



Site SHE Induction

RAF Wethersfield – Buildings & Services Refurbishment to Current Building Regulations



SHE Induction



WHY

To ensure you are aware of:

- Specific hazards
- Site rules
- Key contacts
- Emergency procedures

OBJECTIVE

- To prevent accidents and ill health at work.

Scope of Project

Refurbishment of existing buildings to enable use as accommodation and welfare for Home Office, works to include

Fire door & fire compartmentation

Fire detection systems to L1 classification

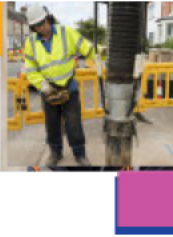
Carry out WRA and implement L8 management of water network

Upgrade of electrical services and fixed wire testing

Surveying and repair of drainage systems

Minor building fabric refurbishment to provide a safe & functional building

Upgrade plantrooms and main boilers



Site Team

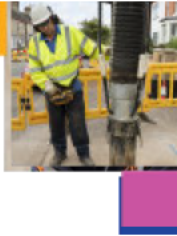
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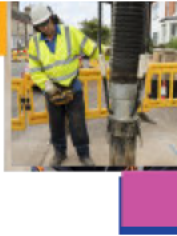
Employer's responsibilities



Safe working environment
Training
Instruction
Information
Safe systems of work
Health & Safety Compliance



Employee's responsibilities

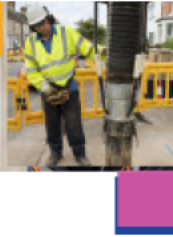


- Your Safety and Others
- Follow company procedures
- Report Hazards
- Co-operate with Employer
- Do don't interfere with any safety provision



Signing In/Out

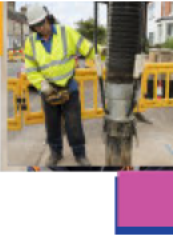
- You must sign in upon arrival to site – the signing in book will be kept in the site office.
- You must also sign out upon leaving site no matter for how long.
- Always make your arrival is known to the Site Team when you arrive.



Report all incidents



First Aid



[REDACTED]

[REDACTED]

[REDACTED]

Your first aid box is located: Kier Office Building 66

Defibrillator is located: Kier Office Building 66

Hazards



- *Asbestos containing materials on site: asbestos register must be reviewed prior to any works being undertake. If unsure of material, work must not commence till verification is received.*
- *Other contaminants and UXO may be contained on site. If any suspect substances/materials are identified, leave the area immediately and report to the management team.*
- *A permit to access is required to access water tanks on tower.*

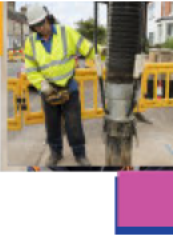
Personal Protective Equipment

- Minimum PPE requirements are hi vis vest/coat and safety shoes
- Buildings under construction a hard hat is required
- Where specified by RAMS, additional PPE must be worn, masks, overalls, etc.

If you are not sure what other PPE is required then ask the Kier site team



Emergency



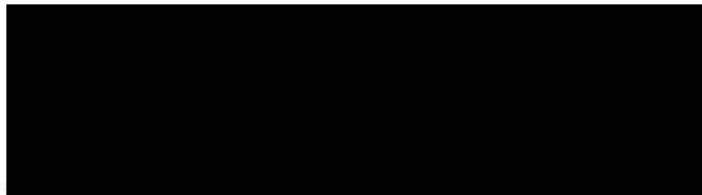
Prior to working make yourself familiar with the emergency arrangements such as raising the alarms, fire exits and muster points.

Weekly fire alarm testing is carried out on [REDACTED]. Other activations must be treated as a fire

Each building has multiple exit points, be aware for each building being worked in.

Fire extinguishers are located by exits. Only use these if trained and it is safe to do so.

