

SECTION 1

SAFETY REGULATIONS FOR PRINCIPAL CONTRACTORS

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Building Themes International Plc

CONSTRUCTION MANAGEMENT SAFETY REGULATIONS

The following regulations have been prepared to ensure the safety of Building Themes International Plc and Principal contractors employees. It is the responsibility of each Principal contractor to see that his employees are conversant with the regulations and that they comply with them.

It should be emphasised that nothing in the booklet can relieve the Principal contractor of any of his legal contractual obligations to Building Themes International Plc under the Principal contract agreement.

NB: In these regulations the term Principal Contractor includes all Principal contractors and their employees.

1. All Principal contractors and their employees must at all times comply with the Health and Safety at Work Act and all subordinate legislation, in addition to complying with the safety requirements as may be deemed necessary by the Safety Adviser and /or site management, and shall take all the necessary precautions to ensure the safety of their own employees, the general public and all people not in their employ.

Where a Principal contractors employees are endangered by persons not employed by him, which are under the direct or indirect control of Building Themes International Plc, then Building Themes International Plc site management must be notified. Should no action be taken, the Principal contractor should contact the Building Themes International Plc Safety Manager.

2. Principal contractors shall ensure that their supervisors are competent and have received sufficient training in site safety and provide proof of training to enable them to carry out their work safely.

Principal contractors shall ensure that their employees shall be instructed as to any hazards that exist at their place of work, and shall receive such training and supervision as may be deemed necessary to carry out their jobs safely and satisfactorily, in accordance with the Health and Safety at Work Act 1974, and any applicable regulations and Codes of Practice there-under, and shall comply with the Company Safety Policy.

3. Principal contractors employees must be released to attend Site Safety training sessions unless they are adequately trained in the subjects to which the training sessions relate or unless the subject of the training course is totally irrelevant to their work. This does not relieve Principal contractors of their duty to ensure that their employees are adequately trained in matters of Safety and Health and relevant legislation.
4. Principal contractors shall deposit with the BTI Site Manager a copy of their Company Safety Policy and the arrangements for enforcing that Policy together with the name of the person responsible for safety.
5. The BTI Safety Manager reserves the right to examine any locations in which the Principal contractor is working and may prohibit a particular practice in cases where the Principal contractors activities are prejudicial to safety.

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GENERAL REQUIREMENTS

1. Principal contractors engaged in any works that incur a significant risk i.e. Construction/demolition, steel erection, roofing, cladding, work involving asbestos, must submit a method statement which clearly defines a safe system of work in respect of the operation to be carried out. The method statement and risk assessment must be submitted prior to commencement of work and be vetted by the Safety Manager.
2. Principal contractors shall be required to attend a pre-construction safety meeting, prior to the commencement of a project.
3. All work areas must be kept clear of extraneous materials and at the end of an operation the work area must be cleared of all, material and left in a non-hazardous condition.
4. Night shifts may only be worked with the express consent of Site Management. Adequate and sufficient lighting must be provided and maintained.
5. Principal contractors are not allowed to use Building Themes International Plc tools or plant without Building Themes International Plc construction manager's permission when they will then assume responsibility for any incident or accident arising from said usage.
6. Principal contractors must issue their staff and operatives with all necessary protective equipment, which conforms to British Standard, and diligently enforce its use.
7. When a Principal contractor undertakes any road works the work must be signed in accordance with the requirements of Chapter 8 of the Traffic Signs Manual and the advice of the Local Traffic Police sought.

The Building Themes International Plc Safety Manager will be available to give advice if required.

8. Where any operation relating to the following is to be carried out the Safety Manager must be notified:
 - a) Work related to the use of lead paint or the burning or scraping of metal covered with lead paint.
 - b) Machines or devices containing radioactive substances.
 - c) Explosives.
 - d) Work over water.
 - e) Work in sewers and confined spaces.

9. **Earthworks**

All earthworks must be carried out in a safe manner. In all excavations where support is necessary, the contractor shall ensure that the temporary works been designed by a competent engineer, that drawings and method statement have been produced and that they have been checked by Building Themes International Plc prior to the commencement of the excavation. No excavation into which a person can fall more than 1.2m may be left open without prior barriers erected around it or at a lesser depth if hazards are present.

10. **Sewers**

If any work is to be carried out on sewers or any other place where gas or an oxygen deficiency could occur, the area must be checked using proper monitoring devices and must be declared safe before any person is permitted to enter the area. A permit to work shall be in force during the works. Constant monitoring must be maintained for the duration of the work. Trained emergency rescue teams with all the necessary equipment must be readily available.

All persons working in sewers must be trained and issued with a card informing them of the risk of Veils Disease and action to be taken if they visit their G.P. for any illness.

11. **Bored Piling**

Before any person is lowered into any bored pile or any similar excavation the HSE Factory Inspector and the Building Themes International Plc Manager must be notified.

12. **Power**

1. Work under or adjacent to overhead electricity cables must not be started until a safe system of work has been authorised by Building Themes International Plc site management. The supply authority must be contacted in the first instance with a request to isolate the system i.e. "make dead".
2. All temporary electrical installations must conform to Building Themes International Plc Safety Policy. (see Section No. 5.)
3. Liquefied Petroleum Gas installations must use solid or flexible armoured pipes and all fittings must comply with current British Standards.
4. Portable L.P.G. appliances must have a minimum hose length of 5m (16').
5. Portable or semi-portable electric tools must be 110 volt. centre tapped, 55volt to earth.
6. All portable electrical appliances must be maintained and used as per HS'G' 107 and all other pertinent regulations and guidance notes.

13. **Plant**

1. All plant and equipment owned or hired by contractors must be maintained in a safe condition.
2. Test Certificates, Insurance documentation and registers must be available on site for all lifting appliances and hoists before they are used.
3. Excavators may not be used as cranes unless they hold an Exemption Certificate F.2513. or comply fully with the regulations.
4. Plant may only be operated by trained competent persons.
5. The carrying of passengers on tractors, trailers, dumpers and other site vehicles is forbidden and all such machines shall be fitted with a notice to this effect.
6. All abrasive tools shall be kept in good condition, having the correct disc or wheel and guards or backing plates. Grinding wheels or abrasive discs shall only be fitted or changed by a competent person who has a certificate of training and competency and whose name is recorded in Register F.2346, this Register to be held on site.
7. Cartridge tools must be maintained in good condition and trained certificated operatives may only use cartridge-operating tools.
8. Any plant or equipment brought on site by Principal contractors shall be such that the emission of noise is as low as reasonably practicable. If the noise level exceeds that laid down by legislation then suitable hearing protection for persons affected must be provided and worn. Any requirements laid down in the Conditions of Contract must be adhered to.

14. **Welfare**

1. All first aid and welfare facilities provided for the Principal contractor by Building Themes International Plc must be kept in a clean and tidy condition. Tools and /or materials must not be stored in welfare facilities.
2. Where Building Themes International Plc facilities are shared by the Principal contractor F.2202 Shared Welfare Certificate must be obtained.
3. Accommodation, messing huts, offices and first aid rooms provided by the Principal contractor must comply with the requirements of the Safety Policy. Adequate fire appliances must be readily available.
4. All accidents, however trivial, must be treated and an entry made in the Building Themes International Accident book, as well as the Principal Contractors Accident book.
5. It is the duty of the Principal contractor to inform HM Factory Inspector and submit an F.2508 in the event of a Reportable Accident. The Construction Manager and Safety Manager must also be copied.
6. The Principal contractor shall provide a trained first aider and shall ensure the particulars of the named person is known to all his and his Principalcontractors personnel and to the Construction Manager.

15. Scaffold

1. All Principal contractors working above ground level must ensure that adequate precautions, approved by site management, are taken to safeguard any persons working below them, before work is commenced.
2. Every scaffold shall be of good construction, of suitable and sound material and of adequate strength and must be erected, altered or dismantled by or under the supervision of a competent person possessing adequate experience of such work.
3. All scaffolds which are partly erected or dismantled must have warning notices indicating that the scaffold is not to be used, fixed at all points where the scaffold may be approached for the purpose of using it, and if left in an unsafe condition all access to be removed. No contractor may alter any part of any scaffold unless authorised by Building Themes International Site Management.
4. Scaffolds must be clear of extraneous materials at all times, to allow free and unrestricted access and must not be used to support or anchor shutters unless specially designed for the purpose. Under no circumstances may the scaffold be overloaded.
5. When a scaffold or part of a scaffold is about to be used by any other persons than those for whom it was first erected, the contractor employing the men about to use the scaffold is responsible also for ensuring that it is safe and of sound construction and that it complies with all appropriate regulations, and maintains record of inspections.
6. Ladder rungs must not under any circumstances be used to support gangways, runs or platforms of any nature.
7. All scaffolds should be constructed as per BS 5973 or to manufacturers recommendations.

16. Working places

1. The Principal contractor shall provide:
 - a) All handrails and slab edge protection etc., necessary in order to maintain the safety of his work and working area until the permanent works are completed.
 - b) Where more than one contractor is employed in the same work area, effective coordination between Principals shall be established in order to identify responsibility for the provision and maintenance of handrails and slab edge protection.
2. Where any work is done from or on a sloping roof or where any sloping roof is used as a means of access or egress from operation or works on a roof, sufficient crawling boards or crawling ladders having guardrails shall be provided and guardrails and toe-boards shall be provided at a lower edge of the sloping roof of such design and construction as to prevent any person falling from the edge.
3. Where it is not possible to use existing methods laid down in the regulations to prevent persons falling, safety nets of sufficient strength shall be erected and kept in position so as to ensure no person will injure himself in falling into them.
4. If all persons who would require a safety net are using safety harnesses having a continuous and suitable anchorage, safety nets will not be required.
5. Principal contractors will ensure that their employees make full use of safety belts, helmets and other protective clothing and equipment.

