

## GENERAL RULES ON ANY CELLTARGA LTD SITE

- Operatives are to sign in and out each day.
- All persons must sign to say they have read and understood their risk assessment and / or method statement.
- Work must not be carried out in a way that poses a hazard to others.
- Check that all the tools you are issued with are in good order, use them correctly and do not mis-use them. Report any that are defective and do not use them.
- Do not assemble aluminum towers unless you are trained and authorized to do so. Check and report any defects in access equipment.
- Observe all safety directives, verbal or otherwise, signs displayed on the site and hazard and COSHH Analysis documentation.
- Requirement for personal protective equipment: Clean, complete hi visibility vest at all times. Steel toe-cap boots and hard hats in designated areas. Other PPE as required by your risk assessment.
- Please note the procedures in the event of site emergency. Note especially the location of the **First Aid box, fire fighting equipment** and **Assembly point** on the emergency poster. Also the **location of the local defibrillator**.
- Report all unsafe actions/incidents to the site manager.
- Take care when near any vehicles or delivery lorries. Wear a hi-vis jacket **at all times** on this route.
- Report any accidents to the site manager for recording in the accident book. Unless this is done no liability will be accepted for any injury subsequently reported.
- **No alcohol or drugs on site**, except non-drowsy, properly prescribed medical drugs. There is **No Smoking** on site this includes **e-cigarettes**.
- All food and drink to be consumed in the canteen area. Always wash hands before eating and after using the toilet.
- Please respect the toilet and welfare facilities.
- Celltarga Ltd are proudly registered with the **Considerate Constructor Scheme**. We are, along with this organization, striving to Improve the Image of Construction. **Please take an Operative Handout Card for your info**. Details of the Scheme are displayed on our Website and in the Welfare area.
- We operate an **Open Door Policy** – if anyone has any questions or concerns you are welcome to discuss this with the Site Manager at any time.
- **Suggestions** – we operate a suggestion box where you can post ideas, suggestions and learning developments anonymously and in confidence. We are of course open to suggestions & ideas for a better and more efficient working practice
- A **Site specific Induction** will take place at the start of each job. **Site specific rules** will also be covered in addition to this document.
- Site specific **Tool Box Talks** will take place appropriately, we will also look at other areas such as **Respect** and the **Environment**
- Our **Company Policies booklet** is available for your perusal at any time – this is in the Site Office

***Remember that when you sign the induction sheet, you agree to abide by all these rules.  
If you do not do so you may be dismissed from site.  
If you are unsure of how to work safely please contact the site manager or your supervisor.***

