

# Site Guide 2016

## Health Safety Welfare



# Welcome

a brief guide to our site health safety and welfare

produced with the help and support of our site teams

all pictures by us

regards

*Steve Brown*

Construction Director

*William Cameron*

Health and Safety Manager

*any questions just ask!*

With thanks to our friends including:

ACS ABN Barr BMM Bullivant BWS CAS CDMS Classique DGS Energetics James Frew Glasgow Sealants JDR KBB  
Kestrel M&M MMCA Morgan Blacksmith Oregon PBR ProClean Roberts Contracting Roundel SDS SRS Stewart 1st Aid  
TALA TTAG Versatile Walker Profiles Walker Timber WVB



# Site Awareness

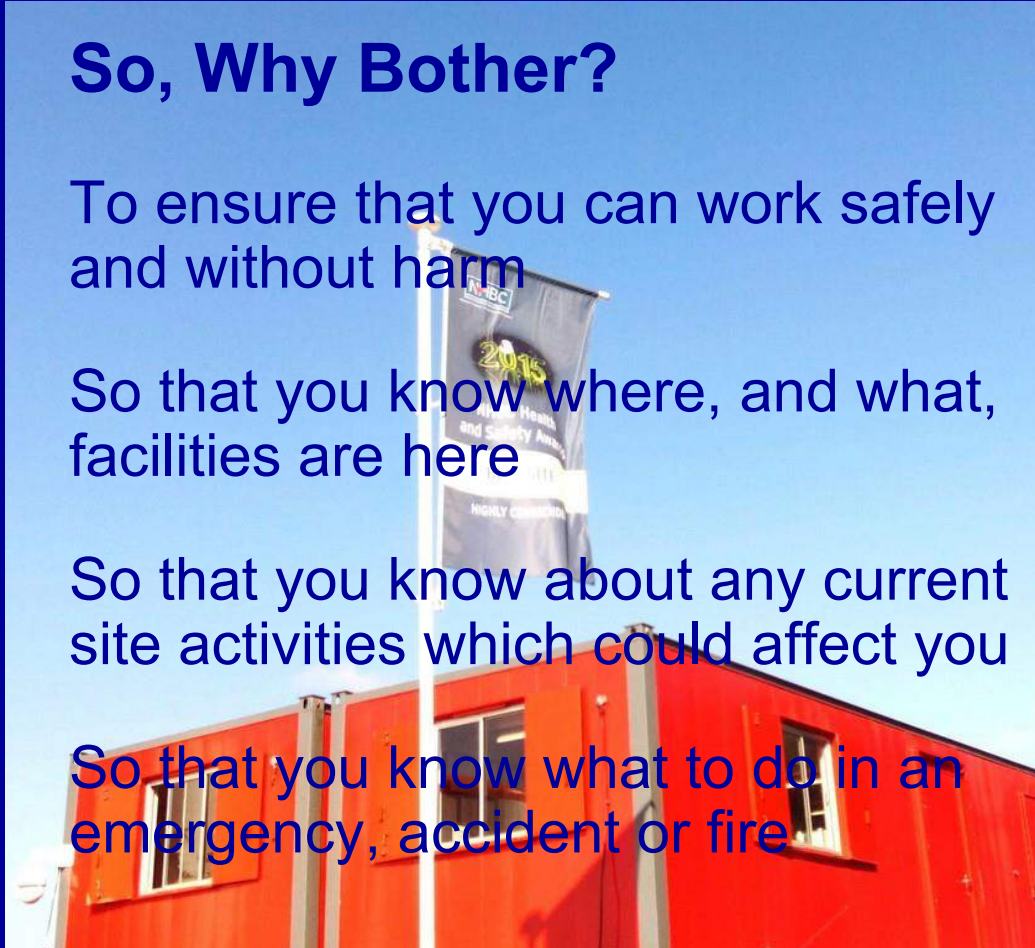
## So, Why Bother?

To ensure that you can work safely and without harm


So that you know where, and what, facilities are here

So that you know about any current site activities which could affect you

So that you know what to do in an emergency, accident or fire




# Site Awareness

**safety induction card** 

If this is your first time on a Dawn Homes Site please make yourself known to the Site Manager.