C.O.S.H.H. REGULATIONS

1. The control of Substances Hazardous to Health Regulations S.L 1988 No.1657 (C.O.S.H.H.) came into force on October 1989 and up-dated 2002.
2. Failure to comply with COSHH in addition to exposing employers constitutes an offence and is subject to penalties under the Health and Work etc. Act 1974.
3. In accordance with the COSHH Regulations the contractor shall:

Assess the risk to health.

- a) Introduce appropriate measures to prevent and control the risk.
 - b) Ensure that control measures are used and that equipment is properly maintained and procedures observed.
 - c) Monitor the exposure of the workers and carry out an appropriate form surveillance of their health.
 - d) Inform, instruct and train employees about the risks and the precautions to be taken.
4. The above information shall be conveyed to the Construction Manager prescribed form.

NOISE REGULATIONS

General Duty to Reduce Risk

1. Exposure to high noise levels can cause incurable hearing damage and other problems such as disturbance, interference with communication and stress.
2. If people have to shout or have difficulty being understood by someone about 2 metres away, there may be a noise problem and the Principal contractor will be responsible to have it assessed.
3. The Principal contractor should be aware that other items of plant and equipment would be in operation by others on the site. Where the accumulative noise levels of individual Principal contractors who are below the action level take the general noise above the action level, then they must all cooperate in a concerted programme of reduction and protection as decreed by the Construction Manager.

NOISE REGULATIONS

Action required where LEPd is likely to be: 90dB(A) 85dB(A) First AL Second AL

Risk of hearing damage to be reduced to the lowest level reasonably practicable (Reg 6)

Assessment of Noise Exposure

Noise Assessments are to be made by a competent person and record and kept until a new one is made(Reg 4)

Noise Reduction

Reduce exposure to noise as far as is reasonably practicable by means other than ear protectors (Reg 7)

Provision Of Information To Workers

Provide adequate information, instruction and training about risks to hearing, what employees should do to minimise risk, how they can obtain ear protectors if they are exposed to between 85 and 90dB(A), and their obligations under the Regulations (Reg 11)

Mark ear protection zones with notices, so far as is reasonably practicable (Reg 9)

Ear Protectors

Ensure so far as is practicable that protectors are:

- Provided to all employees who ask for them and all exposed (Reg 10(1)(a))
- Maintained and repaired (Reg 10(1)(b))

Ensure so far as reasonably practicable that all who go into a marked ear protection zone use ear protectors

Maintenance And Use of equipment

Ensure so far as is practicable that:

All equipment provided under the Regulations except for the ear protectors provided between 85 and 90dB(A)-(Reg10(1)(a)) and ensure all equipment is maintained (Reg 10(1)(b))

Employees Duties

Use Of Equipment

So far as is practicable

Use ear protectors (Reg 10(2)) and use any other protective equipment (Reg 10(2)), report any defects discovered to his/her employer (Reg 10(2))

C.D.M REGULATIONS 2015

The Construction (Design and Management) Regulations SI 1994 No. 3140 (C.D.M.) Came into force 1994 updated 2015.

Failure to comply with C.D.M. constitutes an offence and is subject to penalties under the Health and Safety at work Act 1974.

In accordance with the C.D.M. Regulations the Principal Contractor shall:

Identify the hazards of their work, assess the risks arising from the hazards, and pass the information to Building Themes International Plc Construction Management along with methods of control.

Inform the Principal Contractor - hereafter known as Building Themes International Plc Construction Management of any death, injury, ill health or dangerous occurrences.

Provide Building Themes International Plc Construction Management with information to be included in the Health and Safety Plan.

Comply with the rules within the Health and Safety Plan.

Follow all directions of Building Themes International Plc Construction Management so that the latter can comply with duties under the C.D.M. Regulations.

Provide information to Employees.

The above information shall be conveyed to the Construction Manager in a prescribed form.

Provide Building Themes International Plc Construction Management with all relevant information that is to be included within the project health and safety file i.e.

As built drawings

Details of all hazardous materials

Details of safe operation for all plant/equipment installed on the finished building

Information requested by Building Themes International Plc Construction Management, so as to enable them to fully comply with their statutory duties, under CDM Regulations

M.H.S.W. REGULATIONS

1. The 'Management of Health and Safety at Work' Regulations S1 1999.
2. Failure to comply with M.H.S.W. Regulations constitutes an offence and is subject to penalties under the Health and Safety at Work Act 1974.
3. In accordance with M.H.S.W. Regulations the Principal Contractor shall:
 - Make an assessment of the risks arising from his proposed works, and record significant findings as these may affect his employees, the employees of others, and or the public.
 - Have arrangements in force for the management of health and safety during the works and shall include, safety planning, organisation, control and monitoring of all safety aspects of the works.
 - Ensure adequate health surveillance of his employees.
 - Appoint a competent person to assist him in matters of health and safety.
 - Formulate procedures for serious and imminent dangers and for danger areas.
 - Inform his employees of all arrangements and procedures in force for safety, this must include any temporary workers and or Principalcontractors.
 - Cooperate and coordinate with others working on the project so as to effect a safe working environment at all times.
 - Ensure that all persons are capable to carry out work allocated and are given the relevant safety training for same.
 - Ensure that his employees are aware of their duties under the M.H.S.W. Regulations with regard to safety matters.

The Construction (Design and Management) Regulations 2015

Principal contractors must be fully aware of the changes in the construction regulations as a result of these for reaching revocations.

These new regulations impose requirements with respect to:

- a. the provision of safe places of work and safe access and egress thereto
 - b. the provision of suitable equipment of prevent falls
 - c. the working on or near fragile material
 - d. the prevention of injury from falling objects
 - e. the stability of structures
 - f. the carrying out and supervision of demolition and dismantling and the use of explosives
 - g. the safety of excavations, cofferdams and caissons
 - h. the prevention of drowning
 - I. the movement of pedestrian and vehicular traffic
 - j. the construction of doors, gates and hatches
 - k. the use of vehicles
 - l. the risks from fire, the provision of emergency routes and exits, the preparation and implementation of evacuation procedures and the provision of fire-fighting equipment, fire detectors and alarms
 - m. the provision of sanitary and washing facilities, a supply of drinking water, rest facilities and facilities to change and store clothing
 - n. the provision of adequate fresh air, reasonable temperature and weather protection
 - o. the provision of lighting (including emergency lighting)
 - p. the marking and good order of a construction site
 - q. the safety and maintenance of plant and equipment
 - r. training and supervision
2. The inspection of places of work and the preparation of reports.

HOUSEKEEPING

1. The maintenance of a clean and tidy work area is the responsibility of each individual Principal contractor.
2. Materials should be stacked safely and stored in such a manner to allow free unobstructed access throughout the site.
3. Excess materials must be removed from elevated working platforms and access ways immediately they are not required for use.
4. Systems of monitoring waste control and removal must be incorporated in the required detailed method statements.
5. All waste materials shall be removed from the immediate work area on a daily basis and deposited in a location designated by the construction manager.

SECTION 2

Principal CONTRACTORS SAFETY POLICY AND PROCEDURES MANUAL

HEALTH AND SAFETY AT WORK ETC ACT 1974

Prior to commencement of work on site the Principal Contractor will be required by the Construction Manager to provide a copy of his safety policy, safety organisation and procedures to be adopted on the Principal Contract Works for its comment and agreement.

NB: In these procedures the term Principal Contractor includes all Principalcontractors and their employees.

The safety policy and procedures shall include, but not be restricted to, matters under the following headings:

- 1.00 Safety Policy Statement
- 2.00 Safety Organisation
- 3.00 Safety Manual
- 4.00 Safety Plan
- 5.00 Formal Inspections of Workplace
- 6.00 Duties of Site Safety Supervisor
- 7.00 Responsibilities of PrincipalContractors Supervisors.

1.00 POLICY

The Construction Managers place great emphasis on safety performance. The co-ordination procedure outlines elements of the Principal Contractors approach safety that the Construction Manager expect to form part of the effective management of safety.

Safety policy and the purpose of the safety requirements is to prevent accidents, incidents or events that could result in:

Injury or fatality to contractors own or other contractor's personnel or other persons having access to the site.

Damage or destruction to PrincipalContractors own or other contractors' property, equipment and material.

2.00 SAFETY ORGANISATION

The Principal Contractor shall establish a safety organisation with the objective of ensuring the involvement and participation of all his personnel in the matter of safety awareness and with clear recognition that safety is an inherent part of all work to be undertaken and that it is a line management responsibility.

The Principal Contractor shall name the Safety Manager within its organisation who will have overall responsibility for safety at site.

The Principal Contractor shall ensure his Safety Management will monitor and co-ordinate all safety matters associated with the Principal Contractors responsibilities under the Principal Contract.

The Principal Contractor shall have a full-time Site Safety Supervisor on site to co-ordinate the safety aspects of the works and the work with other Principal Contractors on Site and shall report on deviations from regulations or any other unsafe practices to his, or her Safety Manager.

Home addresses and telephone numbers for the Site Safety Supervisor and Key Construction Supervisors shall be provided to the Construction Managers for "out of hours" communications in the event of an emergency.

Any accident that causes (or any incident which has the possibility of causing damage or injury), must be reported to the Principal Contractors Safety Manager and the Building Themes International Plc Management on site.

