

## General safety rules

- Follow instructions; don't take chances. If you don't know, ask.
- Report immediately any condition or practice you think might cause injury to employees or damage to equipment.
- Put everything you use in its proper place. Disorder causes injury and wastes time, energy, and material. Keep your work area clean and orderly.
- Use the right tools and equipment for the job and use them safely.
- Whenever you or the equipment you operate is involved in an accident, regardless of how minor, report it immediately.
- Report all near misses.
- Report all injuries and ill-health, get first aid promptly.
- Speed limit is 10 MPH / 16KPH
- All visitors and contractors must report to site control centre and notify safety officer of their arrival.
- Smoking is only allowed in designated areas.
- Only trained and authorised persons to use site vehicles
- Use, adjust, alter, and repair equipment only when authorised and trained to do so.
- Do not interfere with safety devices or deface safety signs on equipment.
- Do not obstruct general safety signs throughout the grounds.
- Wear approved personnel protective equipment as directed. Keep it in good condition.
- Do not horse play; avoid distracting others.
- When lifting, bend your knees, grasp the load firmly, and then raise the load keeping your back as straight as possible. Get help for heavy loads and use mechanical lifting aids where provided.
- Obey all rules, signs, and instructions.
- Keep all walkways and exits clear.

High risk activity hazards & precautions					
Check off list when this work is being completed in the hotel!					
Activity types	Hot work	✓ ✗	Work at height	✓ ✗	Comments
<b>Hazards</b>	Fire		Fall from height		
	Explosion		Fall through roof		
	Burns		Toppling from scaffolding, mobile platform or man hoist		
	Smoke inhalation		Objects falling from height		
	Arc eye		Collapsing of scaffolding or mobile platform		
			Over reaching on ladder leading to fall		
			Unsecured ladder, scaffolding, mobile platform or man hoist (use on uneven ground)		
			Overloading of ladder, scaffolding, mobile platform or man hoist		
			Use of incomplete or damaged ladders, scaffolding, mobile platforms or man hoist		
			Vehicle impact with ladder, scaffolding or man hoist		
			Work in extreme weather conditions (wind, frost or rain)		
			Electric shock from overhead power lines & cables		
			Electric shock from work equipment		
			Slip / trip on platforms - poor house keeping		
<b>Controls</b>	Method statement for job.		Method statement for job.		
	PPE (safety boots, goggles, face shield, gauntlets gloves etc)		Use appropriate equipment, ladder, mobile platform, man hoist, safety cage, cherry picker, assemble and secure equipment correctly.		
	Suitable equipment.		Assess the environmental conditions (weather, ground conditions, activities and services in the area).		
	Area clear of employees.		Trained competent personnel to carry out work.		
	Remove combustible and flammable material.		Good method of communication during work activity (hand signals, two way radio).		
	2 full 9 kg fire extinguishers.		Proper storage and use of raw materials to prevent slips and trips.		
	Fire blanket.		Erect equipment in a manner which prevents materials falling & use appropriate mechanical hoists or rubbish chutes for materials & waste.		
	Gas isolation and area clear of gas.		Use of appropriate power tools (low voltage) with proper use and storage of this equipment.		
	Ensure atmosphere is dust free.		Pre-use inspection of all equipment and repair or replacement of nonconforming equipment.		
	Ensure there is no smouldering.		PPE (safety boots, harness, fall arrest, helmet etc).		
	Fire watch at 30 - 60 minutes after job		Use proper roofing ladders/crawling boards on sloping or fragile roofs.		
	Emergency contact person & numbers.		Erect appropriate and clear signage to warn other employees and vehicles.		
	Name of first aid person.		Authorised access only to the work area by pedestrians and vehicles.		
	Identify polystyrene panels and protect.		Isolate and secure work equipment including ladders, scaffolding platforms and man hoists when not in use to prevent unauthorised access and use.		
Protect flammable materials or surfaces which cannot be removed (felt roves / timber floors etc).					
Trained competent personnel to carry out work.					