

**HEALTH & SAFETY**  
ALL REASONABLE PRECAUTIONS ARE TO BE TAKEN TO PROTECT PEOPLE FROM INJURY OR DEATH. THIS APPLIES TO THOSE ON SITE, ADJOINING THE SITE OR OFF SITE DURING DELIVERIES ETC. MAKE SURE YOU KNOW WHO'S ON SITE-CLOSE THE GATE OR SECURE THE SITE AS NECESSARY TO AVOID UNWANTED PEOPLE ENTERING THE SITE.

A SITE INDUCTION IS TO BE CARRIED OUT FOR ALL WORKERS ON THEIR FIRST DAY.

NO MOBILE PHONES ARE TO BE USED ON SITE UNLESS FOR OFFICIAL USE OR IN EMERGENCIES.

NO RADIOS OR PERSONAL STEREOS ARE TO BE USED ON SITE UNLESS IN THE CANTEEN AREA.

ALL TOOLS, EAR DEFENDERS, HELMETS, STEEL BOOTS ETC. ARE TO BE AVAILABLE AND ARE TO BE USED AS APPROPRIATE.

HARD HATS AND SAFETY BOOTS WITH STEEL TOW CAPS SHOULD BE IN GOOD CONDITION AND SUPPLIED BY A REPUTABLE SUPPLIER. IF THE HATS OR BOOTS ARE DAMAGED THEN THROW THEM AWAY. MAKE SURE THAT HARD HATS AND SAFETY BOOTS WITH STEEL TOW CAPS ARE WORN - MAKE IT A SITE RULE.

SAFETY GOGGLES (EN 166 STANDARD) MUST BE WORN WHEN BREAKING BRICKS.

EAR DEFENDERS MUST NOT BE SUITABLE TO PROVIDE ENOUGH PROTECTION - AIM AT LEAST TO GET BELOW 85dB AT THE EAR. TARGET THE USE OF PROTECTORS TO THE NOISY TASKS AND JOBS IN A WORKING DAY. PROVIDE A RANGE OF PROTECTORS SO THAT EMPLOYEES CAN CHOOSE ONES THAT SUIT THEM. MAKE SURE WORKERS ARE TRAINED IN HOW AND WHEN TO USE THE HEARING PROTECTORS.

HAZARDOUS SUBSTANCES -MORTAR / CEMENT  
RISK OF DERMATITIS OR CEMENT BURNS AND PRECAUTIONS EXPLAINED TO ALL WORKERS. DIRECT SKIN CONTACT TO BE AVOIDED. USE CE MARKED PVC GLOVES WHEN HANDLING MORTAR.

WHERE ELECTRIC POWER TOOLS ARE USED ON SITE, BATTERY-OPERATED TOOLS ARE THE SAFEST. IF MAINS POWERED TOOLS ARE USED THEN A REDUCED VOLTAGE SYSTEM (230V/100V TRANSFORMER), WHICH DELIVERS 110V TO THE EQUIPMENT. DESIGNED SO THAT THE MAXIMUM VOLTAGE TO EARTH IS ONLY 55V IN A SINGLE PHASE AND 65V IN A 3 PHASE SYSTEM. THE CONTRACTOR IS TO CHECK FOR OVERHEAD AND UNDERGROUND POWER LINES AND ARRANGE FOR THE CABLES TO BE MOVED OR PROTECTED PRIOR TO WORK COMMENCING ON SITE.

SITE TO BE KEPT TIDY AT ALL TIMES. EXPLAIN TO EVERYONE ON SITE THE IMPORTANCE OF KEEPING THEIR WORK AREA CLEAR AND ENFORCE IT.

BOUNDARY FENCES OR HOARDINGS TO BE KEPT IN GOOD REPAIR. INSPECTIONS SHOULD BE CARRIED OUT REGULARLY TO MAKE SURE THEY ARE IN GOOD CONDITION.

ONLY ALLOW AUTHORISED PEOPLE ON SITE - KEEP GATES CLOSED BETWEEN DELIVERIES. KEEP VEHICLES AND PEDESTRIANS APART AS THEY ARE MOVING AROUND SITE. USE BARRIERS IF NECESSARY.