3.00 SAFETY MANUAL

Before commencement on Site the Principal Contractor shall provide the Construction Manager with a copy of his Safety Manual. The Principal Contractor on site shall also keep a copy of the Safety Manual.

The Safety Manual shall be produced in such a manner as will permit the easy communication of its contents to all personnel. It should be capable amendment and permit the extraction of sections for different distribute requirements.

All Principal Contractors supervisory personnel are to be issued with a copy of Safety Manual. The Principal Contractor in agreement with the Construction Manager shall determine further distribution of the Safety Manual, or specific section.

The contentions of the Safety Manual shall include (but not be limited to):

- 3.01 Principal Contractors safety organisation, philosophy and arrangements force.
- 3.02 The general safety rules applicable to the Site.
- 3.03 The requirements, availability and provision of personal protective clothing and equipment for specific activities that will occur at Site.
- 3.04 Traffic Regulations at Site.
- 3.05 Requirements and standards including:
 - Use of scaffolding and ladders
 - Rigging and use of hoists
 - Excavations
 - Use of portable electrical apparatus, etc.
 - Use of motorised equipment
 - Requirements for earthing electrical construction equipment and tools
 - Work permit procedures
 - Procedures to be followed when an accident, injury or fire occurs.

4.00 SAFETY PLAN

As and when requested by the Principal Contractor shall submit to the Construction Managers for review and comment his safety plan including:

Safety Training Programmes

Accident Prevention Programmes, Accident Investigation and follow-up procedures

Induction and Information Programme (Visitors, Agency Personnel and Field Employees)

Safety Incentive Plans

Safety Publicity Programme

Action plan.

The plan shall show key dates and activity durations throughout the Principal Contract Works on Site. It shall also show when more detailed and specific procedure relevant to the Principal Contract Works are to be produced, e.g. field audit system, etc.

The safety plan shall show in detail how attitudes to safety are to be promoted and maintained throughout the Principal Contract Works; how safety performance and objectives are to be monitored and appraised and when the safety programme will be reviewed and updated.

5.00 FORMAL INSPECTIONS OF WORK PLACE

The Principal Contractor shall make a formal weekly inspection of all facilities at the workplace. The Principal Contractor shall promptly correct any infringements - or poor practices.

A full written report on the findings of such inspections to be provided to the construction managers, of the Principal contractor and Building Themes International Plc

The Construction Manager, the Principal Contractors senior management, the Supervisor responsible for the workplace inspections and the Safety Advisor shall all participate in such inspections and shall evaluate at least monthly the effectiveness of the Safety and Health Plan activities, their proper functioning and whether they are achieving the desired objectives.

The Principal Contractor shall prepare and use checklists and shall pay due regard to unsafe practices as well as unsafe conditions.

5.01 The Principal Contractor shall prepare and submit a roster each week nominating a responsible person to check that:

- The workplace has been left each night in a safe and tidy condition
- All machines have been turned off
- Access ways are clear for both operation and emergency requirements
- All night-lights are functioning correctly.

5.02

At the Construction Managers request, any members of the Principal Contractors Management Team are to participate in non-scheduled safety walkabouts at the workplace and Site.

6.00 DUTIES OF SITE SAFETY SUPERVISOR

Personnel Safety

Be acquainted with all safety legislation and the safety requirements of other statutory undertakers.

Work with the Principal Contractors Supervisors on site, help them to develop and maintain safe working practices.

Be satisfied that any and all responsible persons in the Principal Contractors organisation are following the safety rules and the informing workmen through pamphlets and / or meetings.

Ensure that protective equipment is supplied to workmen and is properly used and signed for.

Immediately report safety violations and unsafe work conditions to the Principal Contractors Safety Manager.

Establish periodic meetings as necessary with other Principal Contractors to discuss the elimination of specific hazards and to improve safety performance.

Participate in the investigation of each accident.

Ensure that all his personnel are thoroughly acquainted with the emergency procedures.

Cooperate with all authorities with power to inspect and who may inspect the site and report promptly any action required complying with their rules.

Establish liaison with the Construction Managers Safety Manager.

6.01 First Aid and Medical

Ensure that facilities are in good order and that adequately trained personnel are available.

6.02 Site Safety

Ensure all provisions of the Site Safety procedures are being properly implemented.

Co-operate with the Construction Managers Safety Manager on all matters of mutual concern.

Control the speed of traffic on Site and ensure safe movement of all mobile equipment.

6.03 Fire Protection

Know the location of all extinguishers.

Ensure these are in operating condition at all times.

Make sure all temporary buildings have adequate fire exits and extinguishers.

Inspect the condition of the Principal Contractors extinguishers. Any deficiency found is to be rectified immediately.

Acquaint all personnel with:

- The contents of the Project Fire Plan
- Location of monitors
- Method of operation of extinguishers

Inspect the workplace to check on and correct potential fire hazards. (Frayed cables, collection of rubbish, storage of fuels, etc).

Ensure that access ways for fire fighting equipment through existing plant areas are maintained.

6.00 DUTIES OF SITE SAFETY SUPERVISOR (cont'd)

6.04 Housekeeping

Monitor effective clean-up of work and the Site by the Principal Contractor to keep areas free of scrap and rubbish.

Inspect the Site to ensure proper welfare conditions.

6.05 Equipment Safety

Regular check on condition of scaffolds, ladders, slings, safety harness, boatswain chairs, hoists, winches and other equipment.

Condemn any unsafe items and order them removed from Site.

6.06 Reporting - Accident

Ensure that all requirements of reporting accidents and dangerous occurrences are fully carried out as per The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995.

Report personnel or property damage accidents to your employer and the Building Themes International Plc Construction Manager.

The Safety Adviser is to determine the location of any serious accident, clear personnel not required as witnesses and carry out investigations so that a complete account can be presented to the necessary authorities.

In case of death:

Local Police, Health and Safety Executive and the Construction Manager.

In case of serious injury or dangerous occurrence:

The Health and Safety Executive and the Construction Manager.

7.00 RESPONSIBILITIES OF PRINCIPAL CONTRACTOR'S SUPERVISORS

1. As Supervisor you are responsible, on behalf of your employer, for the Safety of your own or fellow employees, the general public and all persons using or entering your place of work, whether authorised or not, who may be affected by your activities.
2. If those for whom you are responsible are, or are likely to be endangered by others at your place of work then Building Themes International Plc Management must be notified of such actions or circumstances.
3. As Supervisor, you should have received relevant safety training from or through your employer.
4. As Supervisor you should ensure that those for who you are responsible are instructed as to any hazards which exist at your place of work and that they receive such training and supervision as may be necessary for them to carry out their jobs safely and satisfactorily in compliance with the Health and Safety at Work Act 1974, Regulations and Codes of Practice there-under and the Building Themes International Plc Safety Policy.
5. As Supervisor you are responsible to ensure that your work area is kept clear of extraneous materials and at the end of an operation cleared of all materials and left in a non-hazardous condition.
6. As Supervisor you must ensure that those for whom you are responsible are issued with Safety Helmets and Safety Boots and you must diligently enforce their use, you must also ensure that eye or hearing protection is used when required.
7. As Supervisor you must ensure that all statutory registers relating to inspections carried out are regularly and accurately completed and held in your place of work.
8. As Supervisor you must ensure that any handrails or edge protection necessary to maintain the safety at your place of work is provided and functional.
9. As Supervisor you must ensure that you understand the method statement agreed for your work and that those for whom you are responsible comply with it.
10. As Supervisor you are responsible for planning day-to-day activities in order that they comply fully with the agreed safe system of work.
11. As Supervisor you must ensure that adequate plant, materials and equipment are provided in order to carry out the work in a safe manner in compliance with the agreed method statement.
12. If your company Principallet any part of the work with prior agreement by Building Themes International Plc , you as Supervisor are responsible for ensuring that the Principalcontractor has received the necessary instruction / training as detailed in paragraph 4 and that the Principalcontractor operatives comply with the relevant statutory and Building Themes International Plc Site Regulation/s.
13. As Supervisor you must ensure that all plant or equipment provided or hired for your use holds the statutory test documentation when delivered to site and is then maintained in a safe condition.
14. As Supervisor you must ensure that plant operators including fork lift and dumper drivers are adequately trained and have satisfied you as employer in relation to their level of competency to operate the designated vehicles in a safe manner. A letter naming authorised drivers should be held on site by you and be available for inspection by Building Themes International Plc when required.
15. As Supervisor you must ensure that the items listed in the Safety Inspection reports issued by Building Themes International Plc Safety Manager are actioned immediately upon receipt of the report.

SECTION 3

SAFETY TOOLBOX TALK

ATTENDANCE PROFORMA

I have today 2015 given to the men under my control

Safety Toolbox Talk No. Subject

Number of men on site

Number attending

Note any points that have arisen that you think should be brought to the attention of Building Themes International Plc Management.

Signed

Name (Capital Letters)

Company

When completed forward to Building Themes International Plc Management.

Box Number	Subject
1	Good Housekeeping
2	General Duties of Employees at Work
3	Do's and Don'ts on Scaffold
4	The Safe Use of Ladders
5	Fire
6	Manual Handling
7	Step Ladders
8	Portable Electric Tools
9	Eye Protection
10	Responsibilities
11	Working Safely with Electricity
12	Tower Scaffolds
13	Noise
14	Hand Tools
15	Openings & Edges
16	Take care of your Skin
17	Trestle Scaffolds
18	Safe Stacking
19	Heads and Feet
20	Work on Roofs
21	Excavations
22	Demolition
23	Delivery - Slinging - Lifting and Positioning Materials
24	Weld Safety
25	Alcohol

SAFETY TOOLBOX TALK

SAFETY WORK BOX 1

Good Housekeeping:

The following points are presented to assist Supervision when giving Safety Tool Box Talks. The particular points made here are in the interests of good housekeeping throughout work areas, in or out of work hours, whether at home, visiting friends or at places of amusement, we expect our surroundings to be comfortable, neat and tidy. When at work the same applies.