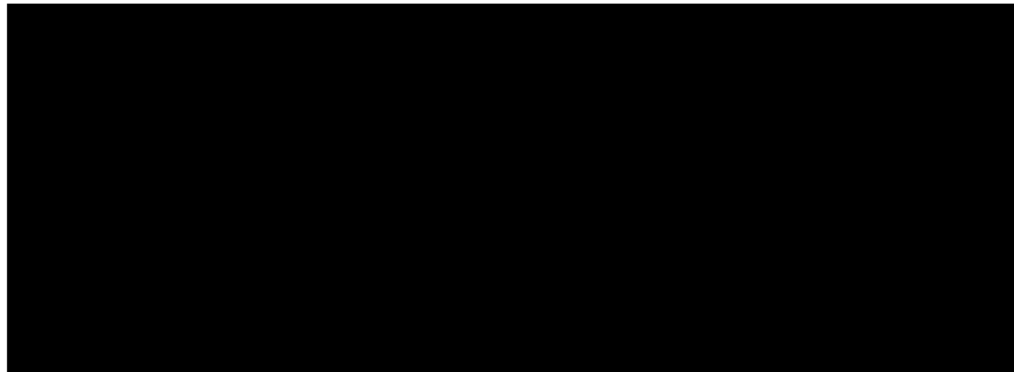
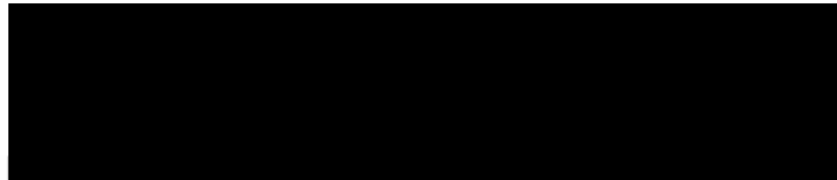
Assembly point is in the [REDACTED]



Emergency

Prior to working make yourself familiar on the arrangements in place for potential spills

Spill contractor telephone number:

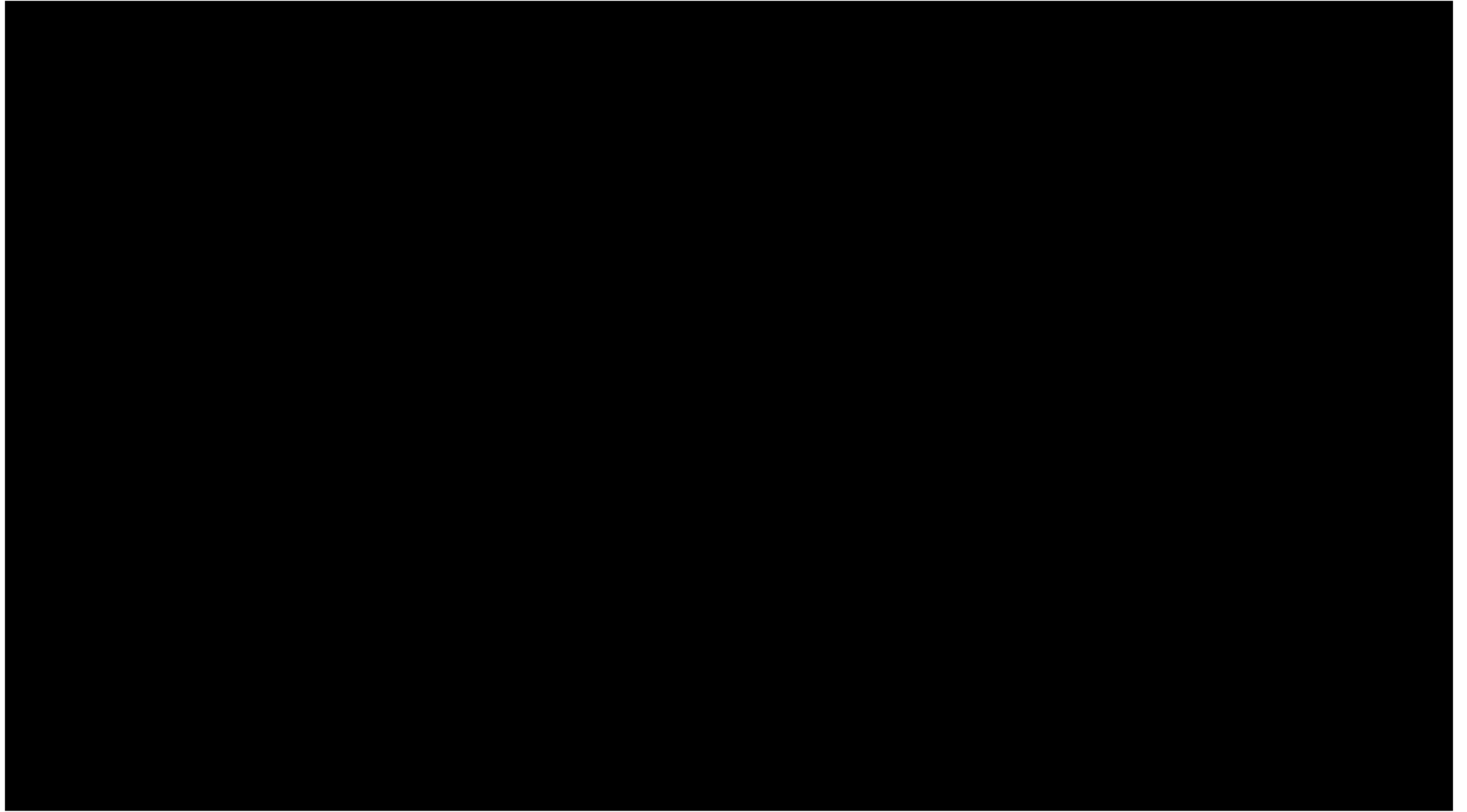


Traffic Management Plans

A major cause of injury on sites is persons being hit by vehicles or plant. Use walkways and crossing points that are provided, these may be existing ones or temporary ones provided by Kier



Traffic Management Plan



Smoking

All Kier sites are no smoking



Mobile Phones

It is well known that mobile phones can be a major distraction



Just and Fair Culture

On our sites we operate a Red, Yellow and Green Card system.



CSCS

All operatives conducting work on site are required to have a CSCS card.



Training

All operatives conducting work on site are required to have certain training.



Asbestos

COSHH – Control of Substances Hazardous to Health
Management of all materials/substances which could pose a potential hazard if ingested, absorbed

Asbestos related diseases kills around 5000 persons a year, many of which come from our industry.

Requirements

- UKATA or IATP asbestos awareness training
- Face fit testing and be clean shaven
- A copy of the survey for my work areas
- Asbestos register must be reviewed prior to any work being undertaken

Dust

Dust must be controlled on site



Permits

Check with the site team to determine if a permit is required for your work

- Ladders
- Electrical
- Excavation
- How works
- Roof access

Permit to Dig
To be completed and issued prior to breaking ground either mechanically or by hand. No machines or power tools to be used within 1.0m of any underground services.

Distribution: Original filed on site (see explanatory notes overleaf)

Copies to: Person directly supervising the work, operative undertaking the work

BEFORE TO COMPLETING / ISSUE OF THIS PERMIT A SITE INSPECTION MUST TAKE PLACE. THIS PERMIT IS VALID FOR ONE DAY ONLY.

Competing/contractor undertaking excavation:

Date and time issued:

Contract no. and site:

Print names of Works supervisor: Operative:

Location of dig:

PART 1: BRIEF DESCRIPTION OF WORK TO BE CARRIED OUT

Can services be made dead? Yes ☐ No ☐

Details of service owner:

PART 2: PRECAUTIONS TO BE TAKEN BEFORE WORK IS CARRIED OUT (Tick or leave out W/A as appropriate)

1. Statutory authority plans available on site and checked: ☐

2. Maintenance plans available on site and checked: ☐

3. Survey carried out by a trained, competent person in accordance with the Awarding Bodies Services that Top, location of services marked on ground and plans: ☐

