

APPENDIX 1

Site Rules

Security

- The Costain Skanska ID must be carried at all times on your person, when on site
- The Office Manager and SHE Advisor must be notified immediately of lost competency cards
- No materials or equipment may be removed from site without written authorisation
- Vehicles or baggage brought onto site may be subject to search

Personal Protective Equipment

- Hard hat, orange hi-visibility trousers vests or jackets, eye protection, ankle protection laced up steel toe cap safety footwear and gloves are mandatory requirements on site.
- Other PPE such as hearing protection or dust masks must be worn as specified in the risk assessment.

Drugs and Alcohol

The Drug & Alcohol Policy operated by CRL applies to any person working on site.

- Do not report for work if you are in possession of or under the influence of alcohol or illegal drugs. If you are on any medication, please inform the SHE Advisor prior to going onto site.
- All personnel are subject to random drug and alcohol testing at any time, or if suspected, or following an accident.

Personal Behaviour

- Smoking is not permitted on site. Other than at designated smoking areas.
- Eating is not permitted on site only in the designate canteen facilities.
- Incorrect or faulty tools must not be used and reported to a supervisor.
- All incidents must be immediately reported
- Site rules and safety procedures must be observed at all times
- No person to operate plant and equipment unless you are authorised to do so
- No person to alter or erect scaffolding unless you are qualified to do so
- Mobile phones shall only be used in designated safe areas
- Mobile phones must be switched off when operating plant and equipment'.
- The use of personal audio equipment is not permitted on site
- Urinating or defecating is not permitted, other than in designated toilets
- Vandalism, graffiti and malicious damage will not be tolerated
- No burning of rubbish will be permitted on site

Environmental Issues

- Everyone shall comply with the conditions contained in the approved Section 61 Consent
- Switch off unwanted items of plant and equipment
- The local community and businesses must be treated with respect
- Immediately clean up and report any accidental chemical or diesel spillage
- Use the designated skips available and do not mix waste
- When subcontractors are disposing of their own waste all must provide upon request:
 - A valid waste management licence for the transfer station/ disposal site being used
 - A copy of the waste carrier's registration or licence
 - Copies of all transfer notes for non-hazardous and inert waste
 - Copies of all consignment notes for hazardous waste.