They will ensure that you receive a full Dawn Homes Site Safety Induction.

On completion of the safety induction you will be issued a Safety Induction Record Card which can be used on any Dawn Homes site.

**SAFETY INDUCTION RECORD CARD**  00001

The Card must be filled in before use.

Unique database number: \_\_\_\_\_

Site location: \_\_\_\_\_

Name of the Site Manager providing the full safety induction: \_\_\_\_\_

Name of the person receiving the induction: \_\_\_\_\_

www.dawn-homes.co.uk Phone 0141 285 6700

**KEY SAFETY RULES**

(1) Always wear safety harness, safety helmet, high visibility clothing and any other PPE as instructed.

(2) Never undertake work for which you are not trained.

(3) Ensure any equipment used is fit for purpose. All operation of machinery must meet HSE requirements.

(4) Dawn Homes are fully committed to providing a safe and healthy working environment for all employees and contractors. All employees and contractors must follow the rules and regulations of the company.

(5) Ensure that I have received a safety induction before I start work on the following site.

(6) Site Rules

(7) Personal Protection

(8) Working at Height

(9) Working in Confined Spaces

(10) Working in Trenches

(11) Working in Proximity to Live Electrical

(12) Working in Proximity to Moving Plant

(13) Working in Proximity to Traffic

(14) Working in Proximity to Water

(15) Working in Proximity to Other Contractors

(16) Working in Proximity to Other Activities

(17) Working in Proximity to Other Risks

(18) Working in Proximity to Other Hazards

(19) Working in Proximity to Other Obstacles

(20) Working in Proximity to Other Structures

(21) Working in Proximity to Other Equipment

(22) Working in Proximity to Other Materials

(23) Working in Proximity to Other Substances

(24) Working in Proximity to Other Objects

(25) Working in Proximity to Other People

(26) Working in Proximity to Other Animals

(27) Working in Proximity to Other Plants

(28) Working in Proximity to Other Fungi

(29) Working in Proximity to Other Bacteria

(30) Working in Proximity to Other Viruses

(31) Working in Proximity to Other Parasites

(32) Working in Proximity to Other Insects

(33) Working in Proximity to Other Mammals

(34) Working in Proximity to Other Birds

(35) Working in Proximity to Other Reptiles

(36) Working in Proximity to Other Amphibians

(37) Working in Proximity to Other Fish

(38) Working in Proximity to Other Invertebrates

(39) Working in Proximity to Other Microorganisms

(40) Working in Proximity to Other Pathogens

(41) Working in Proximity to Other Toxins

(42) Working in Proximity to Other Allergens

(43) Working in Proximity to Other Irritants

(44) Working in Proximity to Other Corrosives

(45) Working in Proximity to Other Flammables

(46) Working in Proximity to Other Explosives

(47) Working in Proximity to Other Radioactives

(48) Working in Proximity to Other Ionising Radiation

(49) Working in Proximity to Other Non-ionising Radiation

(50) Working in Proximity to Other Electromagnetic Interference

(51) Working in Proximity to Other Electromagnetic Compatibility

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(100) Working in Proximity to Other Electromagnetic Interference

Site Safety Induction Card Issue 1.0 Page 1 of 1

Your Induction Card is valid  
for a year  
at all Dawn Homes Sites

We've got no  
to show

**Remember: There is nothing you have to  
do today that's worth getting hurt for...**

Our Site Rules are simple ~  
**WORK SAFE**  
**HOME SAFE**





# Our Stuff ~ Welfare



If anything is missing, broken or needs replenished, tell us!

Please treat these as you would your own for everyone's comfort

# Our Stuff ~ First Aid



Report All Accidents and Near Misses to the Site Manager Immediately

# Our Stuff ~ Fire



Information we share with you



# Our Stuff ~ Health Matters



Confidential Counselling Helpline – check our notice boards





# Things to Know ~ Dust

An Introduction



Each year, 3,500 of us will die from cancer caused by past exposures to asbestos, and 500 more from silica dust

How to avoid all this:

Use wet processes

Use vacuums instead of brooms

Good housekeeping

Face fitted dust masks

He does...do you? Get your free face fit test



# Things to Know ~ Dust Control






Today, an unknown, but significant number of us will breathe in the hazardous substances that will one day seriously affect our health, or kill us...

