



# CONSTRUCTION PHASE HEALTH AND SAFETY PLAN



FOR

New Aldi, Old Mill Lane, Barnsley  
Contract No. F2005

Site Manager: **TBC**

Site Manager Tel No. **TBC**

Construction Manager: Paul Conway  
Construction Manager Tel No. 07946 268 068

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<b>POSITION:</b>	FORGE CM CONSTRUCTION MANAGER	<b>POSITION</b>	FORGE CM MANAGING DIRECTOR
<b>SIGNED:</b>		<b>SIGNED:</b>	
<b>DATE:</b>	October 2019	<b>DATE:</b>	October 2019

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## Introduction

This Construction Phase Health and Safety Plan has been compiled by the project management team to comply with the Construction (Design and Management) Regulations 2007.

The intention of this document is to help plan, manage and monitor the construction phase of the project with all relevant parties paying particular regard to Contractors on site, and is to be referred to in conjunction with the 'Pre-Construction Information Plan' as prepared by Walker Wood Limited [a copy will be made available for reference within the Forge CM Ltd site office]

The plan is a "living document" to be supplemented as the project develops by the introduction of supporting documents such as Sub-Contractor method statements, risk assessments or any documentation relevant to the health and safety of the project

### **1.0 SCOPE OF WORKS.**

Construction of new Aldi food store with associated external car park and landscaping works.

### **2.0 ACCESS AND EGRESS TO SITE.**

*(Traffic Management Plan). Include any height, width and delivery time restrictions.*

The site is located on Old Mill lane, Barnsley.

The site is to be accessed off Old Tannery Road which links Old Mill Lane with Burton Road. Old Mill Lane forms the boundary to the west, Old Tannery Road forms the boundary to the south and east and an existing 'Wickes' builders' merchant and associated car park forms the boundary to the north.

The Old Tannery access road also affords access to the 'Wickes' builders' merchant.

There are public pedestrian footpaths along Old Tannery Road that are to be used and maintained during the construction works.

There are pedestrian road crossings within the immediate vicinity; one on Old Mill Lane and one on Old Tannery Road. there are no bus stops within the immediate vicinity.

Due care and attention is required while entering and leaving the site, taking in to account the type of road and the possible hazards that exist due to the surrounding environment, in particular that Old Tannery Road will be subject to heavy goods delivery vehicles, and a potential heavy volume of customer vehicles to and from the builders' merchant.

Delivery drivers should be notified that the junction between Old Mill Lane and Old Tannery road is complex and busy, with a moderate risk to members of the public, and that extreme care should be taken when accessing the site.

Delivery schedules are required for all known large deliveries/removals, banksmen are to be employed as required **for all on-site manoeuvring.**

No deliveries / collections or site activity shall take place outside the hours of 08:00 – 18:00 Monday to Friday, 09:00 – 14:00 on Saturdays and at no time on Sundays or Bank Holidays.

A turning area will be made available on site to reduce the need for vehicles to reverse from site.

Limited parking may be afforded on the site, but alternative off-site parking should be sought whenever practicable. A separate pedestrian walkway from the site entrance to the site office should be identified and protected.

Surrounding roads should be kept clean at all times. This shall be achieved by means such as [but not limited to] Ensuring surfacing works on site are completed as soon as is reasonably practicable and the use of wheel wash equipment etc. **The use of road-sweepers are to be limited to use as a back-stop position and should only be employed following suitable permission from the Local Authority, to ensure suitable road space is available and the area is not subject to traffic embargo at the time.**

Initially, all visitor and site personnel are to find suitable parking near to the site (i.e. NO PARKING ON THE CAR PARK AND / OR SITE COMPOUND AREA), and then report to Forge Construction Management Ltd. for induction before any works or services are commenced. Please note that if parking can be made on the construction site this benefit is provided entirely at the discretion of the Site Management. **No Contractor has permission to park on site without prior written agreement from Forge CM Ltd.**

All deliveries to site are to be in line with the HSE INDG 199, Workplace transport safety and Forge CM Management Ltd., Health and Safety Policy Document File.

All deliveries are the responsibility of the Contractor whom shall provide adequately trained and competent banksmen to control all deliveries to site for loading/unloading and distribution of materials. Inadequate supervision of deliveries will lead to them being turned away from site.

