

1. **Do not** engage Client's staff members in conversation or behave in any way that may be interpreted as inappropriate;
2. **No bare torsos** are permitted;
3. **NO SHORTS or VESTS** are to be worn on site at any time;
4. Safety Helmets, Safety Footwear and High Visibility Vests to be worn **AT ALL TIMES**;
5. Always be appropriately dressed for the task or activity you are undertaking and remain fully clothed at all times;
6. All operatives are to use the pathways when walking between the car park compound and the site welfare;
7. The vehicle speed limit is 10mph. Be aware of pedestrians and give way at crossings;
8. If the task or activity you are undertaking necessitates the wearing of additional items of Personal Protection Equipment, then these must be worn for the full duration of the works being undertaken;
9. Safety signs and notices **must** be adhered to at all times;
10. Access to the site is made via to be agreed access point at all times;
11. Parking of the contractor's and employees' vehicles will be in car parks or local roads subject to normal parking rules;
12. The Project Fire Plan and Emergency Procedures **must** be complied with at all times. Ensure that you know and familiarise yourself with the escape route from your place of work and where your muster point is located;
13. The task or activity you are undertaking on site may require a written Method Statements and Risk Assessments. You, the contractor, must ensure these are read and understood prior to any commencement of work;
14. High Risk Activities such as Hot Works, Roof Works, Mobile Craneage, Powered Mobile Access Platforms, Work on Live Services, Isolation and Shutdowns will require the issue of a Permit to Work, obtained from our site manager. Make sure you have seen and read the signed Permit to Work prior to commencing the High-Risk Activity;

Smoking or the use of **Vapour devices** will not be permitted anywhere within or on the construction site and can only occur 20 meters away from the site's boundary.

Unless the Client has provided a designated smoking area, site operatives are not permitted to stand outside of the site to smoke;

NB: Non-adherence will result in an immediate expulsion from the construction site.

No alcohol or drugs to be consumed in buildings, grounds or workplace;

NB: If in the opinion of the site manager anyone reporting for work appears to be under the influence of drugs or alcohol, his supervisor will be asked to remove him/her from site and all future Russell Cawberry projects;

15. **Any form** of harassment, bullying or any form of intimidation in the workplace will not be tolerated, this also includes the use of foul language, threatening behavior or racial discrimination & abuse;
16. Portable radios or other media devices etc inclusive of earpiece **are not** permitted on site. This is to ensure everyone can hear fire alarms and other safety advice;
17. Mobile phones are to be kept switched off whilst on site;
18. Mobile telephone calls must not take place or answered, within the confines of the site. Mobile phone communication must only take place outside of the working area, or within a designated "Safe Zone"
19. You **must** keep your working area clean and tidy and not rely on the labourers to do so;
20. Ensure all access routes especially fire escape routes are kept clear and that no materials are stored in these areas. All roads and pavements are to be kept clean and unobstructed;
21. Food/Drinks is only to be consumed within designated welfare areas and not in the area of works;
22. Ladders are not to be used as working platforms and may only be used with a PTW issued by the PC's competent person;
23. If you are involved with a task or activity requiring manual handling, ensure that an evaluation of the task or activity has taken place and that the measures recommended have been put in place and are complied with;
24. No person is to operate plant or equipment unless they are authorised, fully trained and certified as competent plant operators. Operators must supply copies of their certification when requested to do so;
25. Treat all services found as live until proven dead, a PTW to be issued before works can commence;
26. Ensure all plant equipment and hand tools are fit for purpose and only being used for the designed intent;
27. No person is to work on or connect to any of the client's services unless specific permission has been given in writing i.e., a Permit to Work;
28. Temporary lighting, including emergency lighting, is provided where and when necessary;
29. Correctly rated electrical equipment and circuit breakers are used where applicable;
30. No personnel shall indulge in fighting, horseplay or practical jokes or the use of foul language whilst on site;
31. All contractor's deliveries and supplies should be arranged to take place outside rush hours;
32. If you know or suspect something is wrong, report it to the Site Manager, do not ignore it, someone's life may depend upon your action;
33. Spill Kits are to be maintained and used in cases of spillages on site in order to reduce Slip,
34. Trip, Fall hazard inclusive of any environmental issues;

Remember the Russell Cawberry ETHOS towards Health, Safety and Wellbeing:

THINK SAFE, WORK SAFE, STAY SAFE

All working on this project have been briefed on the contents of these site rules, signed agreement to its contents and to comply with the site rules, and understand that failure to adhere to these rules may result in the individual(s) being removed from site immediately.

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