They won't...will you?







# Things to Know ~ COSHH

Control of Substances Hazardous to Health

What do the COSHH symbols mean?

		
Dangerous to the environment		
		
Corrosive		
		
Caution – used for less serious health hazards like skin irritation		

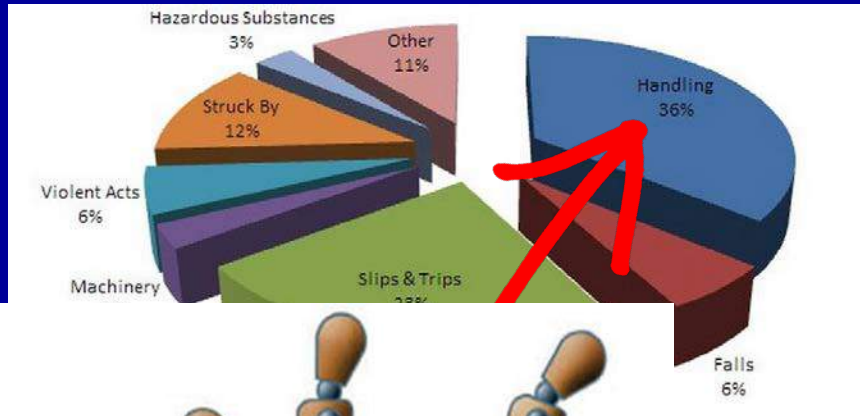
**NEW CoSHH Symbols**

			
CORROSIVE	EXPLOSIVE	OXIDISING	TOXIC
			
DANGEROUS TO ENVIRONMENT LONG TERM HEALTH HAZARD	GAS UNDER PRESSURE	FLAMMABLE	

Have you read yours yet?



# Things to Know ~ Materials Handling



Something to think about when lifting a 25 kilo object...

Your waist works on a 10:1 ratio, so a 25 kilo load = 250 kilos pressure at your waist if you add in the 40+ kilos weight of the average human upper body, you're actually putting 300 kilos of pressure on your lower back...

Don't Forget! Use the Forklift or Get Help



# Things to Know ~ PPE



You know what to wear!

If not, see your Supervisor or contact the Site Manager

Free PPE is available from the Site Manager



# Our Stuff ~ Housekeeping



Please ensure all work, waste and materials areas are kept tidy.  
Waste bins are provided and emptied by Dawn Homes



# Our Stuff ~ Pedestrian Routes



Walkways are provided to allow you safe movement around the site. Leave the roads to the machinery





# Our Stuff ~ Signs



All our signs are telling you something – please take note!



