**SITE SAFETY INFORMATION AND RULES ST GABRIELS**

To be explained by Site Management and given to all on site along with a WSHS Helmet Induction sticker

1. Following the online site induction, all workers and contractors must complete a site safety induction prior to commencing work. Visitors to site must complete an induction using form SAF049.
2. All visitors must report to reception and sign in/out before entering / leaving the site.
3. 5-point Personal Protective Equipment must be worn as a minimum. e.g., high visibility vests, safety gloves/Suitable gloves, safety footwear, protective eyewear and safety helmet. As a minimum standard that may be enhanced through specific task Risk Assessments.
4. Steel midsole safety footwear must be worn, always. Trainers will not be permitted at any time. Visitors arriving on site must wear suitable foot protection. Where agreed, MCL may provide footwear.
    i. Note: this list is non-exhaustive. Additional PPE will be required in accordance with individual Method Statements, Risk Assessment and COSHH assessments.
5. T-shirts or long sleeve shirts must be worn to protect arms, under high visibility vests. Suitable work-wear trousers or equivalent (external and wet trades) to give protection to the legs, must been worn i.e., no shorts etc.
6. Always use personal protective equipment in accordance with manufacturer's instructions.
7. The burning of rubbish on site is strictly prohibited. Waste must be removed from site in the prescribed manner and placed in the correct, segregated skip.
8. The playing of radios, wearing personal headphones, MP3 players, phone music players, use of abusive language or making excessive noise is prohibited.
9. Unauthorised interference or tampering of any scaffold, working platform or equipment by personnel is strictly forbidden and will result in the individual's immediate removal from site.
10. Personnel operating vehicles, plant or machinery, including fitting of abrasive wheels, erecting or dismantling scaffolding must be suitably trained and qualified and hold a current CPCS, CITB, CISRS or affiliated card. (*Operators will complete Plant Authorisation Form prior to commencing works.)*
11. Defective vehicles, plant or machinery must not be used at any time and the defect(s) should be brought to the attention of the Site Management immediately.
12. McLaren will conduct alcohol and drugs testing for safety critical workers and likewise must be carried out by Subcontractors for their own safety critical workers. As part of a post-incident investigation or where there is reasonable cause to suspect any individual is unfit for work through alcohol or drugs while at work.
13. No illegal drugs or other substances are permitted to be consumed on site. If you are required to take strong prescription medication that warns against driving or using machinery, you must inform your company, and the McLaren Management team.
14. Maintain and use all site amenities by leaving in a clean, tidy and hygienic state.
15. Fire Exits and pedestrian routes must be kept clear of plant and materials.

16. All accidents (however minor) and or incidents, dangerous occurrences must be reported to McLaren Management and, with accidents recorded in the accident book.
17. Any hazardous condition or near miss must be reported using 'SPOT IT SHOUT IT' using the QR code that that is located around site.
18. Permits are available on request from McLaren Management for any person undertaking 'HOT WORKS' such as welding, cutting, brazing, soldering, and grinding. 2 fire extinguishers must be in attendance during the works.
19. Any activity deemed as 'confined space' works will require a permit from McLaren Management before work can commence. REMEMBER, NO PERMIT, NO WORK!
20. Only trained and competent personnel are permitted to sling loads or direct cranes.
21. Reversing vehicles and mobile plant must always be supervised by the designated traffic marshal/banksman.
22. Portable electric tools and equipment shall only operate at 110-volt power or lower. Where possible use RCD breakers should be used. McLaren require copies / evidence of PAT test certificates for all 110v powered tools and equipment when requested. Tools and cables must be visually checked before use, each day.
23. McLaren encourage the use of battery tools in place of cabled power tools so that trailing cables are mitigated wherever possible. Battery power banks will be provided to encourage this.
24. All persons to be briefed on the site Emergency Evacuation Procedures, detailing Emergency Exits and Fire Assembly Point.
    i. The site First Aiders are posted on signs throughout the project and regularly updated as persons join or leave the project.
    ii. The First Aid Box is located within the site office and at the entrance to the site.
25. Contractors must comply with Environmental Legislation, including storage of fuels, waste transfer etc.
26. Any Hazardous waste generated must be deposited in a skip or waste bin marked 'Hazardous Waste' – this would include:
    i. Paint tins, survey aerosol spray cans, mastic tubes, used oil spillage kits.
    ii. Fuels (Locked and bunded 110% of the storage capacity) and chemicals hazardous to health must be stored in a designated storage area and locked with COSHH and MSMS sheets available with the COSHH Coordinator.
    iii. facility in accordance with COSHH Regulations and material storage recommendations.
27. In the event of a spillage the 'Emergency Spillage Plan' must be adhered too.
28. All fuel bowsers must be locked to prevent unauthorised use.
29. All petrol/diesel powered plant must have drip trays in attendance.
30. Refuelling of plant and machinery must be carried out at the designated refuelling point. The use of suitable gloves for refuelling must be worn and have a spill kit present during refuelling.

31. Everyone must take responsibility for disposal of their rubbish and general litter by using designated waste bins or skips – discarded waste will not be tolerated on any McLaren site.
32. If contracted to supply their own skips, sub-contractors must provide McLaren with copies of the waste management license, waste carriers license and waste transfer notes.
33. Concrete wash out must be conducted in the designated area with suitable and agreed disposal methods.
34. Site personnel are not permitted to enter any school or college grounds unless CRB checked (where applicable).
35. **All site personnel <u>MUST</u> take reasonable care of their own health & safety and those of others who may be affected by their acts or omissions.**

36. The site working hours are:

    i. Monday to Friday 08.00 to 18.00
    ii. Saturday by agreement only 08.00 to 13.00
    iii. Sunday and Bank Holidays No working

37. Note: MCL operate a Quality Management Policy which must be adhered to all contractors.