

## **ALARM RADIO MONITORING LIMITED**

Contract Address	Contract Number
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### **Basic Site Safety Induction Course**

#### **For Employees, Sub Contractors and any other person working on the Site.**

Before starting work on site all persons are given this Basic Induction Course usually by the Site Supervisor or our Health and Safety Supervisor.

You will be made aware of the Construction Site Boundaries, Emergency Procedures and the Site Safety Plan - including specific hazards – and will be required to sign a copy of this induction document in confirmation that you understand “same” and will abide by “same”.

#### **Introduction**

This induction course is being given in accordance with the Company Policy to improve safety awareness. We are pleased for you as an employee or sub contractor employee of the Company to be part of the team and we look forward to a satisfactory and productive term of employment.

It is your obligation as an employee to abide by these legal and regulatory requirements and organisational procedures.

Our Safety record in this industry has been very good and we require your active participation in all areas of safety and health to maintain this standard.

The site supervisor is Martyn Dawson who (in liaison with Darren Swindlehurst) is responsible for all operations on this Contract. Part of such responsibilities is for safety of persons working on the site, in the workshop and members of the public who could be affected by our operations.

You will work to his instructions, which will include the safety requirements of all operations. Sub Contractors’ operatives will be trained in their duties by their own supervisor and work to his instructions.

### 3 Safety Organisation

The Company Health and Safety Officer/Consultant is Monty Bishop of QS Services. He has an overall responsibility for co-ordinating the health and safety aspects of the design and planning phase and for the early stages of the health and safety plan and safety file. He is not responsible for accidents after the work has started, as safe systems of work should be adopted per his planning.

Should any unforeseen "hazard" be noticed or suspected that is not identified in the Method Statement or Risk Assessments, work must cease until advice is sought from either Gareth Adams or Monty Bishop (01432 354309) of Safe Systems of Work to be employed.

### 4 Project Information

Our Client for the project is .....

### 5 Legal and Regulatory Requirements

We have a legal duty under the various Health and Safety at Work Act's and CDM Regulations 1994 to conduct our operations on this site in a safe manner. Copies of our Company Health and Safety Policy and the Method Statement & Risk Assessment as required by these regulations are available for your inspection in the Office/On Site.

You as an employee also have a legal duty to work in a manner that will not endanger yourself or any other person working on site. You also have a legal obligation to wear protective clothing and footwear and you must not misuse any safety equipment that is provided by your employer for your own and others safety. Any damages or loss of equipment provided must be reported to your site manager to enable him to have it replaced or repaired.

It is also your duty to report to the site supervisor (or Darren Swindlehurst) any operation not being performed in a safe manner and any potential or actual hazards.

### 6 Welfare Accommodation

- a) *Rest Room* – as designated on site. Your lunch break will be from 1pm to 1.30pm.
- b) *Toilets* – Are provided for your use.  
You have a legal duty when using these amenities to leave them clean and tidy.  
We need your help to maintain these facilities, provided by us for your use, in good order.
- c) *First Aid Facilities* – Are provided on site. Your First Aider is .....  
All injuries received on site must be reported to your supervisor and all details concerning the accident must be added to the site accident book duly signed by yourself and your supervisor.

### 7 Personal Protective Equipment (PPE)

You will be issued with a safety helmet to protect you from head injuries. It must be worn at all times when on site, unless you are instructed that due to working conditions it is not necessary to do so. You

must ensure that the helmet has been properly adjusted to fit your head. If this is done correctly the helmet will not fall off. Under extreme weather conditions chinstraps will be supplied.

### **P.P.E for Sub Contractors, Self-Employed.**

Various other types of protective equipment will be provided for certain operations. The Site Supervisor will give you the necessary wearing instructions.

Before work on certain operations you may be issued with other types of protective equipment, for example – if you are using or working close to noisy plant machinery you will be given suitable ear defenders. You will be instructed how and when to wear them and how to clean them. If for any reason your ear defenders should become damaged please consult the Site Supervisor.

Safety headgear, footwear and high visibility waistcoats/jackets must be worn on site, if you are not wearing them do not enter the site.

**Persons who persist in not wearing PPE provided for their safety will be instructed to leave the Site and will not be allowed on the Site again.**

### **8 Fire Safeguard**

Cartons, waste, litter etc are to be disposed of as work progresses and not left until the end of the day.

The Site Supervisor will confirm the fire fighting procedures. You should be aware of these procedures: -

Location of fire extinguishers.

Fire Call points.

Fire Assembly Point.

Welding/Cutting to stop one hour before end of working shift.

Permit to work as appropriate.