We should regard good housekeeping at work with the same importance as at home. Do not always rely on others to clear things up, its just as easy to put tools away tidily as it is to leave them laying around benches, on the floor, on scaffolding, resting on pipes or other positions where they can create a tripping hazard, fall onto a person or be damaged in a fall.

A place for everything and everything in its place.

If dismantling anything, stack parts away neatly and tidily. Do not leave materials in gangways, they could cut off someones escape route or cause a tripping hazard. If dismantling anything constructed of wood, make sure all nails are removed. If this is not possible hammer nails flat, making sure that no parts are left protruding that could cause injury to fellow employees. Damaged lengths or parts of wood should be guarded as these also present hazards.

All rubbish should be placed in skips to be removed. In this way, should a fire occur, it can be confined to a small area and dealt with quickly and efficiently, thus preventing the fire spreading, especially in high winds.

If tools get damaged, get them repaired or replaced, do not leave them lying around to cause hazards.

When finishing work, put personal overalls and other gear in lockers provided, do not just leave things lying about hoping they'll be there when you return.

If you notice rubbish piling up which you cannot remove, bring this to the attention of your supervisor who will make arrangements to have it removed.

Should you be working at height and notice loose objects on boards or walkways, put them somewhere where they cannot be dislodged. They could fall and hurt someone.

SAFETY TOOLBOX TALK

SAFETY WORK BOX NO. 2

General Duties of Employees at Work:

It shall be the duty of every employee while at work:-

- (A) To take reasonable care for the health and safety of himself and other that may be affected by his acts of omissions at work.

And

- (B) As regards any duty or requirement imposed on his employer or any other persons by or under any of the relevant statutory provisions, to co-operate with him so as it is necessary to enable that duty or requirement to be performed or complied with.
- (C) No person shall intentionally interfere with or misuse anything provided in the interests of Health, Safety and Welfare in pursuance of any of the relevant statutory provisions.

SITE SAFETY TOOLBOX TALK

SAFETY WORK BOX NO. 3

Do's and Don'ts on Scaffold:

Do not climb scaffold unless you are a trained scaffolder.

Do use the ladder access or the stairs.

Do not remove any scaffold tie yourself, unless you are a scaffolder.

Do get a scaffolder to do it so that he can position the alternative tie.

Do not make working platforms (however low) out of planks placed on blocks, bricks or oil drums.

Do use a properly constructed platform on trestles, bandstands or scaffolding.

Do not leave a section of a scaffold platform without a guardrail or toe board if you have to move a ladder access point.

Do make sure that the gap is closed with a short guardrail and toe board.
If in doubt ask your supervisor to get a scaffolder to do it.

Do not remove cross braces from scaffolding.

Do see your supervisors if cross braces are in your way.

Do not dig trenches under scaffolds.

Do ensure that strengthening works are carried out by scaffolders if trenches are permitted.

Do not remove boards from the platform for any purpose.

Do report any gaps, or traps in the scaffold to your supervisor.

Do not stack materials in centres of bays or above guardrail height.

Do stack adjacent to the standards or uprights and consider the weights.

SITE SAFETY TOOLBOX TALK

SAFETY WORK BOX NO. 4

The Safe Use of Ladders:

Why do people fall from ladders?

A recent study of 483 falls from fixed and portable ladders disclosed:

277 cases where the ladder slipped, 180 cases where the ladder remained stable.
2 where there was a structural defect in the ladder or its anchorage, 2 cases where the was struck by a vehicle.

The dominating factors where a ladder remained stable were:

- 81 Foot slipped on rung
- 36 Carrying tools or materials
- 18 Missed footing
- 5 Obstruction part way up ladder
- 5 Lost footing
- 2 Struck by falling material
- 14 Overbalanced
- 7 Jumped off to avoid hazards
- 12 Over reached.

What can be done to reduce the risk?

1. See that the ladder cannot slip.
2. Ensure ladders are tied near the top.
3. Keep rungs and footwear clean.
4. Use both hands when climbing or descending.
5. Ladders lashed to both stiles, to prevent slipping outwards and sideways.
6. Set ladders at the correct angle 300mm out to every 1.200mm up.
7. Always check ladders before and after use, report any defects immediately.
8. Never use a makeshift ladder.
9. Do not use ladders with cracked or broken rungs or other defects.
10. Do not over reach from a ladder - always move it.
11. Do not stand a ladder on a drum, box, or other unsteady base.
12. Never overload a ladder, or support it on its bottom rung on a plank.
13. Don't use ladders that are too short.

SITE SAFETY TOOLBOX TALK

SAFETY WORK BOX NO. 5

Fire:

See that you know what to do in the case of fire.

Make certain you know your escape route.

Keep fire doors and shutters clear and unobstructed.

Don't obstruct access to fire extinguishers; learn how they operate - read the labels or ask.

Don't hang clothing over or near heating equipment.

Don't let paper, oily rags or other rubbish accumulate.

Do not smoke in forbidden areas.,

Use proper containers for flammable liquids, not open tins or buckets.

Handle flammable liquids at a safe distance from possible sources of ignition.

Check before and after using blowlamps, welding and cutting equipment.

Asphalt pots, crucibles, soldering irons and gas rings must be on non-combustible stands.

Switch off from the mains any electrical equipment when not in use.

PLAN IN ADVANCE - YOU WILL NOT HAVE TIME WHEN FIRE BREAKS OUT

SITE SAFETY TOOLBOX TALK

SAFETY WORK NO. 6

Manual Handling:

1. Where possible gloves should be worn to protect against cuts, scratches punctures.
2. Wear safety boots or shoes to protect toes from falling loads.
3. Size up the load and, if necessary, make a trial lift of a few inches.
4. Do not attempt to lift alone any load that is too heavy, too large or awkward.
5. See that there are no obstructions in the direction you will be going.
6. Take up position, feet hip breadth apart, one foot slightly advanced pointing direction it is intended to move.
7. Bend the knees; back muscles should be relaxed.
8. Get a secure grip of the load.
9. Lift, keeping the back straight, arms close to body, leg muscles taking the strain.
10. Step off in the direction the advanced foot is pointing, load held close to body.
11. Do not carry a load that obscures the vision.
12. When lifting to a height from the floor do it in two stages.

SITE SAFETY TOOLBOX TALK

SAFETY WORK BOX NO.7

Step Ladders:

Before use check condition of

1. Treads

2. Stiles
3. Hinge arrangement
4. Restraining rope between legs.

Damaged step ladders to be taken out of use and either destroyed or returned to the supplier.

Working from step ladders:

1. Firm level base
2. Type of operation - should a mobile platform be used instead.
3. Work from no further than two thirds up step ladders (hand hold required).
4. Boards not to be slung between treads on steps to provide working platform.

(Treads not designed for this loading, a one board wide platform is not a safe working platform).

SITE SAFETY TOOLBOX TALK

SAFETY WORK BOX NO. 8

Portable Electric Tools:

1. Before using an electric tool, make sure that the casing is undamaged. If damaged, do not use the tool.
2. Visually check all cables, plugs or connectors for signs of damage.
3. Use tools only on the correct power supply as instructed on the makers label. Only 110 volt tools are permitted on site.
4. Make sure that the power cable is long enough to reach your working place without straining it.
5. Keep power cables off the floor. On stairways and access routes.
6. Portable electric tools should only be used for their designed purpose.
7. Never connect a portable electric tool to a lighting socket.
8. Never use worn, blunt or damaged bits or other accessories.
9. Disconnect tools when not in use.
10. Electric power tools should be regularly inspected and maintained by a competent electrician.

REPORT ALL DEFECTS IMMEDIATELY

SITE SAFETY TOOLBOX TALK

SAFETY WORK BOX NO. 9

Eye Protection:

1. A tiny fragment in your eye can cause disaster.
2. Trained first-aider for attention to eyes - not a dirty handkerchief.
3. You have a legal obligation to wear or use the eye protection provided in accordance with regulations.
4. Even if you are not carrying out one of the specified processes you may even be at risk, so wear or use the eye protection provided.
5. Do not watch welding processes unless your eyes are properly protected.
6. Do not go into areas where eye protection is required unless you are wearing protective equipment.
7. Take care of any protective equipment issued to you.
8. Have any damaged, lost or unserviceable protective equipment replaced immediately.
9. Make sure your eye protectors are suitable for you and for the work being done.
10. Ensure that eye protectors are comfortable to wear and keep them clean.
11. The place for eye protection is over your eyes - not on your head or round your neck.
12. Remember - eye protectors are replaceable; your eyes are not.

A SENSIBLE WORKER VALUES HIS SIGHT

SITE SAFETY TOOLBOX TALK

SAFETY WORK BOX NO. 10

Responsibilities:

The Health and Safety at Work Act and the Construction Regulations give everyone responsibilities.

Where these responsibilities are not carried out people like you can be injured or others could be prosecuted. Over 100 people are killed every year, several thousand seriously injured. Fines can be thousands of pounds for Companies who break regulations

Employers ; Your bosses must supply you with a safe place of work, safe equipment the necessary instruction and training to enable you to carry out your work safely.

