

## Health and Safety

*The following information is to help ensure that **YOU** do not have an accident or suffer ill health on this site. Please refer to the full policies and procedures.*

1. [PPE Policy:](#)
  - Hard Hat, Safety Footwear, High Visibility Jacket/Vest, Safety Gloves and Safety Glasses MUST be worn on site at all times. Additional items of PPE may be required for the task in hand, and this will be outlined in the risk assessment.
  - **Chinstraps** must be attached to the safety helmet **at all times** and worn in windy conditions or where there is a foreseeable risk of a person's helmet becoming dislodged
2. [Glasses Policy:](#)
  - Neck-chords must be attached to the safety glasses at all times – the purpose of this requirement is to prevent a person's safety glasses becoming dislodged in windy conditions or during the course of their works
3. Accidents/Injuries: All accidents/injuries, no matter how small must be reported without delay.
4. First Aid: First Aid equipment is available in Site Office.
5. Lifting Equipment: All lifting equipment must be accompanied by a current test Certificate, it is required by Law.
6. Vehicles Searches: The company reserves the right to search vehicles, trucks, trailers & bags etc. which are entering/leaving or being brought to site.
7. Parking on Site: All site vehicles must park in the designated car-park.
8. Housekeeping: A "Clean as You Go" policy must be implemented. It is not accepted to leave housekeeping duties until the end of each day/shift.
9. [Excavations Procedure:](#)
  - Before digging, find services. Method Statement /Risk Assessment to be in place. Excavation Permit must be obtained before starting. Shored/Battered, supported must be highlighted. AF3 completed.
10. Scaffolding: Must only be erected by trained, authorised persons and must be inspected prior to use.
11. [Working at Heights Policy:](#)
  - All working at heights must be carried out safely, Risk Assessments to be carried out. Scaffolding must be fully boarded; Toe boards and Guardrails must be fitted. Scaffold-Tag System checked when changed and weekly GA3 Form, Trestles/Safe Stand system to be set up in accordance with manufacturer's instructions.
  - Harnesses for Working at Heights, when alternative safety arrangements cannot take place.
12. Mobile Plant & Equipment: Only designated, experienced &/or trained personnel (must have FAS CSCS Card) may operate any equipment on this site, including Dumpers, Diggers, Loadalls, Bulldozers. All plant must have a Collen Plant Sticker attached.
13. Smoking on Site: Is only permitted in designated areas.
14. Safety Signs Mandatory & Warning Signs must be adhered to.
15. Electrical Power Only 110 V power is allowed on site (No 220v Power Tools)
16. Use of Ladders on Site: Permission to use ladders on site must be obtained from Collen Site Safety Officer- permission will only be granted for short duration works where the use of Mobile Scaffold Towers/MEWPS is not practical.
17. Access/Egress: All persons entering site must do so in a safe manner through the designated access point – Site Speed Limit (15kph) must be adhered to at all times.
18. Welfare Facilities are located in the site compound and are to be maintained at all times.
19. Emergency Assembly Point denoted by



## **Environmental**

### **General**

Collen is ISO 14001:2008 accredited and we use a Plan, Do, Check, Act Environmental Management System.

### **All workers must**

- Comply with the requirements in all relevant environmental documents
- Use due care, skill and foresight to minimise environmental harm.
- Act in good faith when performing your job.
- Speak up when you think an environmental document is missing or cannot be followed, something appears to be wrong, you are not sure what to do or something could be improved.
- Discuss environmental risks and hazards when preparing a Safe Plan of Action.
- Immediately report environmental incidents to your Supervisor.

### **Supervisor and Manager must**

- Understand environmental risks and legal requirements relevant to your area of influence.
- Check there are specific procedures and instructions for your workers to effectively manage environmental risks
- Make environmental documents accessible to your workers.
- Check your workers have adequate supervision, training and resources to comply with procedures and instructions.
- Have appropriate contingency plans for environmental emergencies.
- Investigate all relevant environmental concerns.
- Share information with other areas of the company.
- Evaluate the operational performance of your workers and discuss results with your manager

### **Roads**

- Only use designated routes to and from site, and haul routes on site.
- Keep to site speed limit 10 mph.
- Ensure you are familiar with the storm water and sediment control plan for your site

### **Storage**

- [CCL-E-PR-007 Storage Use and Disposal of Chemicals](#)

### **Air**

- Switch off machinery when not in use.
- Soil must be dampened down in dry conditions to prevent windblown material leaving the site.

### **Water**

- No discharge to be made to any surface water or foul drains unless authorised by Collen Construction Site Management Team.
- Check all pumps/ compressors/ generators for fuel and oil leaks in the morning before use. If any problems are identified inform your supervisor immediately.
- [CCL-E-PR-004 Concrete Washout Procedure](#) to be followed.

### **Fuel & Oil**

- [CCL-E-PR-002 Environmental Spill Procedure](#)
- [CCL-E-PR-003 Environmental Spill Kit Procedure](#)
- [CCL-E-PR-006 Diesel Flush Out Procedure](#)
- [CCL-E-PR-007 Storage Use and Disposal of Chemicals](#)

### **Waste**

- Ensure you are familiar with the Waste Management Plan

Approved by: SHEQ Department

Date: January 2019

- All waste to be stored in skips, or other suitable containers.
- Waste must be segregated into separate skips according to waste type.
- No burning of building materials on site.
- No littering on site - use bins and skips provided.
- Everyone is responsible for keeping their own work areas tidy.
- Where possible all waste should be reduced, recycled and reused.
- [CCL-E-PR-007 Storage Use and Disposal of Chemicals](#)

**Hazardous Waste**

- [CCL-E-PR-008 Asbestos Removal Procedure](#)

**Wildlife**

- Do not destroy any trees, shrubs or plants on site without the Site Manager's permission.
- If you are on a heritage or protected site, ensure you are aware of all responsibilities onsite.

**Local Community**

- If approached by members of the public with an environmental complaint or query, be polite and direct them to your supervisor.