### **9 Scaffolding**

Only persons holding a CITB Training Record Card and persons directly supervised by them are allowed to erect, alter or dismantle scaffolds.

Any employee of the company including sub-contract employees to be removing handrails, toe boards, etc. or in any way changing scaffolding will be instructed to leave Site and will not be allowed back on the site.

### **10 Plant**

Copies of licences, CITB Certificates (or similar approved qualifications) to be on site before any persons is allowed to operate any item of plant, machinery or tool. Unauthorised persons are not allowed to operate plant machinery or power tools or tools.

## 11 Site Safety Rules

This induction course will be completed by the Site Supervisor (assisted by our Safety Advisor as appropriate) explaining the requirements of the Site Safety rules to you.

Any well-run organisation needs rules.

This site is no exception.

They have been kept to a minimum.

They are not to be broken.

A record will be kept on Site of each employee given this induction course (confirmed by your signature hereafter) which may be followed up with an additional course if and when required.

### SITE SAFETY RULES

- DO Read the On Site Company Health and Safety Policy and the Method Statement and be aware of the risks : See Risk Assessment (appended later)
- DO Wear a Safety Helmet, High Visibility waistcoat and Safety Footwear.
- DO Ensure that you have had your tetanus booster (cuts/perforations from rusty nails and the like)
- DO Wear Ear defenders, eye protection and dust masks issued by your supervisor.

#### **THEY ARE FOR YOUR PROTECTION**

- DO Report any defective equipment to your supervisor immediately.
- DO Report all injuries, early warning signs of : skin rashes; upper limb disorders; repetitive strain syndrome; breathing difficulties; vibration white finger, etc to your supervisor immediately and get treated or receive medical advise as appropriate.

**REMEMBER : it is your responsibility to work in a safe manner, to protect yourself and others around you.**

- DO Keep messing and Toilet Facilities clean and tidy.

**REMEMBER to wash your hands with the facilities provided.**

- DO Remember that alcohol and unprescribed drugs will not be tolerated.

**ADDITIONAL OR PARTICULAR RULES RELATING TO THIS SITE MAY BE ADDED BY THE SITE MANAGER.**

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## **SITE SAFETY RULES**

DON'T Leave open voids unguarded.

DON'T Use Radios or Walkmans on Site.

DON'T Leave any timber in passageways without de-nailing.

DON'T Alter or adjust scaffolds, get your supervisor to organise a Scaffolder.

DON'T Talk to passers by (members of the General Public) or encourage them to linger adjacent to the work site. This could put them (or you) at risk.

DON'T Leave access routes untidy. Your fellow workman or you might be the next one to trip or fall.

DON'T Tamper with electricity. It is electricians work. Treat all cables as live. REMEMBER Electricity KILLS.

DON'T Get involved with fighting or Horseplay as this will not be tolerated.

NEVER Attempt to operate any type of plant, tool or machinery unless you have a valid Certificate (or training) that has been inspected and copied by the Site Manager.

### **2.0 Risk Assessment (without control measures)**

#### **2.01 Site Tidiness / Working from Heights**

##### **Hazards**

- a) Persons being struck by site vehicles
- b) Incorrect use of tools or equipment.
- c) Poor equipment maintenance.
- d) Improper use of electrical equipment at heights.
- e) Defects in tools and equipment unchecked.
- f) Tripping/slipping
- g) Falls from heights.
- h) Being struck by falling objects.
- i) Collapse/slip of higher access equipment.
- j) Incorrect use of higher platforms. (not off level base)

##### **Risks**

- a) Death or permanent disability from being struck by moving plant.
- b) Cuts, splinters, feet injuries.

- c) Blindness or permanent disability from falls or being struck by flying objects.
- d) Electric Shock or death by electrocution.

## 2.02 Tools and Equipment

**Hazards** with the use of plant and equipment arise out of :

- a) Unskilled operators.
- b) Incorrect use.
- c) Poor maintenance.
- d) Equipment being dropped from heights.
- e) Defects in equipment unchecked.
- f) Noise.
- g) Dust.

**Risk**

- a) Death by crushing, permanent or temporary disability. Limb injury/breakage. Other injuries resulting fire or being hit by “falling” objects. Breathing / respiratory problems.

## 2.03 Vehicles

**Hazards** with the use of transport on site arise out of :

- a) Incorrect Use.
- b) Speeding.
- c) Poor maintenance.
- d) Reversing unsupervised.
- e) Unloading / loading unsupervised.
- f) Insecure loads.

**Risk**

Death or permanent / temporary disability by crushing, flying or dislodged/falling objects.