Employees ; You must take reasonable care to ensure that no person - yourself included suffers because of the way that you work.

You must help your employer to carry out his responsibilities by:

1. Not interfering with items provided for your safety.
2. By using equipment given to you for your protection and by not abusing it example Helmets, Goggles and Hearing Protection.
3. By telling your foreman of any hazards that you notice which could effect you or others safety.

Some Examples

1. If you work on a scaffold provided by another company your foreman ensure that it is safe for your use. Therefore if you notice anything which consider unsafe point this out.
2. If you need a ladder or a pair of steps, do not remove from elsewhere we ensuring that you are not putting someone else at risk.
3. If you strike shuttering which leaves an opening make sure it is cover guarded before you leave it. The same applies if you are permitted to remove a guard rail or cover for the passage of materials or services, make sure it goes back.

DO NOT LEAVE A TRAP FOR OTHERS.

SITE SAFETY TOOLBOX TALK

SAFETY WORKBOX NO. 11

Working Safely with Electricity:

There is a very tragic way to learn about the dangers of misusing electrical tools and equipment - it is called electrocution.

Electricity is so much part of our modern way of life, pushing in a plug is second nature, and all items of electrical equipment are produced to strict safety standards, so to all intents and purposes, used correctly, they ARE safe. Why then do so many people suffer shocks? Everyone knows electricity can and does KILL - and still people continue to take stupid risks with it - OR they take it for granted where safety is concerned - both of which can lead to shock, burns, serious injury or even a horrible death!

The dangers are particularly increased at work - where electrical equipment is used in adverse conditions, on site in wet or damp areas for instance - or where voltages are necessarily more lethal.

Follow these simple safety rules in your working situation - and if in doubt about the safety of any electrical equipment - report it, get an electrician, or the proper maintenance people for the job IMMEDIATELY. Do not let a live tool take a life - yours, or anyone else's.

Always check for defective plugs, cables and sockets before using any electrical equipment!

Be sure that cables are long enough to reach your working place without straining or pulling!

Have all the EMERGENCY STOP switches on all machinery tested regularly!

Installation of all electrical wiring requires the attention of a qualified contractor. Joined lengths of cable should always be attached by the proper connectors and NEVER with insulating tape!

Do not ever attempt repairs yourself these must be made by competent electrical staff only.

IF IN DOUBT - SWITCH IT OUT, ELECTRICITY KILLS never forget it.

SITE SAFETY TOOLBOX MEETING

SAFETY WORK BOX NO. 12

Tower Scaffolds:

1. Prefabricated access towers are to be erected in accordance with the manufacturers instructions by competent operatives, erection instruction as available on site.
2. Towers must only be used on firm surfaces, where ground is soft or sloping adequate support must be provided.
3. The platform height should not be more than 3 times the length of the A side of the tower (Example - shortest side of tower is 1 1/2 metres multiplied by 3 giving a maximum platform height of 4 1/2 metres). This height can be increased by the use of outriggers.
4. Manufacturers instructions on safe loading levels must not be exceeded.
5. Care must be taken when working from the platform that pulling or pushing actions do not overturn the tower.
6. Do not pull heavy items up the side of the tower, use lifting devices.
7. Do not use ladders from the platforms of towers, this causes high overturning forces.

Access*

8. Proprietary steel or aluminium alloy towers have a variety of means of access, these being:
 - (i) Integral diagonal stairway. As well as providing access this will form part of the bracing of the tower.
 - (ii) Ladder units which slip onto the end frame or inclined ladders, securely fixed, inside the scaffold frame.
 - (iii) Climbing a ladder section which is incorporated within the end frame. Such a ladder section will have rungs no more than 300mm apart with stiles not more than 480mm apart. Climbing horizontal members of other types of end frame is not to be accepted as a safe means of access. .

N.B. Access is from the inside of the tower frame to avoid eccentric loading of the tower. Working platforms are to be provided with trap doors to facilitate access.

Where the vertical distance between the ground and working platform exceeds 9.144m (30') an intermediate platform with guardrails must be provided.
Minimum platform width 600mm or 3 boards.

SITE SAFETY TOOLBOX TALK

SAFETY WORK BOX NO. 13

Noise:

Excessive noise from plant and tools on site can cause, over a period of time, progressive and irreversible loss of hearing, before this permanent loss, rushing, or ringing noises in the ear can be a constant source of annoyance. This is called TINNITUS.

If you work in areas where you need to shout to be heard then you require hearing protection. This can be either ear plugs or ear muffs. These give good protection if some simple rules are observed:

1. Wear ear protection at all times if exposed to a noise hazard.
2. Do not use cotton wool for ear protection; it is not effective.
3. Make sure that ear plugs are a good fit in each ear and are properly inserted.
4. Regularly cleanse re-useable ear plugs to the manufacturers instructions.
5. Use disposable ear plugs once only.
6. Hands should be clean when handling all types of ear plugs.
7. Ear muffs should be a good fit to the head all around the seal.
8. Ensure that ear muffs are worn the correct way around.
9. See that muff seals are always in a serviceable condition.
10. Do not alter the pressure of ear muffs by bending the head band.

If you work with compressed air tools ensure that:

- (i) Mufflers are fitted where possible, to tool.
- (ii) Air lines do not leak - this can cause unnecessary noise.
- (iii) Compressor access covers are kept shut.

SITE SAFETY TOOLBOX TALK

SAFETY WORK BOX NO. 14

Hand Tools:

1. Use the right size spanner for the nut. Where adjustable spanners are used take extra care as these slip more easily.
2. Files must be fitted with handles to prevent hand injuries and files must not be used as punches or for levering as they break easily.
3. Chisels and punches with mushroomed heads must be ground down to prevent splinters of metal flying off.
4. Keep hammer heads tightly wedged on their shafts.
5. Replace split or damaged wooden handles, do not wire or tape up.
6. Keep edges of cutting tools sharp. .
7. Keep hands behind the cutting edge when working.
8. Do not use screwdrivers on items held in the hand.
9. Do not use screwdrivers as chisels - handles fracture.
10. Keep tools in racks or boxes when not in use.
11. Protect sharp edges of tools that are to be stored or covered - Stanley Knives kept in pockets uncovered cause many hand injuries.
12. Scrap tools when they become worn or damaged beyond repair.
13. Always use the correct tool for the job. Do not improvise i.e. by using tubes to extend spanners, as the extra leverage may open the jaws and allow it to slip.

GOOD TOOLS MEAN FASTER AND SAFER WORK

SITE SAFETY TOOLBOX TALK

SAFETY WORK BOX NO. 15

Openings and Edges:

Every year in our industry hundreds of people are killed or injured when they fall an unprotected area or are struck by materials or tools falling from above.

Over half of all accidents (1,400) reported to the Factory Inspector are of these two types Falls of persons and falls of materials.

The law requires that if you work where it is possible for you to fall more than 1.2m then protection must be provided.

The following list gives an idea of the required protection:

1. Scaffolds, guardrails and toe boards must be provided to all working levels, also secured ladders are required.
2. Floors - Protection must be provided to all floor edges, lift openings, stairway and duct openings.
3. Roofs - Edge protection must be given at the eaves and gable.

If the roof is of a fragile material, crawling boards or ladders must be used. Where openings or fragile skylights occur in the roof, these must be guarded or securely covered also.

4. Excavations - All excavations require warning barriers or guardrails. Where the sides are sloping, barriers may be sufficient but if sides are vertical then more than adequate guarding is needed.
5. Working Alongside Water - Guardrails and lifebelts are required where work is carried out alongside rivers, docks etc.
6. Manholes, Road Gullies etc - Strong secured covers are required here as vehicle damage covers and leave traps. At times protection will need to be moved to allow work to progress but this must be done in a controlled manner so that protection is refixed once the work is done.

Several serious accidents have occurred on contracts where covers have been removed from openings in floors or guarding has been removed from servic ducts.

SITE SAFETY TOOLBOX TALK

SAFETY WORK BOX NO. 16

Take Care of Your Skin:

The Employment Medical Advisory Service in conjunction with the Health and Safety Executive have issued information on skin care as this is the most common occupational health problem.

The following advice may help prevent you becoming affected.

SAVE YOUR SKIN

Occupational contact dermatitis is a rash caused by substances used at work. It can look like some common rashes not connected with work. Some people are more likely to get it than others but it is not catching.

It most commonly affects the hands, forearms, and legs.

When it is caused by dust, mist or fumes you may get it on the face, neck or chest.

SOME COMMON CAUSES ARE:

Pitch, tar, bitumen, brick, stone, plaster, dust, cement, paints, varnishes, lacquers, stains, certain woods, certain epoxy resins, acrylic and formaldehyde resins, chromates (in primer paints, cement) organic solvents, petrol, white spirit, thinners, acids, alkalis, ionising radiations.

Some substances take weeks, months or even years to cause dermatitis. This is because the skin becomes allergic to them. This type of dermatitis may also cause swelling of the eyes and lips.

SITE SAFETY TOOLBOX TALK

SAFETY WORK BOX NO. 17

Trestle Scaffolds:

Two types of trestle scaffolds are used on construction sites.

1. Folding wooden or metal trestles.
2. Fixed metal trestles or Bandstands.

Trestles must only be used on firm level surfaces. Both types are frequently mis-used and several accidents have occurred - Observe the rules and Prevent A Fall.

