

On-Site Procedures

Whilst working on-site you have a number of responsibilities, including:

- Follow site (induction) rules and company procedures, including following RAMS sets, permits, specifications and manufacturers' guidelines.
- Check for hazards with regards to the work area, tools and equipment.
- Check the work area and materials are fit for purpose
- Adhere to all legislation while carrying out my job role to the specification.
- Undertake the job to the correct specification

The company you are working for will have several organisational procedures, including:

- Site induction
- Emergency procedures
- Safe systems (RAMS set)
- Hazard identification processes
- Lines of communications, safety briefings, progress briefings
- Organisation procedures
- Ordering material, equipment etc.

You will be required to work with the following documents:

- Site induction
- Method statement
- Risk assessment
- Permit to work
- Equipment checklist
- Drawings & specifications
- Material ordering form
- Delivery sheets (if taking deliveries)

During your site induction, you should receive the following information:

- Emergency procedures: fire exits, muster points, assembly points
- Site layout: walkways, welfare facilities, access & egress
- Waste disposal
- Reporting procedures e.g., reporting hazards and accident book
- Site hours and security
- COVID procedures

Locating health & safety information

During a site induction you should receive all relevant health and safety information. However, there are a number of other sources of such information:

- Follow site rules
- Attend any toolbox talks
- Notice boards
- A COSHH data sheet
- The Health and Safety Manager
- The First Aider on site
- The RAMS set and Permits to Work
- HSE website
- Safety courses e.g. Abrasive Wheels, Safety Harness & Asbestos Awareness