

ALWAYS

- Ensure you sign / log in on arrival.
- Undertake a site specific risk assessment.
- Ensure you are trained, authorised and competent to undertake the task.
- Ensure the correct personal protective equipment (PPE) is worn at all times.
- Ensure correct plant / apparatus has been identified and proved **DEAD** before work commences.
- Ensure **ALL** members of the working party are communicated with on the task, associated risks and control measures.
- Ensure each member of the working party sign on to the appropriate safety documentation as evidence of understanding and communicate any changes where appropriate.
- Ensure all permits are displayed on equipment and control panel.



NEVER

- Enter site without signing in / logging on.
- Continue with work activities if you do not agree with the safe systems of work (risk assessments and method statements), **STOP** and **REPORT** this to your line manager.
- Enter restricted areas without authorisation.
- Work on or interfere with equipment / apparatus if you are not trained, competent and authorised to do so.
- Remove personal protective equipment while working on site.
- Assume equipment is electrically and kinetically **DEAD** after being isolated, always confirm with the Competent Electrical Person on site.

ALWAYS ASSESS THE SITE FOR POTENTIAL HAZARDS BEFORE UNDERTAKING ANY WORK ACTIVITY