# Our Stuff ~ Fall Prevention



We prefer  
building roofs  
on the ground



We prefer stairs

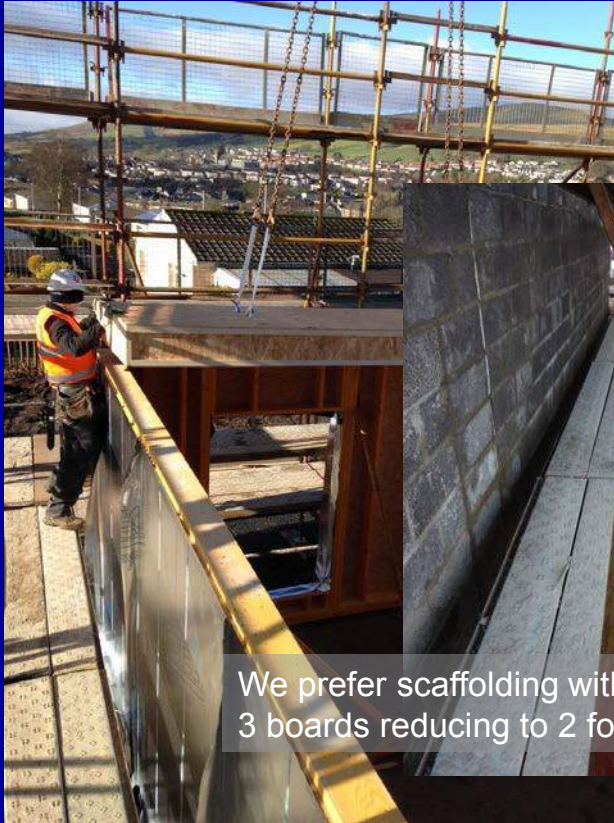


We prefer the  
Oxford Landing System

Avoid working at height – if you have to, make sure we agree!



# Our Stuff ~ Fall Prevention



We prefer scaffolding with  
3 boards reducing to 2 for brick work

We prefer  
working from underneath



Avoid working at height – if you have to, make sure we agree!





# Our Stuff ~ Scaffolding



Clear access



Netted gates



Plot access



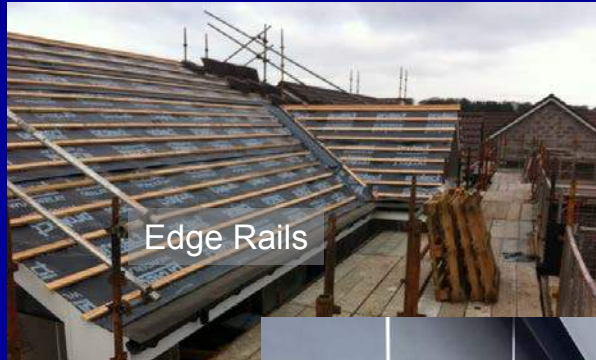
Chutes with netted covered skips

We have a Full Time Man in Attendance.  
Do not alter scaffold yourself - use him!

# Our Stuff ~ Scaffolding



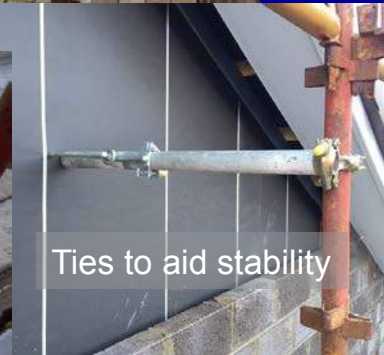
Stairs with anti slip bars



Edge Rails



Returns clipped for stability



Ties to aid stability

We have a Full Time Man in Attendance.  
Do not alter scaffold yourself - use him!





# Our Stuff ~ Plant



Keep away from moving or working machinery.  
Always make sure the operator has seen you if approaching



# Our Stuff ~ Security



This site is monitored  
24/7 by Remote CCTV

In the unlikely event that  
you have had equipment  
or materials stolen,  
please inform the Site  
Manager

Smile you're on camera!



# Our Stuff ~ Information

Should you have any comments or concerns regarding this site, please contact either the Site Manager or your supervisor who can bring it up on your behalf.

