

4.2 COMPANY SITE RULES

Employees are under a legal obligation to comply with Site rules and failure to do so may result in prosecution by the Health and Safety Executive (HSE) in addition to any internal disciplinary action.

All employees will familiarise themselves with Site rules when working on site.

The following actions are examples of those for which employees may be criminally liable in addition to the risk of summary dismissal.

- a) Wilful breach of safety rules.
- b) Wilful removal of or interference with machine guards or other items of protection.
- c) Smoking in unauthorised areas.
- d) Unauthorised use of plant or machinery or overriding a safety device.
- e) Operating machinery or plant under the age of eighteen and without authority.
- f) Misuse or interference of any item provided in the interest of health and safety.
- g) Horseplay (including misuse of compressed air, hydraulic or electrical equipment).
- h) Making a false statement in any investigation.
- i) Verbal or physical abuse.

No personnel will be allowed to be at work while under the influence of drugs or alcohol. All personnel will be expected to present themselves for work in a state fit to do so, so as not to endanger themselves or others. No drugs or alcohol will be brought to the workplace. The only exception to this rule is in the case of prescribed medication for illness or other conditions and this must be brought to the attention of the Managing Director.

All employees under the control of Collinson Contracts Limited will:

- a) Attend site induction and comply with all safety advice given.
- b) Make full use of machinery guards and protective clothing.
- c) Report all defects to the Supervisor.
- d) Use hazardous chemicals in accordance with the manufacturer's instruction.
- e) Act in a safe and responsible manner and comply with all safety signs and notices.
- f) Attend regular tool box talks and any other training session deemed necessary.
- g) Help to maintain the welfare facilities available.
- h) Comply with times of work.