**Personnel are required to follow these site safety rules. Serious breaches will not be tolerated and may lead to corrective action or dismissal.**

**Arrival On-Site**

* All personnel including contractors and unaccompanied visitors must sign in to the Visitor Register each day prior to commencing work.
* Personnel must submit the required documentation ie SWMS, sign the On-Site Personnel Register and make themselves familiar with the site-specific rules documented in the daily register.
* All personnel are required to sign out of the Visitor Register when leaving the site.

**General Prohibitions**

* Being under the influence of alcohol or illicit drugs
* Not using the sanitary facilities provided
* Fighting, violence or vandalism of any king
* Bullying, pranks or horseplay
* Loud radios, dogs or firearms

*Unauthorised persons are also prohibited from:*

* Entering the site after hours or commencing any tasks without prior approval by the site supervisor
* Entering restricted / prohibited areas
* Tampering or interfering with or blocking emergency equipment or any other safety equipment
* Re-instating tripped circuit breakers and safety switches
* Removing or obstructing safety signs
* Removing barriers, holes covers or guardrails
* Bringing children on site

**Personnel are required at all times to follow**

* HSR and site supervisor instructions
* Specific job safety instructions and control measures written in Safe Work Method Statements or other safety procedures
* Plant supplier’s / hirer’s safe procedures for operating plant, machinery, ladders and tools

**Safety Breaches**

* Repeat offenders will be required to undergo re-induction and will be put on notice
* Further breaches are unacceptable and will trigger immediate action to safeguard the site to prevent further breaches
* Serious OHS breaches and refusal to follow HSR or Site Supervisor instructions will not be tolerated and may result in dismissal from site

**Safety signs and their meaning**

* Personnel are to follow all safety signs and instructions eg. “Danger No Entry” means that the area must not be entered under any circumstances – no exceptions
* ‘Unsafe – Do Not Operate” or “Danger Do Not Use” or similar sign or tag on plant or equipment means that it must not be used under any circumstances
* A safety sign may save a life – do not cover or obstruct any signs posted on this site
* Any traffic signs and speed limits posted on site must be adhered to at all times

**Scaffolds**

* Scaffold from which a person or object could fall more than 4 metres must only be erected, altered and dismantled by certified scaffolders. Scaffolds with a potential fall height of 2 metres or more must have guardrails, mid-rails and kickboards
* Do not remove guardrails, planks or ladders or alter / modify any part of scaffold unless you are suitably qualified and approved to do so
* Never use scaffold guardrails to gain extra height or work from improvised platforms such as planks on guardrails, or stepladders on decks
* Do not climb the bare framework of the scaffold
* Do not overload platforms or block access. All platforms and points of access are to be kept clear and unobstructed for a minimum of 450mm
* Build-up of material or debris must be removed regularly by those generating it
* Falling material or debris generated during use must be confined to the working platform

**Mobile Scaffolds**

* Follow the manufacturers / suppliers written instructions for correct erection, use and dismantling
* Use only on a hard, level surface and lock wheels / castors before use. Never move a mobile scaffold unless everyone is off it and all loose items have been removed, or have been secured against falling

**Excavations**

* Excavation Permit **F329** must be completed prior to commencement of excavation work
* Must have perimeter guardrails, barrier or cover so that there is no risk of anyone falling in. Must be left securely covered while unattended

*If deeper than 1.5 metres:*

* Must have safe ladder access into trenches or holes
* Do not enter unsupported trenches or holes
* All personnel must wear safety helmets
* Do not work alone in excavation

**Demolition**

* Prior to any demolition, a demolition plan and safe work method statement must be submitted
* The adequacy of floors and supporting structures to bear loads imposed by demolition plant must be verified by a qualified engineer
* For demolition of roofs, adequate fall protection must be provided

**Housekeeping**

* Keep amenities clean and tidy at all times
* Dispose of rubbish into designated bins
* Keep access ways and work areas free from obstacles and tripping hazards, hoses, leads, protruding nails, sharp objects, building materials and scraps. Do not store materials / equipment in aisles and access ways

