

## APPENDIX B

### COMPANY GENERIC SITE RULES & ANY SITE SPECIFIC RULES

ALL OF OUR SAFETY RULES **MUST** BE OBEYED.

**Failure to do so may result in Disciplinary and Criminal action being taken.**

1. All personnel working on site under the control of the Company must comply with the requirements of the Health and Safety at Work etc Act 1974 at all times, and all other relevant statutory provisions applicable to the work being carried out.
2. These Site Safety Rules are a minimum requirement and must be read in conjunction with any relevant CDM Construction Phase Plan or Project Method Statement. Any divergence between the two should be referred to the Site Supervisor.
3. Keep your mind on your work at all times. No horseplay on the job.
4. Personal Protective Equipment (PPE) and clothing must be worn as prescribed for each job and as necessary as works progress. Do not enter any area that is a designated Mandatory PPE zone without first putting on the appropriate PPE or clothing.
5. Watch where you are walking. Don't run.
6. The use of illegal drugs or alcohol, or being under the influence of the same on site shall be cause for termination of employment. You **must** inform your Supervisor or Manager if you are taking strong prescription drugs that warn against driving or using machinery.
7. Do not distract the attention of fellow workers. Do not engage in any act which would endanger another employee.
8. If you observe or experience any Near-Miss, Incident or Accident, report it immediately to the Site Supervisor. The Site Supervisor should ensure that a relevant record is made of the occurrence and submitted to the SHEQ Manager at the first available opportunity.
9. Sanitation and welfare facilities have been or will be provided for your use. Defacing or damaging those facilities is forbidden.
10. A good job is a clean job, and a clean job is the start of a safe job.
11. Keep your work area free of debris and rubbish and ensure that the area is left in a clean and safe state on completion.
12. Know where the fire fighting equipment is located and the arrangements to take in the event of an emergency including the location of the designated assembly point(s).
13. Do not use fire extinguishers unless you are trained to do so.



#### Head Office

The Geotechnical Centre  
203 Torrington Avenue Tile Hill  
Coventry, CV4 9UT  
Tel: 02476 694664

#### South West Office

The Geotechnical Centre  
Unit 5, Orchard Court Heron Road,  
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#### North East Office

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4100 Park Approach,  
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The Geotechnical Centre  
Unit 1B, River Lane Saltney  
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14. Know where the first aid provision is kept, who the first-aid trained personnel are, and how they can be contacted.
15. Lift correctly – with legs, not your back. Use mechanical aids where possible. If the load is too heavy or awkward, GET HELP!
16. Do not ride on machinery or equipment unless proper seating is provided.
17. Do not use power tools and equipment unless properly instructed and trained in the safe work methods.
18. All power tools shall be 110 volt supply unless a specific dispensation to use 240 volt equipment has been granted by the Client.
19. In the event that 240 volt equipment is used on site, this will also require the use of a suitable circuit breaker / residual current device between the equipment and source of supply.
20. Never oil, lubricate, or refuel equipment or machinery whilst it is running or in motion.
21. Before servicing, repairing, or adjusting any powered tool or piece of equipment, disconnect or isolate it from the source of power.
22. Be sure that all guards are in place. Do not remove, displace, damage, or destroy any safety device or safeguard furnished or provided for use on the job, or interfere with the use thereof.
23. Never enter any excavation regardless of depth with the exception of CBR, Plate load or similar testing. Only in these instances will controlled access be allowed. Even under these circumstances, specific requirements will be required, for example, maximum depth of 500mm and the excavation side walls assessed prior to entry for their stability. In the event that the side walls are considered unstable, the excavation shall either be widened or have adequate supports installed.
24. Never use or permit use by another, any defective tools or equipment. The defective tools or equipment should be taken out of use and reported to the responsible person in control of the stores at each respective office. The responsible person shall ensure that the defective tools or equipment are either repaired or replaced accordingly.
25. Any ground penetration will require a **“Company Permit to Dig/Drill”** and works should not proceed unless the person undertaking the works is in receipt of a copy of said permit.

**“NO PERMIT = NO DIG OR DRILL”**

26. Adhere to site traffic rules including speed limits at all times.
27. Adhere to all on site safety signs and instructions at all times.
28. Never use a compressor to clean down equipment, clothing or personnel.



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