

the person in control must -

Check your identity

Explain their operation -

Fire safety rules, evacuation, etc
What's happening today
Vehicle movements

Make sure that contractors -

Sign in to the Site log Book
Read the Site Log Book
Explain what they are doing
Show their safe systems of work
Follow their method statements

Report problem contractors to -

Helpdesk on **0844 800 9191**

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hazards

These things can kill - so beware Falls from height

Use the right equipment
Only use ladders for short jobs
Make sure ladders are stable and tied
Watch out for fragile roofs
Guard all open edges

Vehicles

Keep clear of reversing vehicles
Working in the yard? -
Get permission from Person in Control

Electricity

Do not work on electrical systems
unless you are qualified and approved

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Asbestos

Leave it to the experts - don't touch
Check the asbestos register
Report if found

Chemicals

Know the risks
Use properly
Think of other people
Follow instructions

Housekeeping

Keep site tidy
Dispose of rubbish properly
Don't leave tripping hazards

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contractor health & safety



Carry this card with you
Use the site log book
Talk to the person in control
Helpdesk number **0844 800 9191**

Royal Mail Group Ltd

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before you start a job

Use the Site Log Book to find out about the site –

Royal Mail safety rules

Asbestos presence

Operating instructions you may need

Fill in the Site Log Book

Give short description of your job

Give the job number

Put in the names of all your workers

Remember –

- Sign out when finished for the day
- Look for other contractors working on site today
- Share information about your jobs

before you start a job

Ask the Person in Control to explain the site rules on:

Fire Safety

Evacuation

Vehicle movements

Tell the Person in Control what you are going to do

Remember –

- The Person in Control can ask to see your safe system of work at any time
- Tell the Person in Control (and other contractors) about any changes or new risks
- Our people may be working around you

plan your work

You must get a permit for

Hot works – cutting, grinding, welding

Confined space entry

High voltage work

Work on or near live electrics

Short term cuts of fire safety systems

Work in restricted areas

Excavations and demolition

Ask your manager to arrange the permits

plan your work

Risks

You must have with you –

Your risk assessment and safe systems of work

Know the hazards and work out how to control the risks you face

Follow your system of work safely

Method Statement

Most jobs should have one

Each must be job and site specific

You must know and understand it

You must follow it

Any Changes?

Think again, stop and report back

before you start a job

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