

COMPANY SAFETY RULES

It is the duty of every person, whilst carrying out work activities, to behave in a safe and reasonable way towards fellow Employees, the Company, its Suppliers and Customers, and to observe the Company Safety Rules. Any item not fully understood must be brought to the attention of the Service Manager or Site Supervisor.

This list is not exhaustive.

1. Working Practices

- 1.1 Machinery, plant or equipment for which guards have been provided must not be used without those guards being in the authorised position and in full working order. Any faults or damage to guards must be reported to supervision immediately.
- 1.2 Machinery, plant or equipment must not be cleaned whilst it is in motion.
- 1.3 Vehicles, plant or equipment should not be left running whilst unattended unless specifically required to do so.
- 1.4 Machinery, plant or equipment must only be operated by trained personnel, unless under a course of training or instruction.
- 1.5 Damaged or faulty tools, machinery, plant or equipment must not be used under any circumstances. Any damage or faults must be reported to the Service Manager or Site Supervisor immediately. Temporary or running repairs must only be undertaken with the express permission of the Company.
- 1.6 Electrical repairs or maintenance to machinery, plant or equipment must only be carried out after authorisation has been given by the Company. Any electrical faults must be reported to the Project/Service Manager immediately.
- 1.7 When using ladders, for any purpose, ensure that;
 - 1.7.1 The ladder is placed on a firm footing and effectively secured to prevent outward or sideways movement.
 - 1.7.2 The ladder is correctly positioned to an angle ratio of 1:4 (1 metre out for every 4 metres of height).
 - 1.7.3 When used for access to higher level or working platform, the ladder must extend at least 1 metre above the landing place.
 - 1.7.4 When using an extension ladder, the overlap of any two adjacent sections shall not be less than 3 ½ rungs.
 - 1.7.5 Under no circumstances must ladders be used with patent defects such as loose or missing rungs, cracked, splintered or warped stiles.

- 1.7.6 Ladders must not be painted unless in a clear preservative or varnish.
- 1.8 Working Platforms / Elevated Working Places
- 1.8.1 Scaffold, working platforms or any workplace where a person may fall two metres or more, must have secure guardrails and toe-boards fitted and in position prior to commencing work.
- 1.8.2 Wherever a person, including members of the public could be struck by falling items, all elevated workplaces, scaffolding and working platforms must be securely enclosed with steel wire mesh, and the mesh should have an aperture of not more than 30 mm and be securely fixed between the underside of the guardrail and the topside of the toe-board, or alternatively the surrounding area to be fenced off with bunting or appropriately placed witch's hats in position.
- 1.8.3 Trestle scaffolding must only be used on a firm level base carefully examined prior to use and must not be used if;
- Rungs or cross bearers are defective.
 - Broken or damaged hinges are found or screws and bolts are missing.
 - A fixed spreader bar is not fitted between the stiles.
- 1.8.4 Planks used in trestle scaffolds must not overhang the end support by more than 250 mm unless cleated or lashed.
- 1.8.5 Span of planks must not exceed 2.7 metres and must comply to AS 1577 stress grade of timber.
- 1.8.6 Low level work platform, step ladders, trestles etc, must not be used within 3 metres of any exposed opening or penetration where a person would be liable to fall for more than 2 metres.
- 1.8.7 All penetrations must be securely fenced or boarded and a notice clearly displayed "Warning – Opening Below" (Guardrails must be constructed of steel tube (scaffolding specifications) and toe-boards to a height of 250 mm).
- 1.9 Tower Scaffolding
Before erecting any tower scaffolding the following items must be inspected;
- 1.9.1 Castors, the castor housing and wheels are not damaged and rotate effectively. The castor swivel rotates and the brake functions properly.
- 1.9.2 Adjustable legs should not be bent and thread section free of damage, dirt or any other debris. A device must be fitted to prevent the leg falling out of the frame.
- 1.9.3 Frame sections should not be bent or twisted and maintained in a clean condition. Spigots must be straight and run parallel with the axis of the column tube.

