

# GOLDEN SAFETY RULES



WE LOVE LIFE.  
WE PROTECT IT.



## VCES Golden Safety Rule 1

# Alcohol and Drugs Policy

The Company has **a strict policy** on the use of drugs and alcohol while at work:

The policy is in place for the safety of all our staff as people under the influence of drugs or alcohol are a danger to themselves and others while at work.

Random alcohol and drug testing will be carried out on all our projects and the same applies to anyone involved in incidents or accidents.

If you are taking medication prescribed by a doctor you must also advise your supervisor or site nurse (where appointed) what you are taking, as there may be side effects which may limit your ability to operate plant or machinery safely.

Stay alert and do not take drugs or alcohol while at work and consider the effects of drinking alcohol at night for both driving to and attending work the following morning.







## VCES Golden Safety Rule 2

# Personal Protective Equipment

**PPE required on site: 6 pieces**

**While on site you are required to wear, at all times:**

1. Safety helmet
2. Safety footwear
3. Hi-visibility vest or uniform

**In addition you are required to carry with you the following items of PPE to be worn when necessary:**

4. Gloves
5. Safety glasses
6. Ear protection

Additional PPE such as safety harness, dust masks, respirators etc. will be issued as required and worn as necessary as required by the method statement / risk assessment or Chemical data sheet (training in the use of same will be provided).

**A stock of PPE is to be available for issues/use by any visitors to site.**

**NO OR INAPPROPRIATE PPE  
=  
NO ACCESS TO SITE**



ALWAYS WEAR

ALWAYS HAVE





## VCES Golden Safety Rule 3

# People / Plant Segregation

### **Clearly defined / identified / separated walkways to be provided:**

- Physical barriers (tapes, chains or ropes are NOT acceptable) to be provided along all access routes.
- Rigid exclusion zones to be in place around groundwork and lifting operations or a trained and appointed banksman provided.
- Where Traffic marshals are in place at main junctions / access and crossing points, please follow their instructions.

### **Please:**

- Do not enter exclusion zones or take shortcuts through other work areas.
- Do not sit / take rest / park directly behind any of the large plant vehicles.
- Do not operate any plant or machinery unless trained and authorized to do so.

### **Always:**

- Pay attention and stay alert when walking through the site.







## VCES Golden Safety Rule 4

# Pre-task Briefing

### **Prior to any new task commencing!**

A pre-task briefing or task launch meeting is to be held with all those involved in the work operation:

- The work sequence and associated risks are explained
- Any control measures to be described
- Access and Egress routes identified
- Any required safety equipment is in place
- Any specific training required is provided
- Ensure necessary PPE is available and issued.

If you don't understand or are unsure of anything: ASK your supervisor for help!

**NO PRE-TASK BRIEFING**  
**=**  
**NO WORK**







## VCES Golden Safety Rule 5

# Work Methods / Risk Analysis

### Method Statements (MS) & Risk Assessment (RA):

These are required for all operations both contractually and legally. There are two types of Method statements:

1. Full method statement
2. Simplified work method statement



The full method statement is usually prepared and submitted to the client, containing a lot more detail and technical references.

The simplified work method statement is a shortened version of the full technical method statement, broken down into an easy to understand format using pictorial / visual examples to provide simple and clear work instruction to those carrying out the work.

A risk assessment accompanies the method statement which will detail any risks identified and the control measures to be applied.

**NO METHOD STATEMENT  
& RISK ASSESSMENT  
= NO WORK**





## VCES Golden Safety Rule 6

# Ergonomics / Manual Handling

### Ergonomic consideration:

- Design / layout of workplace
- Proper selection of tools and equipment for the task
- Mechanical aids / automation for repetitive works

### Manual handling:

- Eliminate the need for manual handling.
- Always consider the use of mechanical means of lifting wherever and whenever possible.

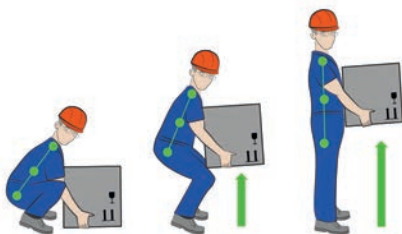
### Where manual handling is necessary:

- All staff to be instructed on correct lifting techniques.
- Ensure there are enough people to carry the load and distribute the weight.
- Ensure access route is free from obstruction.

### Always:

- Identify and mark heavy / awkward-sized materials / objects.
- Consider the size / gender / age of those expected to lift and carry heavy objects, not everyone can carry the same load!
- Consider access routes, avoid carrying up and down the stairs.







