

Site Induction and Rules for Agency Operatives

Site Rules

Generally the site(s) are to be maintained in accordance with governing legislation company policy, and client policy.

Persons on Site

- All persons working on the site **MUST RECEIVE INDUCTION TRAINING**, by both Traffic Labour Suppliers Ltd and the site specific clients. They must sign that they have received and understood the information.
- **YOU MUST** Make sure you are familiar with the risk assessments and safe working practice or method statements for the work you are carrying out. If in doubt ask your supervisor.
- **PPE MUST BE WORN/USED ON SITE.** Anyone arriving without any part of the PPE required will risk being dismissed from site. If replacement equipment can be sourced you will be charged for the equipment and administration.
- Head Protection **MUST BE WORN** as directed by the site agent.
- Safety Footwear **TO BE WORN AT ALL TIMES ON SITE**
- High visibility jackets/trousers **MUST BE WORN ON SITE AT ALL TIMES.**
- Gloves **MUST BE WORN AT ALL TIMES.**
- Operatives are only to carry weights to their own capabilities. **SEE THE MANUAL HANDLING POLICY** for help in determining your limits.
- **DO NOT** enter into any form of horseplay whilst on site.
- **DO NOT** enter in any form of argument with the general public. If you are confronted walk away, ignore any verbal attack and report the incident to the site supervisor.
- **NO PERSON MUST** undertake any activity without adequate illumination.
- All working / storage and vehicles areas **MUST BE KEPT TIDY AND ORDERLY AT ALL TIMES.**

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- **EXTREME CAUTION** is to be used when crossing live High speed carriageways. Operatives are only to cross the carriageway when there are adequate gaps in the traffic. As a general rule, **3 seconds per lane should be allowed**. This will require a **gap in the traffic of 150 metres for each lane to be crossed**. All crossings should be made at a brisk walking pace away from any possible trip hazards, such as cats eyes / wheel ruts. If carrying equipment, then **only one item is to be carried at a time**.
- Night Work – If you are taking prescribed medication from your doctors during working hours and are requested to work at night, **YOU MUST** tell your supervisor and contact your doctor. Tell them that you have been asked to work at night and will this have an affect upon your treatment. Should the doctors response is that you cannot work at night **YOU MUST** tell your supervisor **IMMEDIATELY**.

Vehicles

- **AT NO TIME** shall any vehicle be left unattended with the keys in the ignition. **NO VEHICLE SHOULD EVER** obstruct the works access/exits.
- A full valid driving licence **MUST BE PRODUCED** and copy kept on file before a supervisor can undertake a driving assessment. **ONLY UPON** completion of the assessment will you be allowed to drive a vehicle.
- **MOBILE PHONES MUST NOT BE USED** whilst driving any vehicle. Unless they are on a hands free system if none is available the driver must pull over in a safe visible area and make / receive the call.
- The maximum speed limit within the works and upon all roads **MUST BE ADHERED TO**.
- All Traffic Management vehicles will be fitted with 360 degrees amber beacons and **MUST BE USED** when entering, travelling through and leaving site. All amber beacons must be clearly visible 360 degrees when the vehicle is loaded.
- Motorway or highway maintenance, stickers **MUST BE FIXED** to the rear of vehicle and be clear and legible.
- Switch on amber beacons before entering the site indicate at the advance works access that you intend to enter the works. When stationary, park in a place that it does not obstruct the works or other vehicles from passing. Switch off the beacons if the vehicle is not being used for any operations on site.

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- Audible Reversing alarm **MUST BE FITTED** to all lorries and must sound when reverse gear is engaged automatically day or night. Reversing lights must be fitted and operational upon all vehicles on site. **ABSOLUTELY NO REVERSING WITHOUT A BANKSMAN** unless CCTV is fitted to the vehicle.
- **NEVER** load or un-load the vehicle from the live traffic side.
- **YOU MUST USE** the purpose built foot-wells for all installation / dismantling of operations.
- **DO NOT** leave personal belongings on view.
- When travelling around the sites **SWITCH ON** your amber beacons.
- **NO PERSON SHALL USE** a personal stereo (or similar) in the work place. You must be able to hear what is happening around you at **ALL TIMES**

NO PERSONS SHALL –

1. Start the turn of duty or continue their work when affected by drugs or alcohol.
 2. Consume / administer or possess illegal drugs or alcohol at work, or whilst travelling to and from site. Refer to guidelines to the company Drugs and Alcohol policy.
- Any person, who in the opinion of the supervisor, or his nominee is suspected of being under the influence of alcohol or drugs, can be **suspended from site**, as they continue a hazard to themselves and the safety of others.
 - All plant and equipment **MUST BE IN ACCORDANCE WITH** the Work Equipment Regulations and routinely maintained accordingly to company of manufacturers requirements.
 - All persons operating plant and equipment **MUST PROVIDE DEMONSTRATED** evidence of training and competence.

Materials

For any substances / materials brought onto site a **COSHH ASSESSMENT MUST BE AVAILABLE** The substances / materials **MUST BE APPROPRIATELY CONTAINED AND LABELLED**. Storage **MUST ALSO BE IN ACCORDANCE WITH MANUFACTURERS GUIDELINES**.

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**IF YOU DO NOT UNDERSTAND WHAT YOU HAVE BEEN TOLD ON THE
INDUCTION FORM OR FOR THAT MATTER AT ANY TIME DURING
THE WORKS ASK YOUR SUPERVISOR.**

**PLEASE COMPLETE THIS PAGE, DETACH AND RETURN THE
BOTTOM HALF TO TRAFFIC LABOUR SUPPIERS LIMITED**

I hereby certify that I have read SITE RULES for INDIVIDUALS and that verbal instruction with regard to its contents has been received and understood.

I hereby declare that I shall conduct by working activities in accordance with my legal obligations and this booklet and that the terms shall form an integral part of my contract with Traffic Labour Suppliers Limited and that failure to comply with such matters shall be considered a breach of contract, which may result in me being removed from site and a disciplinary action being taken against me or my company which may result in the termination of any contract under which I am engaged.

PRINT NAME:.....

SIGNATURE.....

DATE.....

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(Keep for your future reference the adjacent sheet)

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