- 1.9.4 Brace sections, stairway and/or ladders must be straight and undamaged with the lock hook mechanism functioning correctly.
- 1.9.5 Platforms must be free of damage and frames in good order. Under no circumstances should platforms with split or warped decking be used.
- 1.9.6 Outriggers and stabilisers must be free of defects and all hooks and couplers must function properly.
- 1.9.7 After the Tower has been erected the following items must be checked before use:
- It is vertical and square and that the horizontal braces and platforms are level.
 - Outriggers or stabilisers are correctly positioned and secured.
 - All base-plates or castor wheels are fully in contact with the ground, including those on stabilisers or outriggers. All castors should be properly locked.
 - All spigot and socket joint locks holding the frames together are secured.
 - All the bracing members have been located exactly in accordance with the instructions in the Suppliers Manual.
 - All guardrails and toe-boards are in position as required.
 - All access stairways and ladders are in position and are firmly located.
- 1.9.8 During use the Tower must be kept in good order. Damaged or lost parts of the structure must be reported to the Site Manager immediately and the Tower taken out of use.
- 1.9.9 No person or materials must remain on the Tower whilst it is being moved, and care must be taken to avoid contact with overhead obstructions, eg electricity cables etc.
- 1.10 Roof Work
- 1.10.1 Employees are not permitted to climb or work on any fragile roof unless safe means of access is provided and roofing ladders or crawling boards are used.
- 1.10.2 When directed by the Company effective precautions must be taken to prevent the fall of any person or materials whilst undertaking work from the roof.
- 1.11 Portable Electrical Apparatus
- 1.11.1 Flexible extension leads in excess of 36 metres in length are not permitted. As far as practicable, all extension leads should be supported above the ground and maintained in good condition.
- 1.11.2 Double adaptors and "domestic" electrical distribution boards are not permitted. All electrical equipment must be effectively earthed unless of the "double-insulated" or "all-insulated" type.

2. Protective Clothing And Equipment

2.1 General

All construction personnel must use protective clothing and/or equipment on all necessary occasions and when instructed by the Service Manager and/or Supervisor. Damaged, faulty or lost equipment must be reported immediately.

2.2 Safety Hazards

All persons undertaking work on Construction Sites will be required to wear safety helmets when directed to do so by the Service/Project Manager and/or Supervisor. Safety helmets must be worn where there is a foreseeable risk of head injury, in particular, under the following circumstances;

2.2.1 Demolition – Safety helmets should be worn by everyone on Site.

2.2.2 Working in excavations more than 1.5 metres deep, including manholes, chambers and sewers – helmets must be worn.

2.2.3 Work below overhead work (eg steel erection, roofing, scaffolding etc) - helmets should be worn by those below.

2.2.4 Work close to cranes and other lifting appliances in operation and work close to vehicles loading and unloading – helmets should be worn.

2.2.5 Any type of pile driving – helmets should be worn by everyone on site.

2.3 Eye Protection

Approved eye protection must be worn by all personnel engaged in or working close to any activity which may cause eye injury, eg explosive power tools, abrasive blasting, power operated high speed cutting machines, drilling machines, welding operations, use of lasers, use of compressed air tools, use of high pressure water jets, use of chemicals, acids or other corrosive substances, breaking, cutting, drilling and carving of any substance with power or hand tools, and when there is a foreseeable risk of flying particles.

2.4 Ear Protection

Approved ear protection must be worn when exposed to the risk of hearing damage arising from the operation of hammer drilling machines, explosive power tools, pneumatic breakers, high speed cutting machines etc.

2.5 Road Safety

Whilst carrying out the activities on footpaths or near the road, or when necessarily working close to moving traffic, Employees will be required to wear appropriate road safety apparel at all times.

3. Fire Precautions

3.1 When appropriate, construction personnel must be aware of the Site Fire and

Emergency procedures and the appropriate assembly points. They should discuss any problem which could occur with the Site Supervisor.

- 3.2 Fire fighting equipment, fire escape routes and fire service points must be maintained free from obstruction at all times.

4. Housekeeping

- 4.1 Gangways and work areas must be kept clear and in clean and tidy condition.
- 4.2 All rubbish, scrap and waste materials must not be allowed to accumulate within the work area.
- 4.3 Any spillage of any substances, acid solvents etc, must be cleaned up as soon as practicable, and always return to the proper storage facilities after use. Under no circumstances should chemicals, substances or oils etc, be tipped into drains or sewers etc.

5. Working Conditions

- 5.1 Site personnel must wear clothing suitable to the job they are doing. Appropriate foot-ware must be worn – thongs, sandals, sneakers etc are not acceptable. Unless specified to the contrary, approved safety boots or shoes must be worn by all personnel whilst present in the construction area. Where long hair can become a safety hazard, it must be contained.
- 5.2 Personnel must not run within Company premises or on Construction Sites except in an emergency.