

Site Safety Rules





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Subcontractor Conditions

Sub-Contractors must follow all Bridgestone site rules and subcontractor SHEQ rules. Subcontractors will be asked to stop all work if any malpractice is observed, until they can demonstrate compliance and maintaining suitable safe systems of work. As a result of non-compliance the subcontractor may be issued with a safety warning notice or requested to leave site.

All contractors must report all accidents, incidents and dangerous occurrences to Bridgestone supervisory staff.

Arrival on Site

On first arrival at site, before starting work or unloading any equipment all employees, subcontractors and self-employed personnel, must report immediately to Bridgestone supervisory staff and register.

All new personnel must attend a site induction before commencing work. All employees, subcontractors and visitors must also sign the register when leaving site.

All contractors must carry an ID card.

Vehicles & Parking on Site

All vehicles (including those of subcontractors) arriving on site must be fit for the purpose which they are intended, have all necessary documentation and certification in place, and comply with any specific site arrangements.

Site personnel and visitors must park their personal transport either in the designated area, public car park or where on the public highway in a manner so that it does not cause an obstruction, a visibility problem, inconvenience residents or restrict access to emergency vehicles.

Environment

All Bridgestone sites will be managed in line with our project specific site waste plan. All spillages, or release of any substance that may be likely to cause harm to the environment, must be reported and cleaned up and disposed of as per of the relevant COSHH assessments.

Ensure lockable (where appropriate) skips and materials are located in the agreed designated locations and that skips are promptly removed when full. Damp down or cover skips as necessary to prevent excess dust and debris contaminating the area. Where segregated skips are provided, only the designated materials shall be placed into the skip.

No effluent shall be disposed off down any surface water drains or any watercourses. Licensed, waste disposal companies will be employed to dispose of all waste(s). All hazardous wastes shall be appropriately segregated from non-hazardous wastes.

Scaffold

All independent scaffold designed, erected, altered, inspected, used and/or dismantled for on behalf of Bridgestone will be done so in line with industry guidelines.



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Permits To Work

A permit to work system has been developed to control and assist in safe systems of work. Permits will be issued and controlled by the Site Manager, who will have overall responsibility in ensuring permits are managed, adhered to and closed down. A permit may be required for the following activities: Plant & Machinery, Confined Spaces, Electrical Installation, Hot Work, Excavations, Ladders, Roofworks, Demolition, Crane Lift, Permit to Load/Strike and demolition.

Every person associated with the issue, receipt, checking and cancellation of permits will ensure they fulfil their responsibilities detailed within the Permit to Work

Safe Access/Egress

All access/egress routes to sites will be kept clear at all times and free from trip hazards. If routes need to be blocked temporarily, site management must be informed so alternative safe access arrangements can be made.

Appropriate pedestrian and vehicle segregation must be in place.

Access and Egress must be adequately lit, sign posted and arranged to assist in the flow of movement around site, as well as emergency escape.

Site operatives and visitors must work in line with the traffic management plan and access routes set out by Bridgestone.

No amendments must be made to areas of access and egress without prior consent of site management.

Underfoot conditions should be reviewed regularly and maintained.

No 'makeshift' means of access and egress will be accepted on site.

Lifting Operations

All lifting operations will be carried out by suitably trained, and competent, personnel in accordance with LOLER Regulations 1998 and in line with a safe system of work which has been approved by site management.

All Lifting Equipment must have a current test certificate and be thoroughly tested and examined in line with all current legislation.

All accessories for lifting must be examined before first use, when exposed to conditions causing deterioration and every six months in accordance with an examination scheme drawn up by a competent person. All examinations will be recorded and records kept

Electrical Equipment, Supplies and Electrical Work

All site electrical equipment to be 110v; centre tapped with earth, and kept in good repair. Inspection must be carried out before use and a 'competent person' must test the equipment on a regular basis



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All Portable Electrical Equipment, (equipment not hard wired) shall be visually inspected by the operator before each use and subjected to PAT test at defined intervals.

Damaged or unsafe electrical equipment must be removed from site immediately to prevent use.

All work on or near electrical systems must be covered by a Permit to Work and in accordance with the method statement.

No person other than designated qualified electricians is permitted to conduct any work on electrical systems.