FOLDING TRESTLES

1. Use for work of alight nature and short duration only.
2. Examine for damaged cross bearers, broken or damaged hinges or damaged stile
3. Use lightweight stagings for the platform: if normal scaffold boards are use support at 1.2 metre centres.
4. Do not use top 1/3 of trestle.
5. Do not attempt to increase the height of the platform by the use of hop-ups.
6. Must not be used if it is possible to fall more than 4.5 metres (15 feet).
7. Platform must be at least 430mm wide (17 inches).

FIXED TRESTLES

1. Ensure correct pins are used when height is raised (not reinforcement or nails).
2. If used with normal scaffold boards, space stands 1.2 metres apart (4 ft.).
3. If used with lightweight stagings - check allowable loads.
4. Where it is possible to fall 1.2 metres or more guardrails and toe boards must be fitted -This is generally difficult and will require a scaffolder.
5. Safe access - a tied ladder must always be provided.

SITE SAFETY TOOLBOX TALK

SAFETY WORK BOX NO. 18

Safe Stacking:

Many accidents occur when materials have to be taken from stacks, in particular when this is done by hand.

Care taken when material is stacked initially can help prevent many of these.

SAFE STACKS SAVE INJURIES

1. When handling materials wear protective clothing i.e. Helmet, Gloves and steel toed boots.
2. Only stack material in authorised areas, never near doorways, access ways or on fire routes.
3. Stack on a level surface and provide packing.
4. Never make stacks higher than 3 times the minimum base width.
5. Materials stacked by machine may have to be removed by hand, consider this in the method of placing.

Machines can lift greater loads and to a higher level.

6. When handling materials by hand, check weight, if in doubt ASK.

DO NOT ATTEMPT TO LIFT MORE THAN YOU FEEL ABLE TO.

7. If material is being lowered by machine, keep hands clear of load and or slings

SHEET MATERIAL

Stack flat where possible. If corners are sharp - protect (examples - reinforcement mesh, steel sheets).

If stacked vertically, use suitable racks to prevent collapse - material stacked vertically against walls can collapse whilst being removed or may overload walls etc.

SITE SAFETY TOOLBOX TALK

SAFETY WORK BOX NO. 19

Heads and Feet:

By wearing the correct head and foot wear you can help prevent, much discomfort, many injuries and even DEATH.

SAFETY HELMETS

Every year in the construction industry 140 head injuries are reported to the Factory Inspectorate. These are only the most serious cases 50% are fractures of the head, many more are never reported yet still cause much pain and suffering.

In the last 2 years Building Themes International Plc can show that at least 3 mens lives have been saved by safety helmets - YOURS MAY BE NEXT.

Most head injuries can be prevented by wearing a "safety helmet".

Safety helmets are designed to a British Standard to be strong enough to prevent most falling materials damaging your brain. If your brain is damaged it is unlikely that you will be able to work as well as now.

Helmets can also prevent many of the minor head injuries from bumps and scrapes that occur on building sites.

It is OK to customise your helmets by sticking labels or go faster stripes on them but do not modify the shell or harness by cutting or drilling as this weakens the overall effect. Some spray paints also weaken the shell so unless you are certain do not use spray or cellulose paint.

REMEMBER YOUR LIFE MAY DEPEND ON IT.

Building Themes International Plc do not want you to be injured on this contract - BECAUSE WE NEED YOU so it is a condition of you working here that you wear a helmet.

Certain areas may allow some relaxation but unless you are told otherwise you must wear your helmet at all times whilst on site.

SITE SAFETY TOOLBOX TALK

SAFETY WORK BOX NO. 20

Work on Roofs:

Working on roofs gives rise to a substantial number of fatal and serious accidents every year.

STATISTICS

In a typical year 20 men are killed in roof accidents, 250 are injured falling through fragile materials and 170 by falling from roofs.

STICK TO THE RULES

1. Only properly trained operatives may be used for roofing works.
2. A safe method of working must be agreed before work starts.
3. Suitable crawling boards or roof ladders must be used on fragile materials or sloping roofs (other than suitably battened roofs).
4. Where crawling boards are used for access over fragile material or near roof edges guard rails are required.
5. Roof edge barriers (or scaffolds) must be erected to prevent men and materials falling.
6. Openings in the roof must be securely covered or guarded.
7. Covering or guarding may be removed to allow the passage of men or materials but must be replaced immediately after that operation.
8. Access ladders must rise at least 1050mm above the stepping off point and must be secured.
9. Where the access ladders rise above 9 metres an intermediate platform with guard rails and toe boards must be provided.
10. Wet, windy or icy weather can seriously affect your safety during roofing works ask if in doubt.

DON'T END UP AS ANOTHER STATISTIC!

SITE SAFETY TOOLBOX TALK

SAFETY WORK BOX NO. 21

Excavations:

Do not dig your own grave dig the rules.

1. Before digging make sure that the electric, water, gas and other services have been located and clearly marked.
2. All excavations deeper than 1.2 metres (4 feet) must be either timbered or the sides must be sloped to a safe angle. IF IN DOUBT ASK.
3. Ladders must be used for access and egress from excavations, do not climb on the supports.
4. Warning barriers must be placed around all shallow excavations and scaffold or adequate timber barriers must be provided around deep excavations i.e. deeper than 2 metres.
5. All reinforcement starter bars in excavations (any depth) must be protected to prevent the possibility of puncture injuries.
6. Keep spoil heaps, materials, tools and vehicles away from edges of excavations.
7. Ensure that helmets are worn at all times.
8. When tipping into excavations, secured stop blocks are required to prevent vehicle running into the excavation.
9. Do not jump across excavations, provide bridge access ways with guardrails.
10. Do not alter or remove any supporting members unless you are the timberman.

A CUBIC YARD OF EARTH WEIGHS AT LEAST A TON -
THE ONLY BODY THAT CAN SUPPORT THAT IS A DEAD BODY

SITE SAFETY TOOLBOX TALK

SAFETY WORK BOX NO. 22

Demolition:

Demolition operations can be very hazardous, both to yourselves and to members of the public. They can also be very annoying to adjoining owners. By your actions you can prevent accidents and improve the image of your company.

The following points must apply-

Personal protection - To protect yourself you need; a helmet at all times, strong boots with ankle support, gloves to prevent cuts and goggles to save your eyes. Respirators are also required in dusty conditions.

Protection from falls - a safe place at work is required - use;

Protected areas of the structure, for example floors,

Correctly erected scaffold platforms, towers and hydraulic or crane handled work baskets.

Where it is not practical to provide full protection safety harnesses may be used.

Working from a wall is not permitted.

All work places must have a safe means of access.

Protection from falling materials - make sure you follow the agreed method of demolition so that;

Walls and floors are not demolished adjacent to other workers - Tape area off.

Chute openings are well protected.

Access ways are clear of demolition operations or are covered.

Floors are not overloaded with material to the point of collapse.

Fire precautions

Generally burning of rubbish on site is not permitted - check first.

When cutting steel, secure gas bottles, use flash back arrestor equipment,

Store spare bottles in compound, take care with hoses and provide means of putting out fires.

SITE SAFETY TOOLBOX TALK

SAFETY WORK BOX NO. 23

Delivery - Slings - Lifting and Positioning of Cladding Panels

- A. All deliveries must be prearranged and agreed with materials controller.
- B. All deliveries must be on site within the site perimeter hoarding, prior to slinging commencing - where lifting from outside the hoarding line, a method statement on procedure must be agreed.
- C. Only approved lifting equipment to be used on cladding operations.
- D. Safe access must be provided to the sling attachment position.
- E. Ensure that any packing is clear of the panel to be lifted and that adjacent panels are independently secured in place.
- F. Radio contact or signalling system to be checked out with the crane operator/ banksman/coordinator prior to lifting.
- G. Tag ropes to be attached to cladding unit for operatives to maintain safe handling in tight situations.
- H. All lifting operations must be safety routed and contained within the site perimeter hoarding.
- I. Lowering zone to be cordoned off.
- J. Safe working position must be provided for securing of panels in place - if harnesses are used the attachment point must be agreed.
- K. Crane must not be released until panel is securely fixed and checked.
- L. Operations to have sufficient management/supervisory control.
- M. Materials controller to be responsible for liaising with crane coordinator.
- N. Management to be accountable for any deviations from or improvisations to this safety working procedure.

SITE SAFETY TOOLBOX TALK
SAFETY WORK BOX NO. 24

Weld Safety:

There are several potential hazards when undertaking welding and cutting operations, by your actions you can prevent these hazards, protect yourself and protect others.

The general hazards and their solutions are as follows:

- 1) Light Rays:- (Infra Red, Visible Light and Ultra Violet Radiation) Hot Metal and Sparks cause eye damage and can burn the skin.

Eye Protection:- For most welding and cutting operatives filter lenses are required but for all operations where sparks and hot metal splash is possible eye protection must be worn.

Clothing:- Flame resistant materials are required for body, hand and foot protection, leather being the favourite for heavy works. Clothing should not retain sparks and synthetic fabrics should not be used. These melt when contacted by sparks.

- 2) Fumes and Gases:- Welding and cutting of all metals produces fumes which can harm the respiratory system whilst fumes from galvanised, lead or toxic coated materials can also affect the rest of the body.

Protection:- Wear correctly filtered respirators for low volume works, use an exhaust ventilation system for large concentrations of welders or where working in confined spaces (additional precautions may be necessary - see your supervisor).

- 3) Compressed Gases:- Can cause fires or explosions due to their being either highly inflammable or under pressure.

Precautions:- Only have the required amount of cylinders at work position (1 days supply). Store spares correctly in a compound.

Use a bottle trolley to secure cylinders upright.

