

COMMUNICATIONS

This document is to show the lines of communication on Safety Matters

Team Briefings

Managers will be responsible for briefing their staff on safety matters. Items raised by staff at such briefings will be recorded and where appropriate reported at the regular safety meetings. In addition, details will be reported to company senior management where appropriate.

The frequency and agendas of these team briefings are set by the Project/Site Manager.

All staff, prior to commencing work activities on site, will receive a site specific safety briefing. This briefing will be recorded and carried out by the local Manager or his delegate. Regular audits and review of these briefings will take place. The briefing will contain the following as a minimum:-

- * All known hazards
- * Boundary of work site(s)
- * Locations of official access/egress
- * Vehicle speed and direction of travel, including special working arrangements
- * Storage areas for various materials in particular where dangerous materials or substances are stored and arrangements for dealing with mishaps
- * Location/contact telephone numbers of key personnel
- * Arrangements for sanitary conveniences and washing facilities
- * Site security arrangements
- * Identification of work sites requiring special methods of working and/or protective clothing
- * Site emergency plan
- * Location of statutory accident book
- * Accident/incident procedure (including near misses)

Visitors Briefing

In addition to the above, all visitors to the works will receive a "Visitors" safety briefing. This briefing will be carried out by the Manager or his nominated and qualified nominee. Briefing includes:-

General Safety

Project Introduction
Specific activity brief
Emergencies
Personal protective equipment
Artificial lighting

Site Safety

Site Demarcation
Plant and equipment
Underfoot conditions
Areas to avoid
Site signage/notice boards
The environment
Personal protective equipment

Drug & Alcohol Briefing

The Site Manager shall brief the team and site visitors of the Alcohol and Drugs Policy. During the briefing the Site Manager will monitor personnel for signs and symptoms of Alcohol & Drugs abuse.

Where the company is not the principal contractor or otherwise as appropriate, records of safety related information will be communicated to the client or others as appropriate for inclusion in the safety file.

Approval - Authorisation - Identification of Contract Documents

All relevant contract documentation follows our Document Control procedures. They are dated and signed for approval, authorisation and identification. The Emergency Plans, Safety Plans and local Safety Policies are reviewed on an ongoing basis. Review of these key safety documents is discussed at the 4 weekly meetings.

COMMUNICATION FLOWCHART