4. Where services can be made dead, confirmed and prior to work commencing: ☐

5. Supervision/plan operations informed of and shown location of services: ☐

6. Measures implemented to protect nearby structures from collapse: ☐

7. Additional precautions to be taken (specify): ☐

8. A task specific risk assessment and a safe system of work to be placed and then followed throughout the work: ☐

PART 3: FURTHER SITE SPECIFIC PRECAUTIONS TO BE TAKEN DURING OR PRIOR TO CESSATION OF THE WORK

The hand digging of trial holes to confirm the exact location and nature of services. Mandatory inspection after cessation of work to ensure that the area has been left in a safe condition. (Others specify):

PART 4: BEFORE WORK IS STARTED

Kier Group authorising signature: Signature(s) of resident(s) of permit to dig named above

Name and job title (print): Works supervisor: Operative:

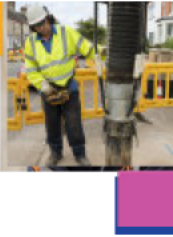
PART 5: PERMIT CLOSURE

(Confirmation of completion of post work safety check referred to in Part 3 is required prior to signing off.)

Date and time: Signature of works supervisor: Kier Group authorising signature:

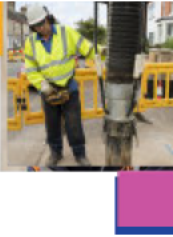
KIER

Form K0391E-013 - September 2013



Welfare

Kier have provided these for your benefit, look after them.
Welfare facilities and first aid are in Building 66



Tools and Equipment

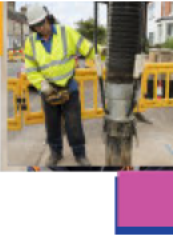
It is preferable to use battery operated tools, if this is not possible then 110 volt is acceptable.



Access Equipment

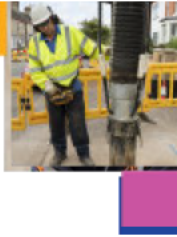
Many injuries at work are as a result of working at height

Podium steps must be used in buildings where ceilings are being constructed



Tethered Tools

When does this apply?



STOP the drop.

Tool tethers must:

- ✓ Carry a CE mark (this indicates self-certification from the manufacturer)
- ✓ Be provided with a test certificate to confirm the maximum weight of the tethered tool
- ✓ Be modified for a tool that has been substantially weighed to confirm it is within the maximum dimension
- ✓ Be provided with a locking mechanism at the connection point
- ✓ Be marked with its Safe Working Load

Tool tethers must not:

- ✗ Be modified in any way unless approved by the manufacturer
- ✗ Increase the overall risk associated with the work activities and conditions

Refer outside & expert for the correct equipment. Contact Support at 01452 454545 or visit www.kier.co.uk for an e-newsletter sign-up.


More info:
Kier Safety
01452 454545




Accidents affect lives.
Don't risk yours.

