

**PLP CONSTRUCTION LTD
SITE INDUCTION / INFORMATION FOR
SITE
OPERATIVES & CONTRACTORS
SITE:
Brownhill Community Learning School
Sutherland Rd
Heywood
OL10 3PY**

**SHOULD IT BECOME NECESSARY FOR ANY PART
OF THESE PROCEDURES TO CHANGE YOU WILL
BE NOTIFIED ACCORDINGLY.**

**YOUR CO-OPERATION WITH THESE PROCEDURES
WILL BE GREATLY APPRECIATED.**

**I can confirm that I have read and understood this site
induction and that I have the appropriate PPE detailed
in this document to work safely.**

Signed:

Printed:

For PLP Construction Ltd.

Site Specific Information

Project Description and Site Restrictions:

The project consists of the formation of a Four Classroom and additional office space single story Extension, Also the formation of a turning circle and additional parking area

Contractors must avoid interruptions to local residents parking facilities.

All deliveries and material movement on Site to be agreed with the Client / Site Manager.

Access to the site shall be Larch Road, PLP Construction will control access to the construction site and car park.

Care must be observed by all drivers approaching site. The speed limit on Larch Road is 30mph and 5mph on site.

All deliveries to site must be supervised by the PLP Construction, the Principal Contractor.

Waste & Disposal Methods:

PLP aims to recycle 95% waste off site on this project. Waste skips are provided by PLP. All PLP Staff and Sub-Contractors are responsible for removing their own debris. Any Sub-Contractors not complying with this will be charged by PLP for the removal of debris.

No waste materials are to be burned on site. Waste from work operations must be cleared by Operatives, placed in suitable containers e.g. bins or bags, transported and placed into skips, ensuring dust and debris are kept to a minimum. Operatives shall use

gloves and any other essential personal protective equipment whilst handling and transporting waste.

Security Arrangements:

The overall safety of all Staff and Contractors is of up most importance.

All Personnel must report to the Site Manager before commencement on site and before leaving site everyday.

All Personnel must obey the laws on PPE and follow their own Company's Risk Assessments and Method Statements when carrying out works. All Staff will wear PLP high – visibility vest and safety footwear at all times when on the premises.

Working areas must be cordoned off.

Under no circumstances should tools / equipment be left unattended, for any period of time.

Other Information:

In the event of an emergency the Site Manager is Ian Schofield contactable on; 07718427200

Site Manager:- Ian Schofield
Site First Aider(s):- Ian Schofield
Site Safety, Information & Emergency Procedures: PLP Construction Ltd. Site Manager will also act as the Site Safety Manager with responsibility to ensure that safety precautions are in place, PPE is being used, encourage safety awareness amongst the labour force, and assist with any emergency situation and roll call. All Operatives will be informed of emergency procedures as part of this Induction. Relevant safety information and tool box talks will be given to Site Operatives as work progresses and as site operations dictate. Necessary safety notices will be displayed to ensure persons are aware of precautions, restrictions and as directions or instructions for action to be taken. Please take note of all signs and notices. They are there for your safety

and others on site.
Accident / Incident Procedure: Report to the Site Manager if you have an accident or something dangerous happens. The Site Manager must complete a report for any accident or dangerous occurrence. PLP Construction Ltd. appointed First Aider/s will be capable to administer prompt first aid in emergency situations. Contractors must have sufficient and appropriately trained First Aiders (as required under The Health and Safety (First-Aid) Regulations 1981) as part of their site work force.
Welfare Facilities: Canteen, brewing, toilet and wash up facilities are positioned within the allocated compound area. Please be considerate using the facilities regards cleanliness and hygiene for yourself and others.
Consultation with Operatives on site: PLP Construction Ltd. encourages all site Personnel to offer advice and views regarding matters of health and safety. Please contact your Site Manager or PLP Safety Representative direct via the office.
DAILY BRIEFING All site staff are asked to attend a five minute Daily Briefing on site at morning break time to run through what is happening that day.
Personal Protective Equipment (PPE): All Personnel must wear the following at all times when on site – <u>Safety Footwear, Safety Glasses, High Visibility Vest or Jacket, Safety Helmet, Gloves.</u> Other PPE specified in Risk Assessments, Method Statement or that are necessary for protection for existing medical conditions, using hazardous materials or due to excessive noise must be worn when stated e.g. goggles; masks; ear defenders; <u>If you are unsure about when to wear PPE, what PPE you need or how to wear PPE ask your Manager.</u>
Fire: In the event of a fire, do not attempt to tackle the fire unless it is safe to do so. All Personnel must leave the site immediately and report to the designated meeting point (.....).
Asbestos The Pre-Construction information states there are no existing hazardous materials.

