

Health & Safety

Rules and Guidance for General Sites

All safety training cards and/or certificates that are required to perform the task you are being asked to do, must be presented at the beginning of every shift that you are performing those duties. You must ensure that your safety training cards and certificates are always kept on your person and you must present them when requested to do so.

Please contact your Supervisor or Manager on site or your Consultant at Mane Contract Services Ltd if you have any questions regarding any site-specific safety rules.

When requested, your medical, alcohol or drug testing certificates must be supplied to the Site Manager and Mane Contract Services Ltd.

You personally must sign in at the site office prior to starting work and sign out when leaving for the day or when leaving mid shift. Signatures may be replaced by access cards for sites that operate an electronic system.

Minimum PPE requirements are: - Hard Hat, Hi-Visibility Vest, Hi-Visibility Jacket in inclement weather, Safety Glasses, Gloves, and Safety Boots with toe protection. We advise that you wear safety boots with mid-sole protection for added safety. Safety boots must not have any damage that causes the protective metal or composite to be exposed.

Other PPE may be required, and must be worn, as stipulated in the risk assessment.

No person under the age of 18 will be allowed on a site without specific arrangements being made and documented between the Site Manager and Mane Contract Services Ltd.

All personnel must complete a site safety induction and be briefed on all relevant risk assessments and method statements for the site prior to commencing work.

Hot work shall only be carried out under permit with relevant safety personnel in attendance at all times.

If you have concerns about the safety of your working environment or you have witnessed an incident you should inform your supervisor immediately and complete an onsite accident, incident or near miss report

Alternatively, please contact your Consultant at Mane in confidence and we will pass on the information to site. Whilst we need to take your contact details to process your report, we will not pass on your information if you wish to stay anonymous.

- You must not operate any item of equipment unless trained, and authorised to do so
- You must not remove any guarding from equipment used or deviate from your authorised usage of the equipment
- You must report immediately any equipment defect, and never attempt repair
- You must undertake all duties as instructed and never deviate
- You must comply with all hazard/warning signs and notices displayed on the premises
- You must make proper use of all equipment and facilities provided to control working conditions/environment
- You must ensure you keep your work area clean and tidy
- You must dispose of waste and scrap in the appropriate receptacles
- You must wear protective equipment where required
- You must never obstruct any fire escape route or doors and never tamper with any fire equipment
- You must see the first-aider for any injury you may receive, irrespective of how minor, and ensure details are entered into the accident book.
- You must report any incident in which damage is caused to property
- You must report any medical condition that could affect the safety of yourself or others

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- You must not become involved with horseplay or practical jokes
- You must follow all rules pertaining to no smoking areas