Flash back arresters must be fitted at cylinder gauge ends and non-return valves at the inlets to the blowpipe.

Close valves before and after use.

Don't allow cylinders to become heated.

Keep oil away from oxygen cylinders, valves etc.

If you suspect a leak, move the cylinder into the open air and notify your suppliers.

Suitable fire extinguishers must be available at the work location.

SITE SAFETY TOOLBOX TALK

SAFETY WORK BOX NO. 25

Alcohol:

Do you enjoy a drink? Most people do and alcohol gives great pleasure to millions of men and women, but there are times when drink leads to danger. In a high risk industry like ours, alcohol and work are not compatible.

Alcohol is a depressant drug which depresses parts of the brain function. When you work at heights or with machinery or are involved in moving large items you require all your brain functions to save you from injury.

Building Themes International Plc have therefore made it their policy and a condition of employment on this site that if it is suspected that anyone is intoxicated by drink, or is under the influence of drugs then they will not be permitted on site.

Any alcohol you drink will affect your actions and it takes time for alcohol to work out of your system 1 unit of alcohol (1/2 pint of ordinary beer or lager, a single whiskey or glass of wine) will take 1 hour to leave your body.

After a heavy session at night you could still be unfit to drive or work the following morning.

A few facts may alert you to the hazards of drink.

50% of all drivers killed are over the legal driving limit (very roughly equivalent to 5 units, dependant on your weight, sex or recent food intake).

Don't rely on this approximation. If you drink Don't Drive.

35% of fatal accidents are related to alcohol.

Keep your head clear, leave your drinking sessions to sociable occasions where you cannot cause injury to yourself or others.

IF YOU BUILD DON'T DRINK

SECTION 4

FIRE PRECAUTIONS FOR PRINCIPAL CONTRACTORS

FIRE PRECAUTIONS

To be taken by Contractors engaged on projects
under the control of Building Themes International Plc

The Contractor is required to comply with the following instructions in addition to any other conditions of contract relating to fire precautions and shall ensure compliance by his Principalcontractors.

The issue of these instructions does not relieve the Contractor of any responsibility for taking all other reasonable precautions as provided in the General Conditions of Contracts for Building and Civil Engineering Work.

These precautions are additional to any for which the Contractor may be responsible by statute.

The specified precautions may be varied only on the written authority of the Construction Manager.

The project 'Fire Manager' will reflect any changes and or additions and shall be issued to the Principal Contractor prior to commencement of his works.

The attention of all Principal Contractors is drawn also to the 'Fire Precautions on Construction Sites' Code of Practice Fourth Edition September 1996.

INTRODUCTION

Fire Hazards during Building Operations

Buildings in course of erection or undergoing alteration, repair or maintenance are particularly vulnerable to fire and the spread of fire because:-

Structural fire and smoke stops such as walls, doors, floors, ceilings or other fire protection measures may be incomplete.

Combustible building materials may be stored or used.

Techniques employed may involve flame/spark producing apparatus, flammable adhesives or other potentially dangerous processes.

Fire protection equipment designed for the ultimate protection of the building may not be in position, or operational.

A fire originating on the site may put at risk, personnel and property adjacent to but outside the boundaries of the site.

Similarly, in occupied buildings, staff and visitors in another part of the building could be in danger from a fire originating on the site.

Buildings of historic and architectural value are virtually irreplaceable and call for the greatest care especially as they may not conform to present day standards for fire resisting structures.

Other buildings may contain valuable installations or be used for hazardous operations which require special considerations.

The Contractor should be aware that he may be obliged to obtain fire certificates for the buildings in his charge which may be required by the terms of 'The Fire Certificates (Special Premises) Regulations 1976'.

Co-operation with Local Fire Services

Facilities may be granted for fire services to make themselves familiar with buildings in course of erection or alteration. The Contractor may give information about potential fire hazards and fire fighting facilities.

Any suggestions from fire service officers for additional fire precautions should be forwarded to the Construction Manager.

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NORMAL FIRE PRECAUTIONS

1.0 General Site Precautions

- 1.1 To prevent rapid spread of fire, temporary buildings and combustible storage shall be sited where possible outside the main buildings and as far apart as space allows. A distance of 3.0m should be regarded as a minimum fire-break. See also 17.0 & 18.0.
- 1.2 Access to the site shall be at least 3m wide and 4m high and shall be kept clear for fire service use.
- 1.3 Fire hydrants shall be kept clear and readily accessible. Indicator tablets must not be removed or obscured.
- 1.4 Grass and undergrowth shall be kept short within 3.0m around combustible buildings and stores. Only a safe type of weed killer (e.g. sodium-chlorate with a fire suppressant) shall be used.

2.0 Refuse Disposal

- 2.1 Combustible refuse e.g. shavings, packing materials etc., shall be collected at least once a day and removed to a safe place.
- 2.2 Burning of any refuse shall be strictly prohibited on all sites.
- 2.3 Combustible refuse shall not be allowed to accumulate but shall be removed from the site.

3.0 Combustible Materials

- 3.1 Building materials which are combustible or are packed with easily ignitable packing material shall be kept where possible remote from sources of ignition.
- 3.2 Fibre insulating board or similar easily ignitable material shall not be used for lining temporary offices and stores, or for temporary partitions or protective screens.
- 3.3 Temporary partitions shall be non-combustible or of materials not readily ignitable e.g. plaster board or medium hardboard or equivalent.
- 3.4 Temporary protective coverings such as sheeting etc., when used to protect finishes of the building shall conform to the requirement of Loss Prevention Standard LPS 1207. Fire Requirement for Protective Covering Materials and shall include tests carried out by a NAMAS accredited laboratory.

Highly Flammable Liquids - Flashpoints below 32°C

- 4.1 Any relevant requirements of the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972 shall be complied with.
- 4.2 Highly flammable liquids shall be kept in strong screw capped cans, steel barrels drums or jerricans all capable of being securely closed. Petrol containers shall be marked 'PETROLEUM-SPIRIT HIGHLY FLAMMABLE'. Containers for other liquids must be appropriately and legibly marked.
- 4.3 The containers shall be kept in either a locked metal bin (maximum contents 270 litre (60 gallons) provided by the Contractor or in a well ventilated locked but having a concrete base, brick walls (or corrugated iron on a brick dwarf wall) and a non-combustible roof. The base to be surrounded by an imperforate non-combustible sill 150mm high.
- 4.4 Lockers and stores shall be marked to indicate the contents and to warn against smoking, e.g. 'PETROLEUM-SPIRIT HIGHLY FLAMMABLE. NO SMOKING'.
- 4.5 Lockers and stores shall be in the open air at least 3.0m from boundary fences, roads, openings to buildings or combustible material and from any source of ignition.
- 4.6 Highly flammable liquids shall not be exposed within 6m of a naked flame, electrical apparatus capable of igniting vapour, or any other possible source of ignition.
- 4.7 Decanting of the liquids shall be carried out in the open air. Caps and stoppers shall be replaced securely on all containers when not in use.

NORMAL FIRE PRECAUTIONS (cont'd)

4.8 Only sufficient of the liquids for immediate requirements shall be taken from store. Empty containers shall be securely capped and returned to store.

4.9 Tanks of petrol engines shall not be filled whilst the engines are running.

5.0 Flammable Liquids - Flashpoints Between 32 °C - 66 °C

5.1 Paraffin oil or other flammable liquids shall be stored in:

- (a) Metal lockers OR
- (b) Detached buildings of non-combustible construction OR
- (c) The open air well away from buildings OR
- (d) A well ventilated room of reasonable fire resisting construction approved by the Construction Manager.

5.2 Flammable paints in quantities over 50 litre (total) shall be treated as flammable liquids.

6.0 Spraying of Highly Flammable Liquids

6.1 Any relevant requirements of the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972 shall be complied with. Guidance is given in Health and Safety Executive-Guidance Note EH9: 'Spraying of Highly Flammable Liquids'.

6.2 The Contractor shall provide adequate and safe means of escape in case of fire from all parts of the working area and shall ensure that the process will not hazard means of escape from any part of the premises.

6.3 Operators shall be made aware of the dangers of the process and instructed not to smoke, use matches or cigarette lighters or to operate electric switches or electrical appliances in places where vapour may accumulate.

6.4 Portable sources of ignition shall be removed from the working area. Permanent sources of ignition shall be safe, sufficiently remove or not used.

NB: Electric switches or other apparatus at floor capable of producing sparks or high temperature are particularly likely to ignite heavy vapours.

6.5 'NO SMOKING' notices shall be provided at the approaches to and within the working area.

6.6 Ventilation must be adequate and maintained until the vapours have cleared. In most cases mechanical ventilation, complying with the requirements of the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972, will need to be provided.

6.7 Doors to other rooms and corridors shall be closed when not in use.

6.8 Only sufficient solution for the day's work shall be taken to the working area and exposure of the liquid kept to a minimum. Caps and lids shall be replaced securely on containers, including empties. All containers to be returned to the main store at the end of the day's work.

6.9 Rags or 'masking' material, on which the highly flammable spray deposits may have accumulated shall be collected and placed in a metal container with a lid and safely disposed of at the end of each working period.

NB: The Construction Manager must be advised in writing when, where and for how long the work will take place.

NORMAL FIRE PRECAUTIONS (cont'd)

7.0 Flammable Adhesives and Timber Preservatives

- 7.1 The precautions in 6.0 shall be observed as far as they apply, e.g. when laying floors, applying insulation materials to ductwork, applying preservatives to structural timber.