ALL SCAFFOLDING IS TO BE CHECKED AND CERTIFIED AS FIT BEFORE USE AND TO HAVE ALL TOE BOARDS.

BALUSTRADES ETC. FITTED AT ALL TIMES. ALL LADDERS AND OTHER EQUIPMENT ARE TO BE SECURELY FIXED TO THE SCAFFOLD AND IN A LOCATION WHERE ACCESS AND EGREG IS SAFE.

REMOVE SCAFFOLDING LADDERS OR FIX A BOARD OVER THEIR RUNGS WHEN YOU LEAVE AT NIGHT SO THEY CANNOT BE USED.

DO NOT THROW MATERIALS FROM THE ROOF OR SCAFFOLDING (BOMBING) USE A CHUTE OR SIMILAR. KEEP PEOPLE AWAY FROM THE AREA BELOW ROOF WORK. MAKE SURE YOU ROOF WORKERS ARE PROPERLY TRAINED AND COMPETENT TO DO THE WORK SAFELY.

CONSTRUCTION DUST  
PLAN YOUR WORK WORK IN A DIFFERENT WAY. LIMIT THE AMOUNT YOU CUT OR USE NON-POWERED EQUIPMENT LIKE BLOCK SPLITTERS. STOP DUST GETTING INTO THE AIR. WET CUTTING AND ON-TOOL EXTRACTION ARE BOTH EFFECTIVE. USE THE RIGHT MASK FOR THE JOB.

PROTECTION FROM FALLING IS TO BE INCORPORATED AT ROOF LEVEL WITH BOARDING OR SAFETY NETTING PROVIDED TO PREVENT FALLS THROUGH TO GROUND LEVEL UNTIL ROOF FINISHES ARE APPLIED.

WHERE LIFTING OPERATIONS INVOLVING LIFTING EQUIPMENT IS TO BE USED, THE CONTRACTOR IS TO APPOINT A COMPETENT PERSON TO PLAN AND SUPERVISE THE LIFTING OPERATIONS. THE CONTRACTOR IS TO MAKE SURE THE OPERATION IS CARRIED OUT IN A SAFE MANNER WHERE POSSIBLE. DO NOT LIFT BLOCKS BY HAND. USE MACHINERY OR MECHANICAL AIDS. SCAFFOLDING AND PLATFOMS SHOULD BE SET TO ALLOW BLOCKS TO BE LAID BETWEEN CHEST AND KNEE HEIGHT. ARRANGE BLOCK/BRICK STACKS AND SPOT BOARDS AT A COMFORTABLE HEIGHT AND POSITION THEM NEXT TO BRICKLAYER RATHER THAN BEHIND THEM. WHEN LIFTING EQUIPMENT IS USED ENSURE WORKERS ARE TRAINED TO USE THE EQUIPMENT. USE PLASTERBOARD LIFTS OR ADJUSTABLE PROPS TO POSITION BOARDS SAFELY FOR FIXING.

BRICKS, MORTAR ETC TO BE TRANSPORTED AND LIFTED TO SCAFFOLD USING TELEHANDLER PROVIDED BY THE PRINCIPLE CONTRACTOR.

**LEAD SHEET**  
LEAD SHEET USED FOR LEAD LIFT WITH CARE - SEEK ASSISTANCE. DO NOT EAT DRINK OR SMOKE WHERE THE APPROPRIATE PROTECTIVE CLOTHING. APPLY A HAND BARRIER CREAM AND WASH HANDS THOROUGHLY AFTERWARDS. A DETAILED INFORMATION BOOKLET ENTITLED WORKING WITH LEAD IN CONSTRUCTION - A GUIDE TO HEALTH, SAFETY AND ENVIRONMENTAL CARE IS AVAILABLE FROM THE LEAD SHEET ASSOCIATION.

