

Site safety rules

Project:

General

- All site personnel & visitors must report to the site office / Supervisor
- All site personnel & visitors must sign the “Sign in –Sign out Register” daily.
- All site workers must attend a site-specific induction and hold a current General Industry Induction Card (Blue or White Card). They must have it with them and present it to the supervisor for viewing and recording before commencing. NO CARD NO START.
- All site workers must attend a Daily Pre-Start Briefing before commencing work
- Park vehicles in designated areas only.
- No excavation is to commence unless the Supervisor/Foreman instructs you to do so.
- All open Manholes must be covered or barricaded when left unattended. Barricades/Barriers must be a minimum of 1.5 m back from the edge(s) of manholes and excavations where possible.
- Report ALL accidents/incidents/injuries immediately to the site Management/ First aid officer.
- Any injuries sustained outside of work must be notified to the Supervisor / Foreman prior to commencing work, in order to prevent further injuries or aggravation of the injury occurring.
- NO Smoking in any site-building/accommodation/facility, or whilst operating any plant/machinery.
- Alcohol and illicit drugs are not permitted on site. If you are suspected of being under the influence of either substance you will be refused access to the site. If you are found in possession of alcohol or illicit drugs on-site, you will face disciplinary action, which may result in dismissal.
- No animals are allowed on site.
- Observe all Health and Safety directions issued by the Civil / Site Management or Safety Personnel.
- The Project / Civil Management reserve the right to conduct random personnel inspections.
- All Environmental controls must be in place at all times. If damaged or removed, report it immediately to Site Supervisor/Foreman for immediate rectification. It is better to get it fixed promptly than to incur heavy fines from the Authorities.
- Appropriate PPE to be worn at all times where indicated within the JSA/SWMS etc. (Hi-Vis clothing, Safety footwear, Hard Hat minimum requirement). Hi-Vis shirts and regular application of 30+ sunscreen to be used at all times.
- Know your “obligations” under the Workplace Health & Safety Legislation.

House Keeping

- Work areas, amenities, and access/egress to all areas are to be kept clean and free from obstructions at all times (including containers), to prevent slips, trips, and falls.
- Materials are to be stacked so that they cannot fall or rollover. Storage areas to be kept tidy at all times.

Electrical Equipment

- DO NOT use electrical equipment that is substandard, damaged, out of test, or not tagged correctly. All equipment must be on an Earth Leakage Device (RCD) and be inspected before each use by the user. Leads must be placed where they cannot be damaged or come into contact with water/mud etc. Double adaptors are prohibited.
- Live electrical work is strictly prohibited except for the purpose of testing (by a qualified/competent person), or in emergency situations following risk assessment and approval from a Manager.

Plant & Equipment

- Plant & Equipment must only be used for the purpose it is intended, and in accordance with the manufacturer's instructions, SWMS.
- Only appropriately certified/licensed operators/drivers can operate/drive truck's/plant on site.
- Keep three points of contact at all times when accessing and egressing from any plant/truck.
- Seatbelts to be worn wherever fitted to any vehicle or plant.
- Daily pre-start inspections must be carried out on all truck's and plant prior to use.
- The "Sphere of Influence" of a particular mobile plant (E.g. Excavators etc.) must be identified prior to the operation of such plant. Groundworkers must maintain a safe work zone of 4 metres of the "sphere of influence" of such plant at all times when the plant is operating.
- Mobile Plant has the right of way at all times. If you are approaching plant, DO NOT, assume the operator has seen you. You must ensure that you make contact with the operator and that he acknowledges contact with you before proceeding to travel around the plant.
- Beware of Overhead Power Lines when operating plant (know your reach and engage a spotter). You must contact the energy asset company if there is a possibility that you will enter the exclusion zone of the power lines.
- No person is to ride on any item of plant or vehicle (Ute's) where proper approved and installed seating are available. (no riding in buckets).
- Reversing trucks are to be directed by one designated person only. If the designated person is not visible to the truck driver, then the truck is to stop immediately until the person becomes visible again and instructs the driver to recommence reversing if safe to do so.
- Beware of reversing trucks. listen for reversing alarms.
- Be aware of where you are and what you are doing at all times. Keep clear of Plant.

Use of Hazardous Substances

- Hazardous substances must not be used without first referencing the relevant Safety Data Sheet (SDS) to ensure that use is in accordance with manufacturer's instructions taking particular account for:
 - Precautions for use, especially requirements for ventilation and personnel protection equipment (PPE)
 - Health effects including long and short term effect, and risks associated with inhalation, ingestion, and skin or eye contact.
 - First Aid and emergency requirements
- All containers of hazardous substances must be labelled in accordance with legislation and carry the minimum set of risk phrases.
- All Hazardous liquids (E.g. Fuel & Oils etc.) must be stored in/on a containment bund

Personnel Protective Equipment (PPE)

- Appropriate Hand Protection (Safety gloves) must be worn when handling any materials which pose a risk of cuts, abrasions or splinters and were specified within the SWMS/SDS.
- Safety Helmets must be worn at all times.
- Eye protection must be worn where specified within the SWMS/SDS.
- Hearing protection must be worn when in the vicinity of plant/equipment if you have to raise your voice or shout when talking to a person 1m away from you.
- Steel capped safety footwear to be worn at all times.
- High visibility safety shirts or vests are to be worn at all times.

Manual Handling

- Manual handling is to be eliminated wherever possible
- Where possible use mechanical devices to lift heavy and/or awkward items, if mechanical device not available or practical adopt a Team lifting procedure.

Loading and Unloading Plant

- When loading/unloading plant, the plant operator/float driver is to wear a seatbelt if a ROPS cabin is fitted. Load/unload plant on level ground wherever possible, and take extra care in wet conditions.

Working in the vicinity of Utilities

- Follow instructions and guidance as outlined in the "Underground & Overhead Power Lines Training Manual" and associated SWMS.