIMIT OF 15 MPH MUST BE ADHERED TO AT ALL TIMES.

ALL VISITORS MUST:

- » REVERSE PARK IN DESIGNATED CAR PARK
- » REPORT TO THE SITE OFFICE VIA PEDESTRIAN PATHWAY
- » SIGN-IN AND OUT OF THE VISITOR BOOK
- » UNDERGO A SITE INDUCTION AND INFORM A MEMBER OF STAFF IF THEY DO NOT UNDERSTAND ANY OF IT'S CONTENTS
- » BE SUPERVISED BY A MEMBER OF STAFF WITHIN THE WORKING AREA, UNLESS AUTHORISED TO ENTER AS A CONTRACTOR
- » STAY WITHIN DESIGNATED WALKWAYS AND USE HANDRAILS ON STEPS
- » FOLLOW INSTRUCTIONS FROM SITE STAFF
- » ADHERE TO ANY SAFETY SIGNAGE AND FIRE / EMERGENCY PROCEDURES WITHIN THE WORKING AREA
- » BE AWARE OF HEAVY PLANT AND VEHICLE MOVEMENTS AND MAKE EYE CONTACT WITH DRIVER BEFORE CROSSING ROADWAYS
- » REPORT ANY ACCIDENTS OR HEALTH & SAFETY INCIDENTS TO A MEMBER OF STAFF ON SITE IMMEDIATELY

DISCIPLINARY ACTION WILL BE TAKEN AGAINST ANYONE WHO BREACHES THESE RULES AND MAY LEAD TO YOUR REMOVAL FROM SITE OR DISMISSAL



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PERSONAL RESPONSIBILITIES

The health and safety at work etc. Act 1974 imposes the following duties and responsibilities on those at work.

- » To take care for the health and safety of themselves and other people who may be affected by their actions.
- » To co-operate with the management in ensuring that a safe and healthy working situation is maintained.

All persons shall:

- » Conform to the rules and procedures relating to health and safety at work.
- » Take all reasonable steps to ensure that they are fully conversant both with the safety precautions relating to their activities and with procedures in case of an emergency.
- » Report any unsafe situation, plant, equipment, tools, method of work, or any other hazard to their supervisor.
- » Materials or equipment or other dangerous occurrence to their supervisor.
- » Wear any protective equipment specified by statutory or other regulation applicable to the works, considered by their supervisor to be necessary for their activity.
- » Maintain the work area in a tidy condition; ensuring particularly that the roads and walkways are always kept clear of any hazard.
- » Maintain welfare facilities in a clean and tidy condition.

ACCIDENT PROCEDURES

1. Summon assistance from a colleague or member of staff.
2. Inform PLANT SUPERVISOR immediately of any accident on site.
3. In the event of an accident requiring an Ambulance attending site, the procedures are as follows: -
 - » Summon help from a colleague
 - » Contact the emergency services
 - » Stay with the victim unless you have to go for assistance
 - » Send someone to receive the emergency services at site entrance
 - » Check that the emergency services are on their way
 - » Contact the of the emergency.

The **SITE HEALTH AND SAFETY OFFICER** will co-ordinate the incident confirming that the emergency services have been called, and that they are on their way.

It is essential that these procedures are followed to avoid both confusion and delay in delivering aid and assistance to the victim, what we do not want is the emergency services arriving at the site and not knowing where to go.

FIRE ACTION PROCEDURES

- » On discovering a fire raise the alarm locally by shouting “fire”, using your two-way radio if you have one, and call 999.
- » Leave the site immediately, closing any portacabin/container doors behind you;
- » Sound a site air horn if you pass one while leaving;
- » Report the incident to the site office on your way out of the site;
- » Proceed to the Fire Assembly Point in the car park.

ONLY collect small valuables (E.g. phone, keys and wallet) and a coat if they are in your immediate vicinity.

DO NOT delay to collect other personal belongings.

DO NOT return to the site until notified it is safe to do so by the Site Fire Marshall.