8.0 Paint Stripping

- 8.1.1 The use of blowlamps shall be subject to the precautions set out in 11.0.
- 8.1.2 Electric element paint strippers shall not be left in contact with combustible material and the plug shall be removed from the socket during meal breaks and when work ceases for the day.
- 8.1.3 Liquids for the removal of paint, varnish and polish shall conform to BS 3761 (Type 1).
- 8.1.4 Deposits of all stripped materials shall be collected at the end of each day and safely disposed of.

Explosives

- 9.1 Explosives, or cartridge operated fixing tools, shall not be used without the written permission of the Construction Manager.
- 9.2 They must only be used by trained and certificated personnel and the training confirmed to the Construction Manager.

10.0 Compressed Gas Cylinders

- 10.1 Any relevant requirements of the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972 shall be complied with.
- 10.2 Whether or not the gas is flammable, cylinders shall be kept away from sources of heat or potential fire risks.
- 10.3 Full and empty cylinders not in use shall be kept in a safe position under cover in the open air or in a store which the contractor shall provide external to the main building, constructed of non-combustible materials; the store to be well ventilated and free from risk of outbreaks of fire.
- 10.4 When handling cylinders, care shall be taken not to damage valves.
- 10.5 Only the cylinders required for operating an appliance shall be brought into a building or enclosed space.

NB: Unlike mains gas, liquefied petroleum gases e.g. butane and propane, are heavier than air and may accumulate at low level. They must not be kept in basements or other areas below ground level and are to be removed at the end of every shift.

11.0 Flame or Spark Producing Apparatus - See Also 19.0

- 11.1 Welding, cutting, brazing, blowlamps, plumbers' furnaces and other flame or spark producing apparatus shall be operated only by skilled Principalsmen, each of whom shall be made aware of the following precautions.
- 11.2 All litter, rubbish and combustible material shall be removed from the vicinity of the work. Where combustible material is fixed and immovable, it shall be protected with non-combustible material such as sheet metal or a fire blanket.
- 11.3 Floors which might otherwise be damaged shall be protected from the heat of flames and hot slag.
- 11.4 Special care shall be taken to prevent flame, sparks or molten metal reaching combustible material along or down ducts, channels, chases, or open-ended pipes, or through holes in walls and floors. Non-combustible material shall be used for temporary plugging of holes.

NORMAL FIRE PRECAUTIONS (cont'd)

- 11.5 The possibility of damage by heat which may be conducted by metal work. e-g through partitions, shall be investigated and combustible material in contact with such metal, removed.
- 11.6 Flame or spark producing apparatus shall not be used on or near containers of flammable liquids or compressed gases.
- 11.7 Apparatus shall not be left alight when unattended.
- 11.8 An adequate number of appropriate fire fighting appliances shall be placed readily to hand until all possibility of an outbreak of fire has passed.
- 11.9 Jobs involving the use of flame or spark producing apparatus shall not be commenced within one hour of ceasing work unless the Construction Manager gives permission.
- 11.10 Immediately after completion of work the 'Danger Area' shall be examined closely to ensure that there is no smouldering or incipient fire.
- NB: The 'Danger Area' may extend to cavities, voids, rooms, cupboards, ducts or other concealed spaces where despite precautions, flame, hot sparks or conducted heat may have penetrated.
- 11.11 The Principal Contractor shall confirm to the Construction Manager that such an inspection has taken place.

12.0 Tar Boilers

- 12.1 Boilers for tar or other bituminous materials shall be sited in a safe place, at least 6m, clear of any combustible material.
- 12.2 Boilers shall not be left unattended when alight unless sited in the open at ground level.
- 12.3 Boilers situated on roofs or upper floors must be contained within a drip tray.

13.0 Machinery - See Also 4.0

- 13.1 Internal combustion engines shall be sited only in well ventilated positions, with exhausts well clear of combustible materials.
- 13.2 Machinery likely to exude oil shall be so arranged as to avoid soaking any combustible material i.e. a drip tray.

14.0 Temporary Electricity Supply

- 14.1 Temporary electrical services shall be in accordance with Section 5 shall be carefully routed and protected to avoid damage and shall be maintained in good condition.
- 14.2 All temporary electrical services in Principal contractors offices and stores, other than that necessary for emergency lighting and security, shall be switched off extinguished at the end of each shift at a time decreed by the Construction Manager.

15.0 Temporary Heating Arrangements and Drying Out

- 15.1 Slow combustion stoves and flue pipes shall not be used.
- 15.2 The use of fireplaces is prohibited.
- 15.3 Temporary electric heating appliances shall be of the enclosed type, securely fixed and guarded.
- 15.4 Electric kettles shall be of a type incorporating a safety cut-out which will operate if they boil dry, they shall stand on non-combustible bases when in use

- 15.5 Gas rings and portable cooking apparatus shall be fixed at bench level on metal stands with air spaces beneath and well clear of combustible construction.

NORMAL FIRE PRECAUTIONS (cont'd)

- 15.6 Unflued paraffin heaters, portable oil burning fan assisted air heaters shall not be used.
- 15.7 Space heaters burning liquefied petroleum gases shall conform with BS 4096.
- 15.8 The precautions to be taken in the use of transportable industrial space heaters shall conform to BSCP 3008.
- 15.9 Paraffin oil shall be stored in accordance with 5.0. Heaters should be extinguished before refuelling which should be carried out in a safe place.

16.0 Redundant Petroleum and Oil Storage Tanks

- 16.1 If redundant petroleum or oil storage tanks are discovered on site the Construction Manager shall be consulted as to whether they are to be left in position or removed. In either case specialist advice shall be sought from the safety department.

17.0 Underground or Windowless Accommodation

- 17.1 Underground or windowless accommodation shall not be used for combustible storage or for housing temporary offices or huts of combustible construction before the installation and testing of:

- (a) permanent hose reels, hydrants, sprinklers or other major fire fighting equipment as specified, OR temporary fire fighting arrangements of a similar nature.

AND

- (b) a fire alarm

AND

- (c) two lighting circuits separately fused.

18.0 High Buildings

- 18.1 The permanent fire fighting wet or dry rising mains shall be made available as work progresses above 20m. Where this is not practical, the Construction Manager shall provide temporary pipework, tanks and pumps to secure adequate water for fire fighting at the higher levels.
- 18.2 The workmen's hoist/lift shall be made available for use by the fire service at any time as work progresses above 20m until at least one of the permanent lifts is available. The local fire service shall be advised of the arrangements for access and power.
- 18.3 Combustible materials and flammable liquids which need to be kept in readiness for use at or above 20m shall be kept in a locked cage or under sheeting of PVC or similar materials of low flammability.
- 18.4 Contractor's huts shall not be erected at levels above 20m.

NORMAL FIRE PRECAUTIONS (cont'd)

19.0 Work on Existing Premises

- 19.1 Where the Contractor will be operating within the boundaries of an occupied or partially occupied establishment or, adjacent to a site boundary, or has access (e.g. during phased handover, alterations) to occupied buildings or extensions he shall consult the Construction Manager regarding special precautions or procedures required by the occupiers local regulations.
- 19.2 The Contractor shall ensure, in conjunction with the Construction Manager that reasonable means of escape in case of fire remain available and that occupiers are aware of hazardous operations.
- 19.3 Where flame or spark producing apparatus is to be used in an occupied building the Contractor shall:
- (a) notify the Construction Manager where and during what period the apparatus will be used;
 - (b) take steps to ensure that his operative informs the Supervisor in charge of the package at the time he leaves the building and requests him to make special observation of the particular place where the apparatus has been used.
- 19.4 Any stores or workshops shall be located outside buildings in use as living accommodation.

20.0 Smoking

- 20.1 Smoking shall be prohibited in areas where there is a danger of fire spreading particularly in stores containing combustible material. 'NO SMOKING' notices shall be provided. In places where smoking is permitted the Contractor shall provide receptacles for the safe disposal of smoking materials.

21.0 Fire Detection

- 21.1 Areas containing easily ignitable material and places where flame or spark producing apparatus have been used shall be inspected at meal breaks and at the cessation of work to ensure that no conditions exist which might lead to an outbreak of fire.

22.0 Fire Extinguishers

- 22.1 Appropriate means of fighting fire shall be provided and maintained readily available to the work in hand.
- 22.2 Arrangements shall be made for maintaining such appliances in good condition, including recharging after discharge; also for ensuring that foremen, charge hands, watchmen and key workers know the purpose of and how to use, the fire appliances and their location.
- 22.3 Where operations entail the sealing off of a portion of the building and the area in which work is to be carried out is not patrolled by the occupier, the Contractor shall arrange for a regular patrol of the working area at night, at intervals as required by the Construction Manager.

23.0 In Case of Fire

- 23.1 Prominent notices shall be displayed detailing the arrangements for calling the fire service either direct or through the site office, or as directed by the Construction Manager.
- 23.2 In case of the fire service shall be called immediately.

24.0 Reporting Fires

- 24.1 All fires shall be reported immediately to the Construction Manager or his representative whether or not damage has been caused.
- 24.2 Any possible evidence as to the cause of fire shall be preserved.

NORMAL FIRE PRECAUTIONS (cont'd)

25.0 Training

25.1 All Principal contractors employees must within their first week on site must receive training in fire prevention and the emergency procedures, in particular:

- Safety induction training
- Safety toolbox talk No. 5
- Location and use of fire extinguishers

25.2 Further training shall be required to be carried out as the site circumstances change and when procedures are altered by the Construction Manager.

25.3 Training records are to be maintained and copied to the Construction Manager.