

Site Safety Guidelines

4th Dimension Architects

1. Purpose

This document outlines safety requirements for all personnel visiting construction sites on behalf of 4th Dimension Architects.

2. General Safety Rules

2.1 Before Visiting Site

☐ Inform the office of your site visit schedule ☐ Confirm site access with contractor ☐ Check weather conditions ☐ Carry required PPE ☐ Ensure phone is charged ☐ Know emergency contact numbers

2.2 On Arrival

☐ Sign in at site office ☐ Attend any mandatory safety briefing ☐ Don all required PPE before entering work areas ☐ Note location of first aid station ☐ Identify emergency exits/assembly point

3. Personal Protective Equipment (PPE)

3.1 Mandatory PPE

Equipment	When Required
Hard Hat	Always on active construction sites
Safety Shoes	Always (steel toe preferred)
High-Vis Vest	Always on sites with moving vehicles
Safety Glasses	When overhead work/debris risk

3.2 Situation-Specific PPE

Situation	Additional PPE
Concrete work	Rubber boots, gloves

Demolition area	Dust mask, eye protection
Elevated areas	Fall protection harness
Loud machinery	Ear protection
Night visits	Reflective gear, torch

3.3 PPE Provided by Company

Collect from Admin before your first site visit: - Hard hat (with 4D logo) - High-vis vest - Safety glasses

Replace damaged PPE immediately

4. Site Hazards & Precautions

4.1 Common Hazards

Hazard	Precaution
Falls from height	Stay away from edges, use barriers, harness if required
Falling objects	Hard hat always, watch for work above
Trips and falls	Watch your step, clear pathways
Moving vehicles	Stay in designated walkways, eye contact with drivers
Open excavations	Maintain safe distance, use barriers
Electrical hazards	Don't touch exposed wires, inform contractor
Structural instability	Don't enter without clearance
Hot/cold stress	Dress appropriately, stay hydrated

4.2 Restricted Areas

Never enter without escort: - Active excavation zones - Crane operation areas - Demolition zones - Confined spaces - Energized electrical rooms - Areas marked with warning tape

5. Dos and Don'ts

5.1 Do's ✓

- ✓ Follow contractor's site rules
- ✓ Walk on designated paths

- ✓ Hold handrails on stairs/scaffolds
- ✓ Stay alert to your surroundings
- ✓ Report unsafe conditions immediately
- ✓ Keep a safe distance from machinery
- ✓ Use proper access routes (stairs, ladders)
- ✓ Carry only necessary items
- ✓ Keep phone on silent during walks

5.2 Don'ts ✕

- ✕ Don't enter sites under the influence of alcohol/drugs
 - ✕ Don't use mobile phones while walking
 - ✕ Don't remove safety barriers
 - ✕ Don't operate machinery unless authorized
 - ✕ Don't stand under suspended loads
 - ✕ Don't take shortcuts through work areas
 - ✕ Don't wear loose clothing near machinery
 - ✕ Don't visit sites alone after dark
 - ✕ Don't ignore warning signs
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6. Photography Guidelines

6.1 Safe Photography

- Stop walking before taking photos
- Never lean over edges for photos
- Don't use flash in confined spaces
- Be aware of surroundings
- Don't photograph workers without consent

6.2 Restricted Photography

- Check with contractor about photography policies
 - Some areas may have restrictions
 - Sensitive information may need redaction
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7. Emergency Procedures

7.1 In Case of Emergency

1. **Stop and assess** the situation
2. **Alert** those around you
3. **Call for help** (site supervisor / 112)
4. **Evacuate** if instructed

5. **Assemble** at designated point
6. **Report** to site supervisor

7.2 Emergency Contacts

Contact	Number
Emergency Services	112
Fire	101
Ambulance	102
4D Office	[Office Number]
Site Supervisor	[Get on arrival]

7.3 First Aid

- Know location of first aid kit
 - Don't move injured persons (unless danger)
 - Call for medical help
 - Provide basic first aid if trained
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8. Incident Reporting

8.1 Report Immediately

- Any injury (even minor)
- Near-miss incidents
- Unsafe conditions observed
- Property damage
- Unauthorized activities

8.2 How to Report

1. Inform site supervisor immediately
 2. Note details (time, location, people involved)
 3. Take photos if safe
 4. Report to 4D office same day
 5. Complete incident report form
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9. Weather Considerations

9.1 Hot Weather

- Wear light colored clothing

- Carry water bottle
- Take breaks in shade
- Watch for heat exhaustion signs
- Avoid peak sun hours if possible

9.2 Rain/Wet Conditions

- Wear waterproof footwear
- Surfaces may be slippery
- Avoid excavations
- Postpone if unsafe
- Watch for electrical hazards

9.3 Poor Visibility

- Don't visit sites in fog/heavy rain
 - Ensure adequate lighting
 - Wear reflective gear
 - Avoid night visits unless essential
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10. Special Considerations

10.1 For Women on Site

- Use designated facilities
- Travel with colleague when possible
- Inform office of visit times
- Report any harassment immediately
- Dress appropriately for site conditions

10.2 For Those with Health Conditions

- Inform your supervisor
 - Carry required medications
 - Avoid overexertion
 - Stay hydrated
 - Take breaks as needed
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11. Quick Reference Card

Cut out and keep in wallet:

SITE SAFETY ESSENTIALS

	🧯 Always wear PPE	
	🚶 Use designated paths	
	👁 Stay alert to surroundings	
	📵 No phones while walking	
	⚠ Report hazards immediately	
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	Emergency: 112	
	4D Office: [Number]	
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12. Acknowledgment

I have read and understood the Site Safety Guidelines of 4th Dimension Architects.

Name: _____

Signature: _____

Date: _____

Safety is everyone's responsibility. When in doubt, don't proceed - ask!

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