## 2.04 Health Hazards

**Health Hazards** from the substances can be divided into the following categories:

- a) External Contact – skin absorption, corrosive.
- b) Inhalation – fumes, dusts, vapours.
- c) Ingestion – swallowing.

**Further:**

- d) Weils Disease – exposure from working with sewage or urine of rats.
- e) Hepatitis – exposure to workforce in contact with human faeces.
- f) Wasps Nests – in roof spaces.
- g) Bird Droppings – Inhalation of dust or ingestion can cause “Pigeon Fanciers Lung”, Cryptosporidiosis, Pshittacosis or Ornithosis.
- h) Legionella Bacteria – in content of water systems.

**Risk**

Death or permanent / temporary disability from inhalation, contact or ingestion of the substances.

## 2.05 Noise (above 90db)

**Hazard** – Damage to Ear Drum / impaired hearing.

**Risk** – Deafness / Hearing Difficulties.

## 2.06 Personal Protection

**Hazards/Risks** – Where PPE is not worn a resultant accident could give rise to death from any of the hazards identified else where in the risk assessment.

## 2.07 Hot Work

**Hazards** – Electricity; electrical equipment; sharp edges; fire, explosion, unsafe use of equipment, falls from staging/heights, burns.

**Risks** – Fatal Injury, Temporary/Permanent disability, electrocution, loss of limbs, lacerations, strains, sprains, eye damage/blindness.

## 2.08 Lifting Operations

**Hazards** – the main hazards associated with lifting operations are :

- a) Overloading of lifting appliance.
- b) Overloading or incorrect use of lifting gear.
- c) Incorrect positioning of lifting appliance.
- d) Insecure attachment of load.
- e) Contact with overhead electricity cables.
- f) Improper methods of use of equipment.
- g) Failure of equipment due to lack of maintenance.

**Risk**

Death or permanent/temporary disability from collapse of “structure” electrocution/falling objects or crushing. Lacerations, sprains and or bruising.

## 2.09 Manual Handling

**Hazards** – the main hazards associated with manual handling are :

- a) Back Strain, Slipped Disc.
- b) Hernias.
- c) Lacerations, crushing of hands and fingers.
- d) Tenosynovitis, repetitive working conditions.
- e) Bruised or Broken toes or feet.
- f) Various sprains, strains etc.

g) Vibration white finger : use of hammers or jack hammers.

**Risk**

Permanent / temporary disability (back and upper limb disorders), lacerations, sprains, strains and or bruising.

**2.10 GENERAL**

**CONTROL MEASURES TO BE ADOPTED TO AVOID HAZARDS MANIFESTING THEMSELVES INTO ACCIDENT, INJURIES or FATALITIES.**

- All works will be properly planned and works carried out by competent persons under the strict supervision of a competent supervisor.
- All personnel working in the site will be required to wear hard hats, protective boots, gloves and dust filtration masks ( when working with asbestos – disposable overalls).  
Hot Working – Regulative Clothing and Face Visors.
- Maintaining strict control of vehicles, egress, access, manoeuvring, handling and usage.
- Area adjacent to “work area” where possible will be designated a personnel clear zone.
- Scaffolds, staging hoists and platform will be kept clear of accumulations as the work proceeds, with all the equipment used at heights appropriately attached with link cords to “avoid causing harm if dropped”.
- Prior to work commencement all on site to undergo site safety induction course of the for site specific hazards to be identified.
- All ladder work must be carried out under a permit to work scheme. Ladder work is not to exceed 5 minutes duration in any one activity. Only eight rung ladders are to be used and only the bottom five rungs of any eight rung set of ladders are to be used.
- Any loft and roof void work is to be of a limited duration for antenna fixing purposes only. The lofts and void floors are principally boarded out but in areas where this is not the case temporary boards are to be used for all access and fixing works.

**Risk Assessment Concluded**

Messrs Alarm Radio Monitoring Ltd, having recognised all foreseeable risks, will bring them to the attention of “the site workforce” and having “satisfied themselves” that all “on site” are competent to carry out the tasks required of them; satisfied that they have adequate training in regard to Health and Safety matters, lines of communication, emergency procedures; that all works so carried out are to be in accordance with the safe systems of work clearly defined in the on site Health and Safety Policies/Plans. They will consider that the works undertaken should not constitute any significant predictable “out of the ordinary” risk to the health of the workforce, site officials, members of the public or others.

**Register and Declaration of those on site :**

I confirm that I have been made aware of the Site Boundaries, Emergency Procedures, the Method Statement including the Risk Assessment and have read, understood and will abide by the rules and conditions of this “Course “ and Site Rules/Method Statement for this project :

**Signed by “Employee”**

**Printed Name**

**Date of Signature**



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GENERIC SAMPLE