Risk Assessments and Method Statements


You must have these to undertake your work



Development, Property Business services



Electrical		Safety and Health Risk Assessment										It is the responsibility of Line Management for the completion and approval of all Risk Assessments		
Contract: Kier Building Maintenance		Annotate: Electrical Installation, Repair and Testing		Ref No: PDS-H-011		Date: 23/06/2018								
Risk Assessment Team:		Line Management Approval Signature:		SHE Approval Signature:		Specific PPE requirements for task: Always check the PPE Minimum Standard for PDS - Housing Maintenance.								
		Those at Risk: A: All B: Public C: Contractor D: Vulnerable E: Employees		Likelihood: 1 Unlikely 2 Doubtful 3 Possible 4 Likely 5 Almost Certain 6 Certain		Severity: 1 First Aid 2 Medical Treatment 3 Restricted Workdays 4 Loss Time < 6 5 RIDDOR 6 Death								
Ref	Identified Hazards and Associated Risks	Those at risk	Initial Risk			Control Measures (ERIC PD)					Residual Risk			Review / Action / Owner
			L	S	R						L	S	R	
	Disturbing Asbestos	A	5	5	25	Ensure you are familiar with the emergency asbestos procedure before commencing work. No person must attend site unless they have completed an annual asbestos awareness training course within the last twelve months. Refer to specific site asbestos target survey or archetype information (contact your team leader where no report is available) If suspect materials are found stop working immediately and contact your team leader (e.g. meter boards that may be AIB) Where asbestos containing material (ACM) is accidentally damaged or disturbed close off the room, report to your team leader and follow the asbestos emergency procedure. Only no - licensed trained operatives are to work on aerials or switches containing asbestos material (in these cases use the appropriate respirator as identified from the fit test. Do not remove any boxing's or drill into any cavities or floor spaces where there is insufficient asbestos information. When working in non - domestic type buildings ensure you sign the on - site asbestos register.					2	5	10	
	Contact with Electricity	C,E	5	5	25	All electrical work must be undertaken by a skilled person (electrically) Before isolating power check with the property occupants that it is safe to do so (temp supply may be necessary) Ensure circuits to be worked on are isolated, locked off and confirmed dead. Check to see if a permit to work is in operation and if so complete and sign the site specific permit. No live working is allowed except for testing and work on PV solar panels. No working near live cable is allowed (distribution boards must be switched off before removing front cover) Damaged equipment must be taken out of service immediately and reported to your team leader. Visual inspection and testing must be completed by a skilled person (electrically) before re - energising. Property occupants and members of the public must be segregated from live electrical equipment. All screwdrivers, pliers and cutters must be insulated When erecting tower scaffolding externally near to overhead supply cables contact your team leader so that cable sleeving can be arranged where necessary. Note 1: When connecting or removing cables/ protective devices from a consumer unit / distribution board the consumer unit/ distribution board must be isolated before removing the front cover. Note 2: Live testing must not be carried out where there is an option to carry out dead testing. For non - domestic properties approval must be obtained from your technical support, where live testing is to be considered. Note 3: Where the use of a permit to work system is not practical and when the circuit is confirmed dead then either the protective devices, must be securely locked off or the circuit cables must be disconnected, labelled and made safe. Note 4: Where circuit isolation is required on TT systems then both poles must be disconnected by either securely locking off the main switch or by disconnecting labelling and making safe the circuit cables.					2	5	12	



SHMS-FOR-GR-070

Date: September 2015 Version 1.1

COSHH

Any products brought to site must have a COSHH assessment.



House Keeping

Work areas need to be kept clean and tidy at all times



Manual Handling

Is it necessary

- Use mechanical aids
- Reduce load
- Get assistance



Waste

Waste needs to be disposed of in the correct manner on all Kier sites

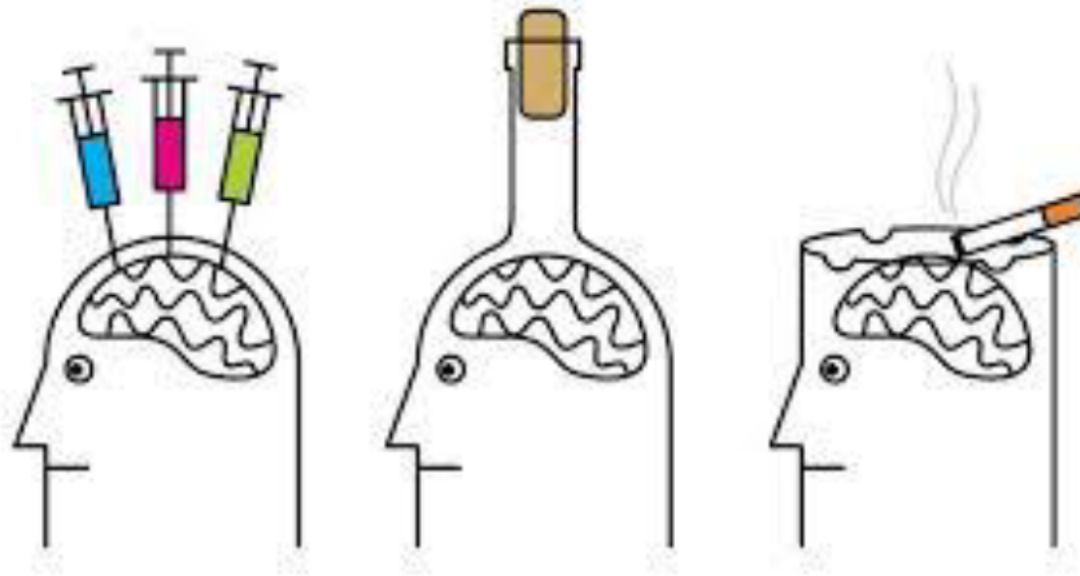
- General
- Hazardous
- WEEE
- Transfer notes



