

Building and construction sites and large commercial premises contain some of the most hazardous working environments that field operatives can encounter. To date this year we have had 2 serious incidents between our field staff and contract partners when working on such sites – one electric shock and one lost time accident resulting from a fall.

One common theme in these incidents is the absence of a site induction to the operative to explain the working arrangements on site and the specific hazards that are present. It is important to reiterate that when we attend these sites **NO SITE INDUCTION = NO WORK**.

Site inductions are an important tool in achieving site safety and they will provide operatives with a detailed knowledge of the following:

- Sign in / sign out arrangements
- Site layout and rules
- Emergency arrangements
- Accident / incident reporting
- Setting to work requirements
- Supervision levels
- Site specific hazards
- PPE requirements
- Welfare facilities

All Scottish Power staff and their contractors – including operatives, supervisors, managers and auditors attending such a site should expect to receive an induction. If this is not offered, or if the induction provided is not considered to be thorough enough then please **STOP** and contact your line manager. If you need to leave the site to make this call, remember to sign out as you go.

#### Following the simple steps below will help to keep you safe when working on site:

1. On arrival all operatives, supervisors, managers, auditors etc. **MUST** report to the Site Management Office – even if you have been there before. Site layouts can change constantly and so the hazards can also change.
2. The Site Management need to know when you're on site, so sign in on all visits and subsequently sign out when leaving the site.
3. The Site Management are responsible for ensuring all those on site have been given a Site Induction - remember **NO SITE INDUCTION = NO WORK**. If you are not given a site induction then request it from the Site Manager.
4. Ensure that you fully understand the site induction and the requirements to achieve site safety, and where appropriate ensure you have been given a suitable handover for the area you will be working in. If in doubt discuss with the site management or your own line manager before proceeding.
5. A typical construction/building site or even a large commercial site will require you to wear minimum Personal Protective Equipment (PPE) such as a hard hat, safety footwear, gloves and a high visibility vest as well as anything particularly required for that site. All operatives need to be aware of these requirements and adhere to these as a minimum at all times.  
A typical site safety notice is shown opposite:
6. If at any time you do not feel safe, then you should report to the Site Manager and if the issue isn't resolved to your satisfaction then leave the site and contact your line manager
7. Always conduct a thorough risk assessment before commencing work and ensure your risk assessment remains dynamic and on going throughout any job task
8. All operatives should be vigilant at all times and aware of their surroundings. Remember that we have a responsibility for our own safety and that of others on the site.

**SITE SAFETY NOTICE**

Under the Health and Safety at Work Act 1974 all persons entering this site must comply with all regulations under this act. All visitors must report to the site office and obtain permission to proceed onto the site or any work area. All safety signs and procedures must be observed and the relevant personal protection and safety equipment must be used at all times.

**Unauthorised entry to this site is strictly prohibited**

**Danger Construction work in progress**  
Parents are advised to warn children of the dangers of entering construction sites

**High visibility jackets must be worn**

**Safety helmets must be worn**

**Protective footwear must be worn**