**EXCAVATION**  
THE CONTRACTOR MUST CHECK ON ALL INFORMATION REGARDING THE GROUND CONDITIONS INCLUDING UNDERGROUND STRUCTURES, WATER COURSES AND THE LOCATION OF ANY SERVICES IF IN DOUBT ASK. PRIOR TO GOING ANYWHERE ON THE SITE, EXCAVATION SHOULD BE PLANNED. THE CONTRACTOR IS TO MAKE SURE THAT THE OPERATORS TO BE USED KNOW THE REQUIREMENTS FOR EXCAVATION AND SHORING MATERIALS SUCH AS TRENCH SHORING AND SCAFFOLDING. EXCAVATIONS SHOULD BE PROTECTED FROM SPOIL HEAPS FALLING BACK INTO EXCAVATIONS. THE EDGE OF THE TRENCHES SHOULD INCLUDE TOE BARRIERS. HEAD PROTECTION MUST BE WORN DO NOT PARK PLANT AND VEHICLES CLOSE TO TRENCH EDGES. EXCAVATIONS MUST BE PROTECTED WITH SUBSTANTIAL BARRIERS TO PROTECT PEOPLE WORKING IN THEM. A COMPETENT PERSON MUST BE APPOINTED BY THE CONTRACTOR WHO FULLY UNDERSTANDS THE DANGERS SHOULD BE APPOINTED TO INSPECT THE EXCAVATIONS AT THE START OF EACH DAY.

**UNEVEN SURFACES**  
THE SITE SHOULD BE LAID OUT WITH CLEARLY DESIGNATED WALKWAYS, WHICH PROVIDE GOOD CONDITIONS UNDERTOFT AND SHOULD BE SIGNPOSTED AND PROVIDED WITH ADEQUATE LIGHTING. THE CONTRACTOR IS TO ENSURE THAT EVERYONE KEEPS THEIR WORK AND STORAGE AREAS TIDY. DELIVERIES OF MATERIALS SHOULD BE PLANNED TO MINIMISE THE AMOUNT OF MATERIALS ON SITE.

**WASTE**  
THE CONTRACTOR IS TO DESIGNATE AREAS FOR THE COLLECTION OF WASTE COLLECTION, PROVIDING SKIPS AND BINS WHERE NEEDED AND MAKING CLEAR THE RESPONSIBILITIES OF WASTE REMOVAL. DISCOURAGE ARSON-KEEP SITE TIDY AND FREE FROM PILES OF RUBBISH.

USE A BANKSMAN TO HELP DELIVERY AND OTHER VEHICLES AND PLANT GET ON AND OFF THE SITE SAFELY.

MAKE SURE TIMBER IS STACKED FLAT RATHER THAN UPRIGHT AND THAT PALLETS USED TO STACK MATERIALS ARE IN GOOD CONDITION, ON FIRM GROUND AND NOT LEANING.

**TRAILING CABLES**  
WHERE TEMPORARY LIGHTING AND MAINS-POWER TOOLS ARE REQUIRED TO BE USED, CABLES SHOULD BE RUN AT HIGH LEVEL.

**WET AND SLIPPERY SURFACES**  
TREAT SLIPPERY SURFACES WITH STONE (FOR MUD) AND GRIT (FOR ICE) OR PROVIDE TEMPORARY COVERING. SIGNPOST ANY SLIPPERY AREAS AND MAKE SURE SITE OPERATIVES AND VISITORS WEAR FOOTWEAR WITH GOOD GRIP. WHERE CHANGES IN LEVEL SHOULD BE AVOIDED. CONSIDER INSTALLING RAMPS. IT IS NOT POSSIBLE USE SIGNS TO WARM WORKERS TO LOOK OUT FOR CHANGES IN LEVELS.

**FIRES**  
IDENTIFY THE RISK OF FIRE, CONTROL COMBUSTIBLE MATERIALS AND IGNITION SOURCES, AND MAKE CLEAR TO SITE OPERATIVES AND VISITORS WHAT TO DO IF FIRE DOES BREAK OUT AND IDENTIFY MEANS OF ESCAPE, MEANS OF GIVING WARNING AND MEANS OF FIGHTING THE FIRE.

