

THE RORCON RULES

Everyone working on our behalf must be aware of and follow these rules as a minimum standard.

NOTE: This is in addition to all rules put in place on our Client's sites. Their arrangements must also be followed WITHOUT EXCEPTION!

Rorcon Management/Supervisors must ensure that the rules are fully explained, understood & followed by everyone.

THIS MUST BE covered during company inductions with a copy given to them.

DO:

- ✓ **SIGN IN**-Everyone attending site must sign in at the point of entry using the official procedures and swipe cards as appropriate to each site. This means **EVERYONE**. Site Management must be able to account for all persons on site at all times. Persons must also sign themselves out or "Swipe out" when leaving site-**even for a short time**.
- ✓ Attend an induction to receive information on the site specific rules before starting work- **this must be on the first day in the workplace**.
- ✓ Know the Hazards & Risks to cover the work you are to do- **know the contents of relevant Risk Assessments**
- ✓ Ensure that you are trained & competent for the work you are to do- **if not DON'T DO IT!**
- ✓ Be aware of & follow the Method Statements & Daily Work Plans- **they explain how to do the work safely**
- ✓ Be aware of any Asbestos Register or Survey & if there is one read & understand it's content
- ✓ Keep all chemicals or hazardous substances safe, in the correct container, away from heat & stored how they should be-**Always read the label!**
- ✓ Wear the correct PPE (Personal Protective Equipment) at all times-as defined within Risk Assessments, Method Statements, Permits to Work or other specific site rules- **they are provided to protect you!**
- ✓ Know about emergency procedures & escape routes, how to protect yourself & others
- ✓ Know about first aid arrangements, where to get help, who is the trained first aider?
- ✓ Check all Scaffolds & other access equipment before you use it- **is it complete, damaged, safe to use & the most suitable for the job?**
- ✓ Cover or barrier off work at height & work areas-**signs & notices must tell people about the dangers**.
- ✓ Use the designated pedestrian routes as walkways to keep away from plant & traffic
- ✓ Keep gas bottles in a locked cage when not in use-**never leave them outside even if they are empty**
- ✓ Report anything that looks unsafe or in any way dangerous to a supervisor, warning your colleagues as well-**We want everyone to do this be make workplaces safer for all**
- ✓ Report any accidents, incidents or near misses immediately-**you may save a life!**
- ✓ Keep the work areas clean, tidy & free of obstructions or trip hazards by clearing up regularly
- ✓ Wash your hands before eating, drinking or smoking to protect yourself from germs or disease
- ✓ Be fit for work & not affected by alcohol or drugs- **"zero tolerance is our policy"**
- ✓ Be aware of the risks to health posed by drug users or their needles- **if in doubt report it!**
- ✓ Consider others at work; occupiers, children, visitors or animals- we must allow for them being unaware of hazards, protecting them from harm. We must protect ourselves too
- ✓ Announce your arrival & departure to occupants- **being polite & considerate at all times**
- ✓ Ensure that all equipment is clean & that you are correctly dressed to give a good impression to others
- ✓ Keep vehicle reversing to a minimum, asking a colleague to direct you- as a "Banksman"
- ✓ **ASK QUESTIONS IF THERE IS ANYTHING YOU DO NOT UNDERSTAND!**

THE **RORCON** RULES

DO NOT:

- Smoke in any prohibited place; including Customer premises, enclosed space, room or anywhere other than designated smoking places- **it is against the Law!**
- Generate heat, burn rubbish or set light to anything unless specifically permitted
- Ignore warnings & other signs- **they are there for a good reason!**
- Use mobile phones when doing so will distract you or put you at risk
- Use any incomplete access equipment or scaffolding
- Alter or use any scaffolding or equipment unless you are trained, permitted & authorised to do so
- Stand or walk under anyone working at height or where anything is being lifted
- Enter any drop zones, waste chutes or walk near to skips
- Use or operate any equipment or machinery unless you are competent & authorised to do so
- Leave; keys in any vehicle, access to works or ladders when not in use, **all must be disabled**
- Leave nails in timber, leave waste in walkways, or throw any items to the ground-**they are unsafe practices**
- Walk or stand in an area where plant movement is taking place or where you cannot be seen by the operator- **if you cannot see him, he cannot see you!**
- Take any drugs that may leave you drowsy or are not prescribed for you
- Mess about in any way- known as “Horseplay” as this is not acceptable
- Use language that may be offensive to others- especially in Public Areas & Occupied premises
- Put yourself at risk by working alone in Confined Spaces, Work at Height, where you may need help in emergency, in an area where overhead works are in progress or have been carried out recently.
- Leave site without reporting anything that concerns you, whether it be: **an incident involving yourself, others an injury, or an unsafe situation**
- Allow anyone else to sign in for you or borrow your swipe card
- Return to work after illness or injury until you are “fit for work”, if a medical person (Doctor) has signed you off, then you must bring a “Doctors Fit Note” with you to show that you can work again without risk to your health

Failure to follow these rules will lead to removal of the person(s) from site with potential disciplinary action taken