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### **Before you start any task:**

- Have the risks been assessed and is there a Safe System of Work?
- Do you have the correct training?
- Are you authorised to carry out the operation/task?
- Do you have the right tools and equipment and are they in good condition?
- Do you have the correct PPE?
- Do you know what to do in an emergency?

### **If circumstances change:**

- Stop what you are doing and re-assess the risks involved.

### **If you cannot comply with a Golden Rule:**

- Stop what you are doing and tell your foreman or manager.



**Do not work at any height where there is a risk of injury from falling unless:**

- All other options have been ruled out.
- The risks have been assessed.
- You have a Safe System of Work.

**Never work above 2 metres unless:**

- You have fall prevention or protection measures in place.
- You wear a safety harness fastened to a suitable anchor point if the task requires it.

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### **Do not operate any vehicles or mobile plant unless:**

- The specified inspections/checks have been completed and it is safe to operate.
- Seat belts are worn by all occupants\*.
- You are able to sufficiently see in the direction of travel.
- People are physically separated from unsecured material and equipment.

### **Do not:**

- Use hand held phones or radios when driving.
- Leave the ignition key in an unattended vehicle.
- Break traffic rules or speed limits.
- Approach a vehicle or mobile plant without making 'eye contact' with the operator to establish if it safe to do so.

HGV delivery or collection vehicles must not reverse unless they are under the direct control of a banksman.

Plant such as excavators fitted with semi automatic quick hitches shall not be used.

3-points of contact shall be maintained while getting on/off lorries and mobile plant.

*\* Seat belts to be worn where fitted and where roll over protection is installed.*



### **Do not operate any lifting equipment unless:**

- It has been inspected and approved for use by a Competent Person.
- The lift has been assessed by a Competent Person.
- The load has been slung by a Competent Person.
- The load is within the capacity of the equipment.
- All safety devices are working.

### **Do not:**

- Move a load above people.
- Position yourself below a suspended load.



**You must not start any excavation work unless:**

- A survey for buried services has been carried out.
- You have been issued with a permit to work\*.
- You understand the Safe System of Work for the task.

**Excavations must always:**

- Be inspected by a Competent Person before being entered.
- Have required edge protection and safe access/egress points.
- Be appropriately battered, cut or shored to prevent ground movement or collapse.

*\*This is not a requirement for cross country pipe trenches unless specified in the site rules.*



**You must not work below or adjacent to overhead services unless:**

- You have been issued with a Permit to Work.
- You understand the Safe System of Work for the task.
- You can maintain at all times the required safe distance from the overhead hazard.

Where mobile plant is used that has the potential to reach within the specified exclusion zone of the overhead hazard it shall be fitted with an operating height restrictor.

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**You must not start any welding or fabrication work unless:**

- You understand the Safe System of Work for the task.
- All required PPE is being worn.
- Welding screens are in place to prevent exposure to un-protected persons.
- Suitable hand arm vibration monitoring or recording is in place.
- Fire extinguishers are in place and readily available.



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## MANUAL HANDLING

**You must not undertake manual handling activities unless:**

- All other options have been ruled out.
- The risks have been assessed.
- You understand the Safe System of Work for the task.
- You have received manual handling training.
- All required PPE is being worn.

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### **Always ensure:**

- Working and storage areas are maintained in a tidy and organised condition.
- Slip and trip hazards are prevented where possible and/or cleared away immediately.
- Adequate and clean welfare facilities are available at all times.
- Lighting levels are suitable for the activity/task.



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## PERSONAL PROTECTIVE EQUIPMENT (PPE)

### Always use the correct PPE:

- In accordance with site rules.
- In designated areas.
- As required by a Safe System of Work.
- As instructed by your foreman or manager.

# DEFINITIONS

## **Risk Assessment**

Identifying hazards and evaluating risk for each hazard for the work to be done, and putting in place sufficient control measures to prevent the hazard giving rise to an injury or incident.

## **Permit to Work**

A document setting out the measures to manage risks when undertaking work which is potentially highly dangerous.

## **Safe System of Work**

Documented or clear verbal instructions detailing the way in which a task will be completed safely. Safe Systems of Work are often referred to as a method statement.

## **Competent Person**

Someone with sufficient training, experience, knowledge and other qualities to enable them to properly undertake the duties assigned to them.

## **Authorised Person**

Someone who is authorised in writing to perform a task or activity.

## **Working at Height**

Working or moving around at a place 'at height' where a person could be injured falling from it, even if it is at or below ground level.

## **Semi Automatic Quick Hitch**

A quick hitch on an excavator is a latching device that enables attachments to be connected to the dropper arm of the plant and interchanged quickly. Semi automatic systems require the operator to leave the cab after they have operated the quick hitch latch to insert a retaining pin in the hitch as additional security.