Drugs and Alcohol

Increased risk on site

Drugs & alcohol testing may be carried out.



Concerns

We will take any concerns you may have

- Any concerns, raise with your line manager or Kier management
- If unsure of anything, stop and ask
- Safety first



Work Safe – Home Safe

The most important thing is your own safety first and you go home at least as good as you came to work



Induction Test



Question 1 *amend according to hazards slides at the beginning*

What are the two main hazards on site?

- A. Plant Movement
- B. Asbestos
- C. Working at height
- D. Dust

Induction Test

Question 2

Why do we report incidents?

- A. To find blame
- B. Because we are told to
- C. To try and prevent it from happening again
- D. To see who is making the mistakes

Induction Test



Question 3

Where is the muster point?

- A. Building 66 car park
- B. Outside the site office
- C. Outside the welfare area
- D. On the main road

Induction Test



Question 4

What is the mandatory PPE for site ?

- A. Hi vis clothing, safety boots
- B. Safety boots, safety glasses, Hi vis clothing
- C. Safety glasses, Hi Vis clothing, hard hat, Safety boots
- D. Safety Boots, Hi Vis clothing, hard hat, Safety boots, Work gloves

Induction Test



Question 5

Where can I use my mobile phone?

- A. Designated areas only
- B. Wherever you want whilst on a break
- C. Away from the point of work
- D. None of the above

Induction Test



Question 6

What must you have a COSHH assessment for?

- A. Only substances held in large quantities
- B. Any that the site manager asks for
- C. Only substances brought to site
- D. All substances

Induction Test



Question 7

What permits can I expect on site?

- A. Hot works permit
- B. Permit to dig
- C. Electrical permit
- D. All of the above

Induction Test



Question 8

What must you do on arrival to site?

- A. Receive a tool box talk
- B. Discuss the task with the site manager
- C. Sign in
- D. Set up your work area and make sure it is safe

Induction Test



Question 9

What document do you need before starting the task?

- A. Method statement and risk assessment
- B. A floor plan of the area
- C. Permit to work
- D. Method statement and risk assessment, permit if required

Induction Test



Question 10

What minimum training do I need to get onto site?

- A. Asbestos awareness and CSCS
- B. CPCS and PASMA
- C. Safety Passport and Asbestos awareness
- D. Valid UK driving licence and Asbestos awareness

Supervisors Induction



Supervisors Induction



Can I supervise my operatives

- SSSTS
- SMSTS
- IOSH Managing Safely
- NVQ supervisory/management certificates with CSCS card
- UKCG recognised scheme



Supervisors Induction

Supervision on site

- PPE
- Safe systems of Wo
- Site monitoring
- Toolbox talks
- Communication
- Stop work if unsafe



Supervisors Induction



Attitude

- Professional
- Courteous
- Integrity
- Positive attitude
- Accountability
- Inspirational
- Friendly

Supervisor Responsibility



- It is your responsibility to ensure that your staff are operating to the site rules, this includes ensuring that PPE is worn where required, that the SSOW are communicated, adhered to/amended if required, conducting TBT on relevant issues, conduct monitoring of your staff for both safety and quality. Communicate with Kier site management on any issues that may need attention.

Supervisors Induction

Remember

**It is your responsibility to
supervise your team**

