

## 3.6 RESPONSIBILITIES AND PROCEDURES FOR ALL WORKFORCE

### OBJECTIVES

- a) To ensure they comply with safe systems of work.
- b) To ensure the safety of others affected by their works.

Monitoring by relevant supervisors.

- a) Comply with Director/Supervisors and project Managers instructions and all company rules and current regulations.
- b) Read or have explained to you the contents and requirements of the Company Health and Safety Policy.
- c) Use correct tools and equipment and always wear personal protective equipment as necessary.
- d) Maintain plant, tools and protective equipment in good order and report and defects to the Site Supervisor.
- e) Do not take unnecessary risks and avoid unsafe practices. Always work in accordance with Risk Assessments and Method Statements as provided.
- f) Obey all signs and notices erected by our company and others.
- g) Develop a personal concern for your safety and that of others.
- h) Obey site rules and suggest way of reducing or eliminating hazards.
- i) Refrain from irresponsible behaviour on site (horseplay etc).
- j) Attend any induction, tool box talks and training when requested to do so.
- k) Report all accidents and injuries to your Supervisor, including "near misses".
- l) Do not misuse or interfere with anything provided for health and safety.
- m) Co-operate with Management on all matters relating to Safety, Health and the Environment, particularly in relation to working safely, using PPE as and when required, obey all instructions, help maintain and develop a caring attitude towards the welfare facilities provided.
- n) Only use or operate tools and machinery if you have been training in their use.

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o) You are required by law “to take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work”.