Plant and Machinery

All plant and machinery will be fit for purpose, suitably maintained and have an up to date test and certification where applicable. All must be suitably guarded, and safety devices must be fully operational.

Subcontractors plant and machinery is the responsibility of those subcontractors and must meet all statutory requirements. This should be checked and confirmed by site management ahead of start on site.

All plant and machinery operatives must be competent, and records of training and qualifications kept and made available for inspection and must carry the relevant competency card. NO CARD NO WORK.

All maintenance or repair work on fixed plant and machinery must be carried out by competent persons. All work involving plant & machinery must be covered by a Permit to Work and in accordance with the method statement.

Hoists

Hoists must be inspected weekly, by trained and competent operator(s), and examined thoroughly by a competent person after re-erection, alteration in height, or travel, or substantial repair.

Hoists must be thoroughly examined by a competent person, on a twelve monthly basis, (six if carrying persons) and before starting any work. Records must be kept on site for inspection. All moving parts must be suitably guarded. All operators will be suitably trained in their safe use.

Work at Height

All work at height will be carried out by a competent person in line with a safe system of work.

A work at height assessment must have been completed to ensure the correct access equipment and arrangements have been chosen, this will be in line with the hierarchy of control.

LPG and Acetylene

All gas cylinders must be stored and used in accordance with current health and safety legislation. A Permit to Work will be issued before the start of any Hot Work.



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PPE

PPE must be worn as stipulated by the site rules and in line with task specific risk and COSHH assessments.

Subcontractors will provide their own employees with suitable and sufficient PPE to comply with the site rules.

The company expects all person to wear glove and eye protection on top of the standard hardhat, boots & vest.

The wearing of shorts on site is strictly prohibited.

Fire

No burning/fires are to take place on any site. Suitable and sufficient firefighting equipment will be provided and maintained regularly.

All employees will be made aware at induction of the site fire and emergency procedures at every site where they are working and instructed to take part in any drill that is practised. Enough personnel must be trained in the safe use of fire extinguishers

Means of escape, fire alarm locations and assembly points should be clearly marked and brought to the attention of ALL personnel on site.

Noise

Exposure must be reduced as far as is reasonably practicable by engineering methods as the first control measure. If engineering measures are not within the acceptable limits as stipulated by the Noise at Work Regulation, then extra control measure must be introduced. Levels that require hearing protection are detailed in the Noise at Work Regulations and these can be described as: -

80dB(A) as a first action level where hearing protection must be freely available for employees and that employees know there is still some risk to their hearing. (Employees will have to shout to be heard at a distance of approx. 2 metres)

85dB(A) as the second action level where hearing protection MUST be provided and WORN. (Employees will have to shout at a distance of approx. 1 metre)

All employees shall wear ear defenders as defined by risk assessment undertaken by a competent person.

Radios and media players are not to be used on site.

Housekeeping

All site operatives must ensure that sites are kept clean and tidy at all times. Consideration must be given to tools and equipment, including trailing leads, clear walkways and access areas and waste.



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Sufficient means of disposing of waste will be provided on site and waste will be segregated as required.

Welfare Facilities

Suitable and adequate welfare facilities shall be provided as stated in the CDM Regulations 2015 before construction works commence on site and must be maintained throughout the works.

All employees must look after the welfare facilities and help to keep them clean and tidy. Any person caught damaging or defacing welfare facilities will be subject to disciplinary action.

Young Persons

No one under school leaving age is to be permitted on site/unless under the direct supervision and under a safe systems of work. Young persons between 16 - 18 years should not operate plant or equipment unless trained and supervised at all times.

Certain items of plant and machinery (as identified by various regulations) must not under any circumstance be operated by persons under 18 years of age, if you are in any doubt over which plant and machinery applies, contact your H&S Department.

A young persons risk assessment will be developed and kept on site.

Accidents and Incidents

Report all accidents, incidents or dangerous occurrences to your supervisor as soon as it is practicable and the Site Manager must ensure the accident/incident form is completed in accordance with the procedure.

Drugs & Alcohol

You must not come to work under the influence of, or consume any drugs or alcohol whilst at work. Inform you site manager if you have been prescribed any medication from your GP.

Gas

Only GasSafe engineers are permitted to alter gas supplies or gas fittings.

Smoking Arrangements

Smoking and vaping is only permitted in designated areas.