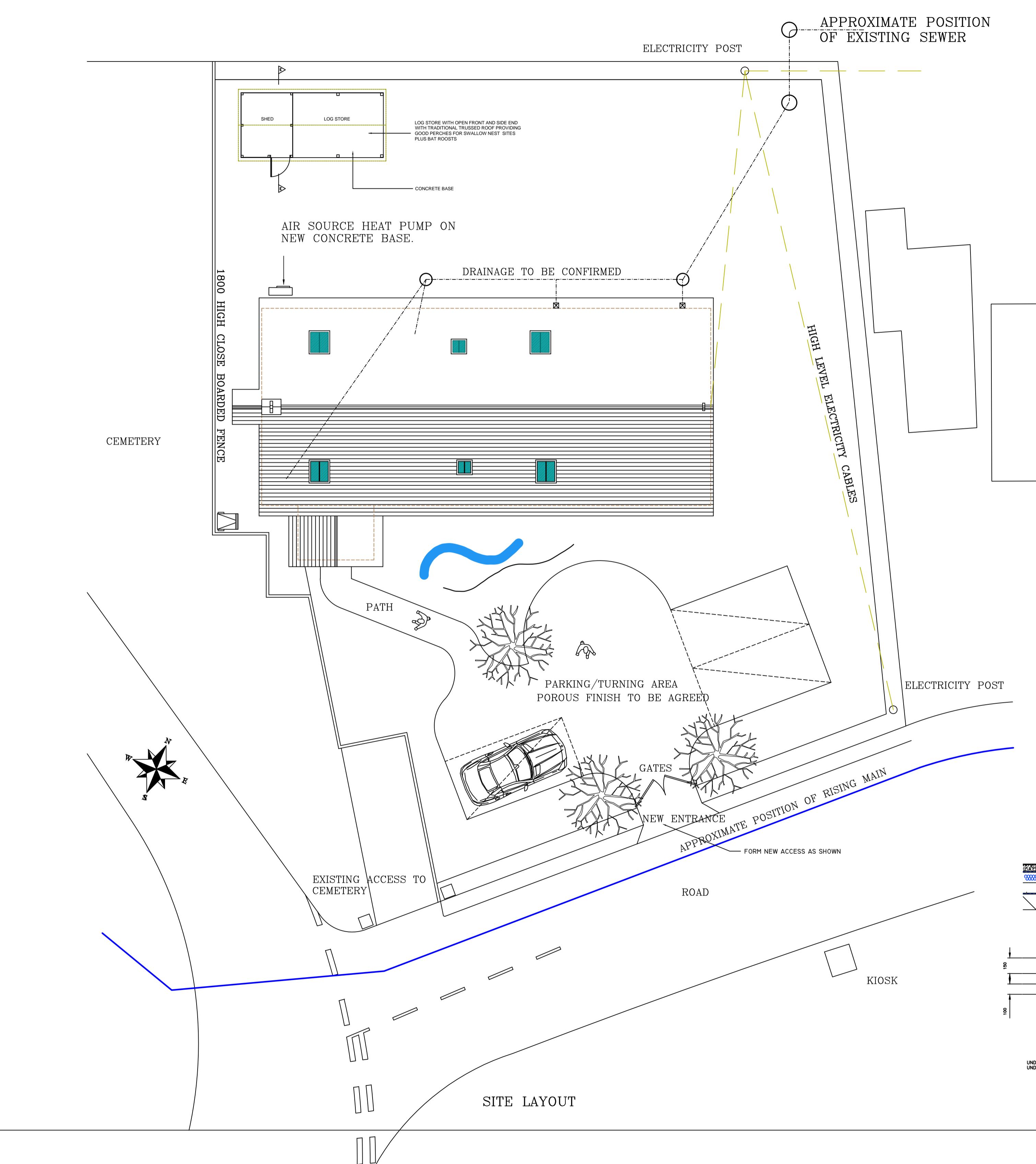
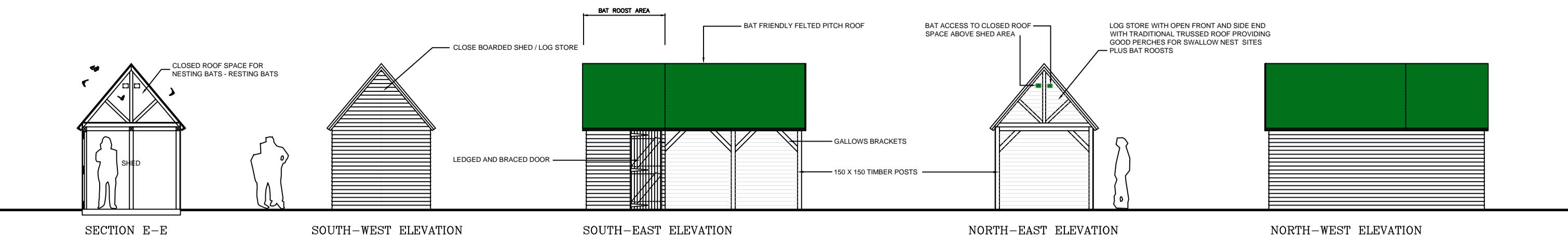
**WELFARE FACILITIES**  
THE MAIN CONTRACTOR MUST PROVIDE CLEAN RUNNING TOILETS, WASHBASIN WITH HOT AND COLD RUNNING WATER, SOAP AND TOWELS. SINKS LARGE ENOUGH TO WASH FACE, HAND AND FOREARMS, DRINKING WATER AND CUPS. SOMEWHERE TO CHANGE, DRY AND STORE CLOTHING. A REST AREA TO SIT, MAKE HOT DRINKS AND EAT FOOD. FIRST-AID EQUIPMENT. THE SITE AGENT/MAIN CONTRACTOR MUST APPOINT A PERSON OF FIRST AID AND INCLUDES EMERGENCY EYEWASH. SUITABLE FIRE EXTINGUISHER TO BE KEPT IN THE SITE OFFICE AND WELFARE BLOCK.

