

Al Khodari Safety Induction , The Boiler shop

This introduction although written about a project in England, shows why a Safety induction should be done and how. Any project can be substituted from roads to railways to earthworks. The principle remains the same. Every site should have its induction procedure and it is the Project Managers job to ensure it is done.

The Boiler shop, Introduction

Welcome to The Boiler shop, Chatham, where Al Khodari are managing this site.

This project incorporates the restoration of a grade two listed building, and construction of a retail factory outlet shopping centre. The new build is a mixture of steel framed clad buildings, and modern techniques such as a tented structure in the styling of the Millennium Dome.

The existing building is grade 2 listed, and was originally constructed as a covered slipway in Woolwich in 1845 where dozens of battle ships were constructed. The engineers were Fox Henderson, who then went on to build Crystal Palace. In 1876, it was dismantled, and re-erected here in Chatham where it was used as a Boiler shop. The clock tower is a later addition, as is the first floor timber floor which is believed to have been made out of the remains of de-commissioned wooden warships.

The building has survived two World Wars, and more recently has been used as part of a nuclear submarine base where submarines came in for refit until the base closed in 1983.

This building is an important part of the dockyard's heritage, and as such we have strict limitations on what we can do to the existing steel frame. Essentially, this means that we can not fix anything to it.

There are other specific associations with the past use of the site that may present safety issues, namely:

- 'Forgotten' Air raid shelters.
 - Below ground ductwork that might be insulated with asbestos.
 - Other below ground voids.
 - The dry docks which are off site, and to which there is no authorised access.
 - The base used to be a Nuclear Submarine re-fitting base, and there has been a significant quantity of radioactive fuel on site. The base has been cleared by the MOD, but we need to continue certain checks.
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- A portion of the site is re-claimed ground, and in these areas we have recorded CO2 levels of up to 3 %, and methane peaked at an incredible 70%

in one borehole. For this reason, smoking on site is strictly forbidden except for in the welfare areas.

Unexploded ordinance is unlikely to be found on site, but in the event that a suspicious object is found, care is to be taken not to disturb it, work ceases immediately, and the site is to be evacuated initially to the Ship and Trades Car Park.

The Safety Induction

The safety induction tells you how the safety is managed on site, and what the required safety standard is.

- Inductions are carried out at 8:15 am daily, and operatives are not allowed on site until they have been inducted. Anyone arriving late will not be able to start work until they have been inducted the following day.
- The induction covers the basis safety requirements, and these describe the requirements for the following:
Method Statements
Permits to work
Toolbox Talks
Certification for plant and equipment
Certificates of competency for site staff
Fortnightly safety meetings
- The induction introduces you to the site safety plan which we need you to help enforce to create a safe site. The health, safety and welfare of everyone on site is our first and top priority. Everyone has a responsibility to safety, and site operatives with a bad attitude or disregard to safety will be removed from the site.

You must assume responsibility toward safety for yourself and your fellow workers.

The Al Khodari Team

The site based team from Al Khodari is as follows:

Project Manager	Ahmad Saad	Responsible for Safety
Assistant Site Manager	Abdul Khan	First Aider

Site Rules

No One is allowed on site unless they have been safety inducted.

1. This is a large site with many vehicular movements. Hard hats, Boots, and high visibility jackets must be worn at all times.

2. Work can not be carried out on site without adequate supervision, which includes safety competency and first aid training.
3. All work on site needs to be covered by a method statement which has been approved by Al Khodari, and read and signed for by all the relevant contractors staff.
4. The site is a no smoking site because of the high levels of methane gas found on site, and the wooden first floor mezzanine area. The site cabins are also a no smoking area. Smoking is permitted in the site compound. The no smoking rule will be reviewed once the ground works are complete. Anyone found smoking on site will be removed from the site.
5. Plant on site needs to be certificated to show it is safe to use. Please make sure that the necessary paperwork arrives with the plant to prevent delays.
6. Lifting equipment, heavy plant, etc need to be inspected weekly and entered in a site register to confirm that they are in good condition.
7. Anyone operating excavators, dumpers, rollers, access platforms, petrol and electric disc cutters, hilti guns, hoisting equipment, cranes etc need to be certificated, and entered in the register.
8. Scaffolding will be provided by Al Khodari for use by other contractors. When the scaffolding is being erected, adapted or being dismantled, a No Not Use sign will be displayed. Do not use the scaffolding for any reason.
9. Al Khodari will provide suitable welfare facilities for use by everyone. These will be cleaned on a regular basis, but to maintain a high standard, please help by putting rubbish in the bins, and leaving the toilets in an acceptable condition when you have finished. This will help us to keep the facilities in an acceptable condition.
10. There are sufficient toilet facilities on site for use by all personnel. Anyone found urinating or fouling on site will be sacked, and the employer notified.
11. Cranes on site need to have a permit to lift before they can start work. This checks that the crane, operator, and banks men are certificated, and that the heaviest load is identified in the method statement.

