**Appendix 2- Site Rules**

**GENERAL**

**SITE SAFETY RULES**

1. **Upon arrival, report to site office, sign in and attend site safety induction.**
2. **Axis IDs and corporate clothing must be worn at all times.**
3. **Attend all Toolbox talks when requested by Site Manager.**
4. **Do not put yourself or others at risk.**
5. **Appropriate PPE to be worn at all times.**
6. **Permission must be obtained from Site Manager prior starting any work on site.**
7. **All accidents/incidents/near misses must be reported to Site Manager who will record the event in the site accident book.**
8. **Consumption of alcohol or illegal substances on the site or in the working area(s), or being under their influence is prohibited. Known side effects from drugs prescribed by a GP must be notified to the Site manager.**
9. **Personal audio devices (such as iPods) are not to be used.**
10. **RAMS and COSHH assessments are to be signed by operatives.**
11. **Offensive or inappropriate language and provocative gestures are not allowed.**
12. **Access ways and working areas are to be kept clean and.**
13. **Smoking will be allowed only in designated areas.**
14. **Safety signs and notices must be followed. Emergency evacuation routes must not be obstructed at any time.**
15. **The workforce must only use BS131 or Class1 ladders that are in good condition, tied and extend beyond the step off point in the proper manner.**
16. **All debris or waste must be cleared at the end of the day or shift and their working areas to be kept tidy.**
17. **Copies of waste transfer/carriage notes and a copy of the carrier’s license must be forwarded to the Site Manager and copied to the Project Safety File. Potentially hazardous waste must be removed and disposed of in strict accordance with the recommendations of the manufacturer / supplier.**
18. **Sign out and return PPE upon leaving.**

**If in doubt- Ask**