

**PROJECT: Alma Park Primary School**

**CONTRACT NO: 1839**

These rules are designed to keep you safe whilst you are at work. You **MUST** comply with them and any health and safety method statements & risk assessments that are brought to your attention. If you are in a position of authority such as a foreman, supervisor, agent or manager then you have a responsibility of not only complying yourself, but ensuring as best you can, that persons under your control also comply. If the rules are broken, you must **ACT** to put things right, never walk away from an unsafe situation.

1. All personnel must attend site inductions before starting work. All contractors shall comply with these site-specific rules:
2. PPE for site is: Hard Hat; Hi-vis vest/jacket; Hand Protection Gloves; Safety Footwear; Dust Masks & Dust Suppression where required; Ear Defenders if required. NO SHORTS TO BE WORN. There are no exemptions. Including risk assessment requirements. Contractors are expected to conduct themselves in a professional manner. This includes dress (suitable overalls to be worn at all times, of reasonable condition), site tidiness, and orientation of tools and equipment.
3. All persons working on or visiting site must wear identification tags
4. Adequately trained and experienced persons only will operate plant and machinery. Abrasive wheel use and changing wheels is included in this.
5. This is a NO SMOKING site. No smoking of cigarettes is allowed within the site or site service areas.
6. No radios / Personal Stereos are to be used on the site or site service areas.
7. The use of mobile phones is only permitted in the event of an emergency and must be out of the sight of school pupils as Alma Park Primary School operate a no mobile phones policy on the school site.
8. Test certificates must be produced to Site Management before lifting appliances are put into service. Any damage to be reported immediately.
9. No person will you use foul or abusive language within the site or site service areas. Failure to comply may result in the caution of the individual or he or she may be expelled from the site should there be repeated non-compliance
10. Only 110V electrical tools and equipment are to be used.
11. Work areas must be kept tidy, free from debris and materials stored in a safe orderly manner.
12. Do not lift heavy or awkward objects alone - seek assistance.
13. All accidents and illnesses must be reported to Site Management.
14. All site boundaries must be maintained and observed.
15. Persons under the influence of drugs or alcohol will not be allowed on site.
16. Persons must not enter the construction area unless authorised to do so.
17. Persons causing wilful damage to any company equipment etc (plant, equipment, and materials) shall be subject to disciplinary proceedings.
18. No substance is allowed on site unless COSHH assessments are produced to Site Management.
19. All litter / waste is to be placed in the appropriate containers at all times.

Welfare facilities are provided to be **used** not **abused**. High standard of hygiene is to be maintained on site. Food consumption in designated areas only. No offensive posters or calendars are to be displayed