**HEALTH & SAFETY**

WHEN USING LEAD SHEET: LIFT WITH CARE - SEEK ASSISTANCE. DO NOT EAT, DRINK OR SMOKE. WEAR THE APPROPRIATE PROTECTIVE CLOTHING. APPLY A HAND BARRIER CREAM WHERE POSSIBLE. WASH HANDS THOROUGHLY AFTERWARDS. A DETAILED INFORMATION BOOKLET ENTITLED WORKING WITH LEAD IN CONSTRUCTION - A GUIDE TO HEALTH, SAFETY AND ENVIRONMENTAL CARE IS AVAILABLE FROM THE LEAD SHEET ASSOCIATION.

**DRAINAGE**

WHERE THE DRAIN RUNS ARE LAID WITHIN 1M OF THE FOUNDATIONS THE TRENCH IS TO BE FILLED WITH CONCRETE TO AT LEAST THE LEVEL OF THE UNDERSIDE OF THE FOUNDATIONS AND WHERE THE PIPE IS MORE THAN 1M FROM THE FOUNDATION LEVEL AND IS FILLED WITH CONCRETE TO THE LEVEL OF THE FOUNDATION, THE TRENCH IS TO BE FILLED TO THE DISTANCE FROM THE FOUNDATIONS LESS 150MM. WHERE SURROUNDED BY CONCRETE, FLEXIBLE JOINTS ARE TO BE PROVIDED AT MAXIMUM 500MM SPACINGS PRECUT TO THE PIPE DIAMETER AND EQUAL TO THE WIDTH AND HEIGHT OF THE CONCRETE CROSS SECTION. THE FLEXIBLE JOINTS MUST BE LOCATED AT A PIPE JOINT.



**EXTERNAL WORKS**  
MAKE GOOD TO ALL DAMAGED AREAS AFTER WORK HAS COMPLETED AND REMOVE AND TIDY UP ANY BUILDERS RUBBISH.

WHEN DIGGING OR CARRYING OUT OTHER WORKS IN CONNECTION WITH THE PROPOSED EXTENSION, THE CONTRACTOR IS TO TAKE CARE NOT TO DISTURB OR DAMAGE EXISTING SERVICES THAT MAY EXIST UNDERGROUND, ANY DAMAGE WILL HAVE TO BE MADE GOOD AT THE CONTRACTOR'S EXPENSE.

**SURFACE WATER**  
NEW RAINWATER GULLIES TO BE CONNECTED TO ON SITE COMBINED DRAINAGE SYSTEM OR AS DIRECTED BY THE BUILDING INSPECTOR.