Company Site Rules

SITE RULES

1. Report to the site office on a daily basis and sign in and out upon departure.
2. Park within designated / allocated areas only.
3. The site is a designated no smoking site, including e-cigarette.
4. All electrical equipment to be used on site must be PAT Tested.

All Personnel must wear the following at all times when on site – Safety footwear, High Visibility vest or Jacket, Safety Helmet, Gloves. Other PPE specified in Risk Assessments, Method Statement or that are necessary for protection for existing medical conditions, using hazardous materials or due to excessive noise must be worn when stated e.g. goggles, masks, ear defenders.

If you are unsure about when to wear PPE, what PPE you need or how to wear PPE ask your Site Manager.

6. Waste and debris to be disposed of in a safe manner and in accordance with the site requirements and the Site Waste Management Plan. You must familiarise yourself with our noise and dust pollution policies and procedures to minimise any disruption to neighbours.
7. Maintain a high standard of housekeeping at all times. Do not allow cables, debris or materials to obstruct walkways and escape routes.
8. Do not burn any waste materials on site.
9. Any site specific environmental issues – tree protection etc. will be pointed out by the Site Manager.
10. The use of personal mobile phones is strictly prohibited unless on official break times.
11. Do not enter other work areas other than those applicable to your nominated work area.
12. Respect the general public accessing local areas and facilities.
13. Do not use foul language or disorderly conduct.

14. Report any hazards, unsafe practices or faulty equipment to the Site Manager.
15. Do not bring unauthorised persons on site without permission from the Site Manager.
16. Familiarise yourself with your work area and escape routes should the need arise for emergency evacuation.
17. Ensure that you are fully aware of any moving plant on site – do not rely on the driver seeing you – be visually aware at all times.
18. Familiarise yourself with the site notice board which is a point of communication and details emergency contact numbers.
19. Report all accidents and incidents to the Site Manager.
20. Do not operate any plant, machinery or equipment unless authorised and trained to do so.
21. Conform to all signs and notices displayed on the site.
22. Keep tools and equipment safe and secure at all times.
23. Use of radios and personal stereo equipment is prohibited. This includes personal head phones.
24. Consumption of alcohol and taking of drugs is strictly prohibited, any person suspected of being under the influence of alcohol / drugs will be removed from site and subjected to disciplinary action.

FAILURE TO COMPLY WITH ANY OF THE ABOVE SITE RULES COULD RESULT IN YOUR DISMISSAL FROM THE SITE

Site disciplinary procedure

A Yellow and Red card system will be operated on this Site for the purposes of discipline for beaches of health and safety Rules and Regulations. Persons committing a first offence will be issued with a warning in the form of a Yellow card, if that person commits a second offence they will be issued with a Red card and will be prohibited from working on site without any further warning.

Where a person is working for another Company on behalf of the Principal Contractor the Company will also be notified in writing of the offence and prohibition from working on the site.

Complying with Risk Assessments and Method Statements (RAMS)

By signing this site induction, you agree to adhere to the contents of the method statement and associated risk assessments for the task. If you do not understand or have any questions relating to the task or methodology, then you must ask your supervisor.

Failure to comply with any of the above site rules could result in your dismissal from the site.

Medical Conditions

If you have any existing medical condition or complaint and / or you are taking any medication or drugs which could be affected by the works you are employed to undertake or affect the safety of either you or your colleagues, you must inform the Site Manager. E.g. Dermatitis, allergies to wasp stings, food, diabetes etc. and detail them below.

Medical Conditions or complaints I have / medication I currently have / am taking medication for:

Signed

Date