## VCES Golden Safety Rule 7

# Stability / Temporary Works

### All temporary works:

- Have to be identified and logged in project temporary works register and are subject to risk assessment to determine the level of risk and controls required in line with that risk rating.
- Temporary works manager / coordinator is to be appointed.
- Check certification is to be displayed in prominent locations.

### Stability:

- The installation and storage of formwork / precast elements – in order to ensure stability it is necessary to follow manufacturer's guidelines and method statements.
- Delivery and transportation stability of large items of plant or equipment required to be considered.
- Considerations when storing:
  - High level: access for delivery / use
  - Lifting / falling: exclusion zones
  - Adverse weather: wind loadings
  - Holding bolts / ropes / ties / racks









## VCES Golden Safety Rule 8

# Electrical

### **Only authorized electricians may work on electrical equipment.**

- All distribution boxes / live panels / switch rooms etc. must be kept locked at all times.
- Plant checks are to be carried out and plant labels posted.
- Contact details of appointed persons are to be displayed.
- All live cables throughout the site / existing services are to be identified where 'LIVE'.
- Only authorised electricians may carry out repairs, modification or installation of electrical equipment.
- Faulty electrical equipment is to be put out of service and removed from site.
- Lockout / Tagout is to be adopted when any works are required on any live circuits / equipment.









## VCES Golden Safety Rule 9

# Tools / Pinch Points

**Beware of pinch points and expect the unexpected.**

- When using wrenches and other hand tools where resistance can be expected, anticipate that the tool might slip or the object to which pressure is being applied may suddenly give way.

**Inspect tools and equipment before use:**

- Check to see if they are in good condition and safe to use.  
If not, DO NOT USE, inform your supervisor or return to store.
- Replace machine guards following repairs that require removal of guards.
- Wear only tight fitting or no gloves when operating any equipment, such as drills / saws / abrasive wheels etc. Loose gloves can easily get caught in the rotating parts or discs.
- Be mindful of equipment that starts automatically and never work on such 'live' equipment without a permit (Lock out Tag out procedure to be followed). Make sure it is de-energized to eliminate the possibility of automatic startup.
- Pay attention at all times when handling or operating equipment, don't be distracted.







## VCES Golden Safety Rule 10

# Collective Protection

All edges, floor openings, shaft openings, stairs or any other areas where persons / material / equipment can fall from height must be protected with an all-around fall protection system, using:

- Rigid metal tubes and fittings
- Specifically designed and approved edge / shaft protection system.

**The following materials are NOT acceptable for use as edge protection:**

- Wooden non-system components
- Tapes / ropes / chains
- Lightweight plastic barriers / fencing
- Rebars

Starter bars / rebars must be capped / protected along / below access routes and any other areas with a risk of falling onto same.







## VCES Golden Safety Rule 11

# Work at Height / Ladders

Ladders are provided for access and are NOT to be used as working platforms.

Use only approved type of safety ladder (fitted with platform / handrails). Consider other means of access such as mobile elevated work platforms or mobile towers or scaffolding.

### **When using any ladder:**

- Do not carry heavy tools or equipment when climbing a ladder.
- Keep 3 points of contact between you and the access ladder at all times.
- If the only option (due to limited space, such as within confined work area) is to use a ladder to work from:
  - A task specific risk assessment must be completed.
  - A permit to use the ladder must be in place and issued by the QSE dept.
  - NO PERMIT = NO USE!

### **Safety harnesses – If the use of a safety harness is deemed necessary:**

- Suitable anchor points installed by a competent person must be provided.
- Double lanyards are to be provided.
- Training in the correct use of the harness must be provided.
- Harnesses must only be considered as a last resort.







## VCES Golden Safety Rule 12

# Intervention: Stop Work if Unsafe

All people working on our projects, within offices, yards or storage areas, have a duty to:

- Stop work if they have any concerns about their own safety or the safety of others.
- Report any unsafe practice, conditions or faulty equipment immediately to their supervisor or safety officer.
- Follow the safety requirements and instructions from their supervisors.

You are entitled to ask your supervisor or safety officer if you have any concerns or if you are unsure how to operate or use any plant or equipment provided.

# STOP WORK IF UNSAFE!









## Procedure after work-related accident

1. Stay calm, assess the situation and evaluate the severity of the work-related injury.
2. Immediately ask your nearest coworker for help. If there is another coworker available, call the emergency number (112) immediately before providing first aid.
3. Provide first aid to the injured person. If the person is not in a life threatening situation, do not move the body.
4. Call the emergency number 112 and follow the instructions of the emergency operator.
5. Inform your supervisor, site manager and safety officer.
6. Every injury (including small cuts etc.) has to be recorded in the book of injuries.

**REMEMBER THAT AN IMMEDIATE AND RIGHT REACTION CAN SAVE A HUMAN LIFE!**



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112



150



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