**Personal Protective Equipment**

* Safety footwear must be worn on this site at all times
* Bare feet, thongs or no-safety footwear are prohibited
* Hard hats, hearing and eye protection must be worn in designated areas
* The correct type of work clothing and PPE must be worn at all times

**Injuries, Incidents and Near Misses**

* All injuries no matter how minor must be reported to the first aider and recorded in the First Aid Injury Register
* All incidents, including near misses and dangerous occurrences must be reported to the Site Supervisor
* Where a notifiable incident occurs, the site must not be disturbed, moved, changed or altered until a Regulatory Inspector authorises it

**Working at Heights**

* Fall protection must be in place for anyone who could fall 2 meters or more eg. safe work platforms such as scaffolding, EWP’s, boom lifts etc
* Open sides of floors, penetrations, roofs, stair wells, lift shafts must be provided with guardrails, mid-rails and toe boards or covered with strong, secure material
* Safety harnesses must not be used without adequate operator training, anchor points and an emergency rescue plan – Refer Safety Harness Permit & Rescue Plan **F386**
* Ladders are only allowed for short duration, light work where stability and a hand hold can be maintained, and only if it is not practicable to use other temporary work platforms such as trestles, scaffolds and elevating work platforms

*When working on a ladder make sure:*

* The ladder is suitable for the task and is rated industrial (using makeshift ladders is prohibited)
* Both hands are always free to ascend and descend
* Both feet rest on the ladder and are no higher than the third tread from the top rung (or 900mm) from the top of the ladder
* You avoid over-reaching (the belt buckle should always be within the stiles of the ladder)

**Hot Work**

* Hot work includes welding, soldering, cutting and grinding metals and must be performed by suitably trained persons
* A Hot Work Permit **F319** and Safe Work Method Statement developed prior to commencing hot work
* Combustible materials must be removed from the area and suitable fire extinguishers must be available at all times
* Nylon vests and flammable clothing must not be worn

**Welding**

*Check oxy-acetylene equipment prior to use:*

* Look for damage to hoses, torch, gauges
* Flashback arrestors must be fitted to both the cylinder end and the torch end of the hoses
* A suitable fire extinguisher must be attached to each welding and oxy-acetylene kit
* Gas cylinders must always be kept upright and secured by chains, even when transported around work sites in a trolley or lifting frame
* All arc welders must wear eye protection, welding gloves and protective clothing to cover all skin (non-flammable)
* Screens must be used to protect other persons from welding flashes
* Fume extraction system must be used in poorly ventilated areas

**Lasers**

*Lasers must not be used on this site unless:*

* Labelled with the class of laser – only class 1, 2 and 3A lasers are permitted on this site
* For class 2 and 3A trained laser safety officer with a certificate must be in charge of laser operations. All other laser operators must have suitable laser safety training
* Warning signs are in position at entry points where the lasers are used

**Compressed Air Tools**

Compressed air used irresponsibly can cause severe injury or death. Make sure that the following safety rules are always observed:

* Hose couplings have safety clips
* Hose ends are secured to prevent ‘whipping’
* Shut air off at main valve before replacing tools
* Keep all body parts clear of nail gun firing line

**NEVER:**

* Use compressed air to cool off or to blow dust off clothes, skin or hair or direct at another person
* Use compressed air for practical jokes
* Kink the hose to cut off the air supply

**Falling Objects**

* Always wear your hard hat in designated areas
* Penetrations must be covered or have toe boards
* Stay away from ‘No Access’ and ‘No Go’ areas
* Secure loose material you use such as ply board, roofing sheets and off-cuts
* Do not stack materials close to unmeshed guardrails and perimeter edges
* Secure materials against falling or pick up by wind
* Alert your supervisor of any falling object hazards

**Electrical Safety**

* All electrical tools, leads, multi-plug adaptors, plant and equipment used on site must have an up-to-date test tag and must be in a safe working condition
* Use only RCD protected power supplies
* Portable lights must be mesh guarded and suitable for the task
* All extension leads must be ‘heavy duty” and to be kept elevated on insulated stands or hooks to protect against mechanical damage and to provide clear access for personnel and vehicles
* Household adaptors, double adaptors, piggy-back adaptors and homemade switchboards or power-boards are prohibited on site
* All electrical repairs must be carried out by a qualified electrician