Site rules that are relevant to specific trades only

12. A permit to Dig is required before any excavations are carried out. This will be issued by an Al Khodari member of staff, and is valid for that day and location only. Al Khodari will maintain a record drawing that identifies
13. A hot works permit is required for Oxy Propane work, Welding, or other works with a naked flame. The use of a disc cutter does not need a hot works permit, but care should be taken when creating sparks. Keep other site personnel out of the area, and sweep up combustible materials first.
14. Scaffolders need to work safely, and in general this is to the safety standard produced by the NASC which states when harnesses are required.
15. Work Permits are required for:
 - ◆ Electricity cable, Gas mains, Water mains, Telephone cables and specific Caterpillar services.
 - ◆ Deep excavations for drainage
 - ◆ Use of and working in the vicinity of construction plant
 - ◆ Site traffic and vehicles movements including Caterpillar deliveries
 - ◆ Confined spaces in connections to existing chambers.

- ◆ Lifting Operations
- ◆ Works at Height e.g. steel / cladding erection and services installation
- ◆ Use of hazardous substances i.e., concrete, paint, insulation wool
- ◆ These hazards will be identified, assessed and considered in Method Statements and Risk Assessments that will be produced and briefed to you.

1.0 FIRST AID AND WELFARE FACILITIES

First aid can be obtained in the Al Khodari site offices adjacent to Building 70, There are 4 First Aiders within the Al Khodari site team, these are, Abdul Khan, Elsayeed Saif, Isidoe Alenton and Jim Pollitt.

All accidents should be reported to Al Khodari for treatment and recording in the Accident Book. This is located in Project Managers office.

The site telephone number is 01455 823197

The site address is: Al Khodari site office (Y5 Access adjacent to Building 70)
Peckleton Lane
Desford
Leicestershire
LE9 9JT

In the event of an emergency the emergency services should be contacted and given the address above.

The main Welfare facilities for the project will be in the Al Khodari Site Office layout located adjacent to Building 70. These should be kept clean and tidy at all times, although cleaners will be employed by Al Khodari excessive cleaning charges will be deducted from sub-contract accounts based on the number of employees on site and on a pro rata basis.

Due to the spread out nature of the contract local welfare facilities may be utilised where required, the same rules will apply in these cases.

2.0 EMERGENCY PROCEDURES

Should the site need to be evacuated an air horn will be sounded and/or shouts from an Al Khodari Supervisor. All personnel are to leave their works place (in a safe condition) and go to the Assembly Point shown.

In the event of any accident or incident please ensure an Al Khodari Supervisor is informed either on site or in the offices.

In the event of fire, raise the alarm, attempt to extinguish the fire if safe to do so, leave the area as soon as possible.

3.0 PARTICULAR CONCERNS & TOOLBOX TALKS

In order that the work can progress smoothly it is important that everybody who comes on to site understands what is happening on site and what the **minimum** requirement will be.

Where there are no specific rules work should be completed in a safe and tidy manner, this means clearing up after yourselves also protecting and fencing work areas at the end of each shift.

Toolbox talks will be carried out at fortnightly intervals or more often when there is a change in the circumstances or type of work being carried out.

If you have any concerns about safety during your time of the project then a first you should approach the Al Khodari Works Manager / General Foreman or if / when necessary an Al Khodari Site / Project Manager.

4.0 MEDICAL CONDITIONS

At the end of the induction you will be asked to sign a declaration regarding your state of health. The management needs to know whether you have any medical condition, which could result in you being ill on site, this would include conditions such as Diabetes and Epilepsy. You are also signing to say that your hearing and eyesight is not impaired and that you can see and hear hazards approaching.

5.0 SITE RULES & DISCIPLINE

Attached to this induction is a list of the scheme specific rules along with a copy of the Caterpillar code of practice for contractors. There are two levels to the discipline of operatives on site. These are 1, Serious offences and 2, Minor offences. Serious offences will result in immediate dismissal from site. Minor offences will result in a verbal warning, which is recorded against the induction record, a second minor offence will result in dismissal from site.

EXAMPLES OF SERIOUS OFFENCES

- ◆ Failure to obtain a permit to dig prior to any excavation even when hand excavation only – available from the Engineers.
- ◆ Failure to obtain, read and sign for a safety method statement for any operations defined as high risk.
- ◆ Failure to comply with any instruction from Al Khodari or Caterpillar personnel in respect of safety.
- ◆ Being under the influence and or use of Drugs or Alcohol
- ◆ Fighting and or abusive behaviour
- ◆ Using any item of plant/machinery without a accredited certificate.
- ◆ Urinating any where except in toilets provided.

EXAMPLES OF MINOR OFFENCES

- ◆ Failure to book in at the start of each shift
- ◆ Not wearing a hard hat (This must be correctly worn the right way round)
- ◆ Not wearing a High Visibility vest. (This must be correctly worn, not tied around waist)
- ◆ Not wearing acceptable PPE when provided
- ◆ Smoking within Buildings
- ◆ Speeding Maximum 15mph