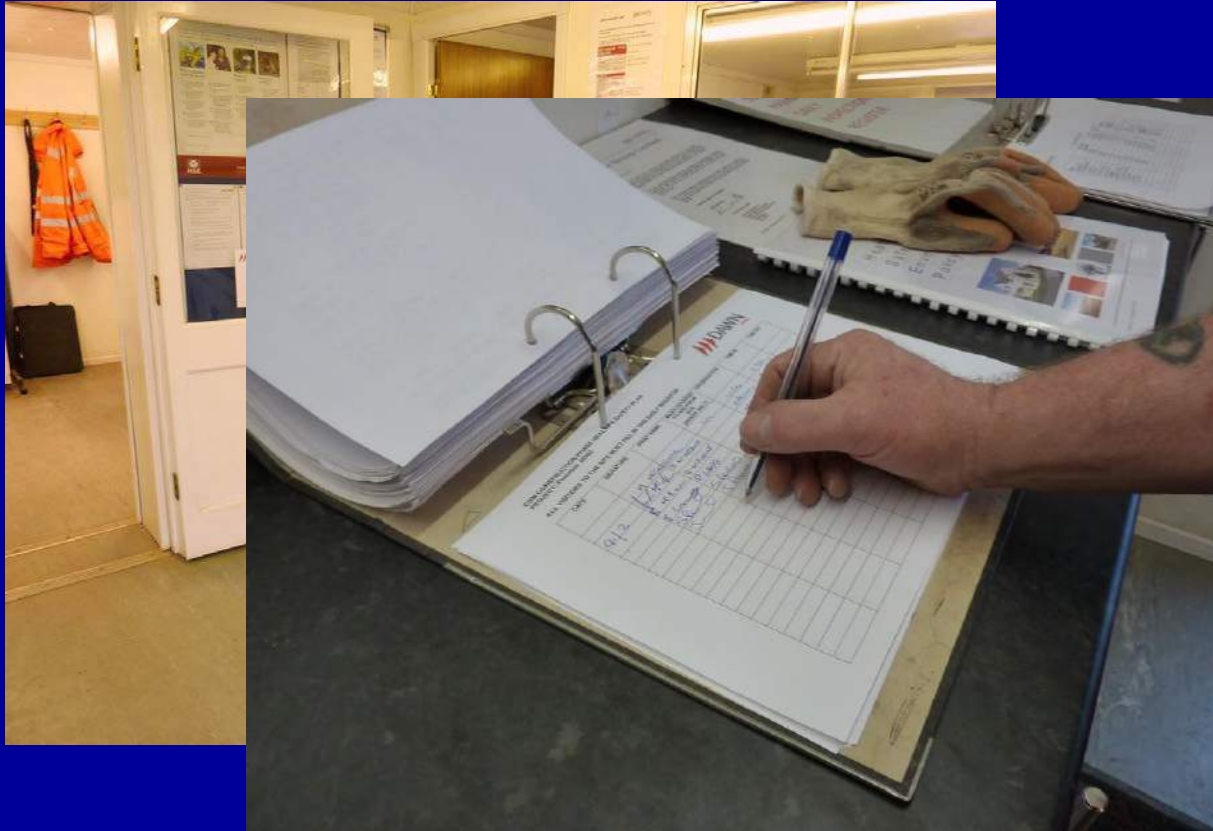
It's okay, just take your time –  
you can read all this on the notice boards



Information we share with you



# Things You Must Do



Sign In and Out Every Day

if there's an evacuation we need to know who's here





# Things You Must Do



Know and Sign your Risk Assessments  
and Method Statements



# Things You Must Do

CDM Construction Phase Health & Safety Plan  
Project Burngreen Brae Kilsyth

**HOT WORK PERMIT**  
APPLIES ONLY TO AREA SPECIFIED BELOW

Phase Health & Safety Plan  
Contract  
Permit/Dig/Break Ground  
Project Burngreen Brae Kilsyth

Duration of permit: (All permits only to be issued on a daily basis)

Work issued for the following: No work other than that detailed must be carried out:

Work issued when plant, equipment, or systems are in operation: Yes

Phase 2 & 3 (Future)  
Work specific hazards: To Dig track for electric cable using excavator

**PERMIT TO DIG**

Instructions to be taken if plant, machinery, or systems are in operation:  
All work to be carried out during daylight hours. All personnel involved in carrying out the work must be trained and competent. No plant, machinery or equipment to be used within 50m of any live electrical equipment at all times.

ALL EXCAVATION TO BE CARRIED OUT IN ACCORDANCE WITH THE PERMIT TO DIG/BREAK GROUND CONTAINING THE FOLLOWING INSTRUCTIONS:  
1. ALL EXCAVATION TO BE CARRIED OUT WITHIN THE SPECIFIED AREA.

Checked: [Signature] Date: 10/10/10

## Permits To Work

- 1) **Hot Works** ~ any works involving the use of heat including plot heaters
- 2) **Permit to Dig** ~ any penetration of the ground including digging fence posts

These are Issued by the Site Manager

Do not do anything for which you are not trained, competent or authorised to undertake

# Finally...



Remember: There is nothing you have to do  
today that's worth getting hurt for...