**Powered Mobile Plant**

* All powered mobile plant shall be inducted to site using **F384** prior to first use and must meet all requirements
* All operators of powered mobile plant must be competent and experienced and able to undertake the required tasks and where required by law hold the applicable High Risk License
* Maintenance, inspection and testing of powered mobile plant to be carried out by a competent person
* Operators of powered mobile plant are to adhere to the sites traffic movement plan
* Unattended plant shall be left in a properly stowed safe configuration

**Plant Safety**

Personnel must not operate any plant or equipment, unless:

* Fully trained and authorised to do so
* Daily plant checks have been carried out and the plant is fitted with all the recommended safety devices, guards and signs and the plant is not faulty. Report any faults to your supervisor
* Long hair is fully and securely contained within a hair net or similar when working with or near plant or power tools that have moving parts
* Do not remove any safety guards or safety devices

**Hazardous Manual Tasks**

* Use mechanical lifting aids wherever possible
* Never lift beyond you capacity
* If the load is heavy – ask for assistance

**Equipment Isolation**

The following methods are used for equipment isolation;

* Lock-out – this is the most effective method. Lock-out equipment is available from the Site Supervisor
* Danger Tags – designed for personal protection for individuals. Danger Tags available from the Site Supervisor
* Out of Service Tags – used when plant or equipment is out of service for repairs, cleaning or maintenance – available from the Site Supervisor

Locks and tags may only be removed by the person who placed them and whose signature is on the tag.

**Hazardous Chemicals**

For all hazardous chemicals brought on site, sub-contractors must provide:

* A register of the hazardous chemicals to be used
* Safety Data Sheet (SDS) for each substance classified as hazardous
* Adequate labelling of all chemical containers
* Provision of suitable storage / containment

**Hazardous Building Materials**

A Safe Work Method Statement must be written prior to any tasks involving:

* Asbestos – If you find asbestos on site, do not disturb it in any way. Report it to your supervisor. No asbestos is to be removed unless authorised by the site supervisor
* Silica – Silica dust can be generated from bricks, tiles, mortar, sandstone and concrete, particularly when dry cutting, chasing, sawing, grinding or scabbling
* Synthetic Mineral Fibres (SMF) – Commonly found in insulation batts, ceiling tiles, loose ceiling insulation, air conditioning duct insulation and pipe lagging
* Medium Density Fibreboard (MDF) – chipboard and hardwood products
* Polychlorinated Biphenyls (PCBs) – used in electrical industry as insulating fluid inside transformers and capacitators.

**UV Protection**

When working outdoors, follow safety measures to minimise exposure to sunlight. Cover as much of the skin as possible:

* Wear broad-rimed hats, or hard had fitted brims
* Wear well fitted long sleeved clothing
* Wear close fitting, wraparound sunglasses
* Apply broad spectrum SPF30+ sunscreen on exposed skin and SPF30+ lip balm

**Environmental Controls**

When working on a Fairbrother site, the following environmental aspects must be managed to prevent impact to the environment.

* Water Quality & Erosion Control– prevent polluted site water (painters/plasterers wash)from entering waterways and minimise soil erosion
* Air Quality– prevent site dust from blowing off site, limit ground disturbance, regularly wet down dust prone areas
* Noise Control– comply with permitted hours of work to minimise the potential for complaints from neighbours
* Waste Management– where possible dispose of waste via recycling ensuring all non-recyclable waste is taken to appropriate land-fill
* Hazardous Substance Management-  always store hazardous substances in leak proof ventilated secure storage facilities and maintain a hazardous substance spill response kit available at all times
* Contaminated Material– manage the disposal of contaminated soil in accordance with  local regulatory requirements
* Natural Resources– protect native flora requiring preservation and that does not need to be removed with safety mesh fencing , limit weed infestation of stockpiles
* Archaeological and Heritage Items – Do not damage surrounding heritage buildings and structures