### 3.0 CONTRACT DIRECTORY.

Client	Aldi Stores Ltd Aldi Goldthorpe Commercial Road Goldthorpe South Yorkshire S63 9FA Contact: Mark Stringer Tel: 01709 882 110
Architect	The Harris Partnership Ltd 2 St Johns North Wakefield WF1 3QA Tel: 01924 291800 Fax: 01924 290072
Structural Engineer	3E Consulting Engineers Ltd 4 Calder Close Calder Park Wakefield WF4 3BA Tel: 01924 240 420
M&E Consultant	WGC Century Offices Thorpe Park, Business Park 2175 Century Way, Leeds LS15 8ZB T: 0113 390 0185
HSE	The Lateral 8 City Walk Leeds LS11 9AT Fax No: 0113 283 4382
Construction Manager	Forge Construction Management Ltd Albert House 2 Bells Square Sheffield S1 2FY T: 0114 2762 216
CDM Co-ordinator	Walker Wood & Associates First Floor Bethell House 70 Clarkehouse Road, Sheffield S10 2LJ  Contact: Richard Wood Tel: 07817 769056
Local Authority (Planning)	Barnsley Metropolitan Borough Council PO Box 634 Barnsley S70 9GG Tel: 01226 773555

**4.0 COMPLETED F 10**

Completed F10 to be displayed on site.

**4.1 PROJECT MANAGEMENT TEAM (Company Level).**

POSITION	NAME	LOCATION	PHONE No.
Managing Director	Nick Phelan	Sheffield HQ	0114 2762 216
Construction Manager	Paul Conway	Various	07946 268 068
Contracts Manager	Lee Shaw	Various	07587 094 756
Site Manager	TBC	Site	
Lead Architect	Gary Howcroft	Wakefield	01924 291800
Assistant Architect			
CDM Co-ordinator	Richard Wood	Sheffield	07817 769 056
Structural Engineer	Anthony Armitage	Wakefield	07539 436 375

**PROJECT MANAGEMENT (Site Level).**

DESCRIPTION	RESPONSIBILITY	DELEGATED TO	FREQUENCY
1. Fire Safety Co-ordinator – Fire Plans, Updates, Practices, Training & Monitoring.	Site Manager		As required during development of project – monitored weekly.
2. Emergency Procedures – Rescue (from height, confined space etc), Emergency Service Access.	Site Manager	Subcontractors as appropriate	Prior to project commencement and reviewed throughout.
3. First Aid – Treatment, Advice & control of resources.	Site Manager	Subcontractors as appropriate	At project commencement and on change of personnel
4. Accident Reporting and Investigation.	Site Manager		Initial reporting & investigation of any incident and compliance with Incident Action Matrix
5. Induction	Site Manager		All personnel on initial start on site and re-inducted as work develops.

6. Statutory Inspections and Records:			
Working Platforms	Site Manager	Subcontractors as appropriate	Weekly / after adaptation following event likely to affect stability
Excavations	“	“	Weekly / following fall of material / event likely to affect stability.
Lifting Equipment	“	“	Weekly / 6 or 12 monthly as required by statute.
Work Equipment	“	“	Weekly
Electrical Equipment	“	“	3 Month temporary supply/12 month in office equipment/3 months portable appliances
7. Permits to Work:			
Hot Work	Site Manager		As required – daily
Excavation / break ground	“		As Required - daily All services information to be highlighted/attached to permit.
Confined Space / Enter	“		As Required
On / Near Live Electrics	“		As Required
Out of Hours	“		As Required
8. COSHH Co-ordinator	Site Manager		As required - for all substances used on site with hazards to health.
9. Noise and Vibration – Assessment, Control & Monitoring	Site Manager		As required - for all hand tools or processes used on site with hazard to operatives.
10. Health and Safety Monitoring – Weekly Inspection	Site Manager		One inspection of all site aspects required every week.
	External H & S monitoring		Regular inspection from visiting staff
11. Welfare facilities	Site Manager	Site labourer	Daily visual inspection
12. Health and Safety File – Passage of Information to Planning Supervisor	Site Manager		As soon as practicable after completion of package by contractor.
12. SPARE	SPARE	SPARE	SPARE



## **6.1 EXISTING SERVICES**

On any existing development area [brown field site] there is a risk of the presence of existing live services and drainage runs servicing the site. This 'as-built' information is available within the 'Pre-Construction Information Pack', a copy of which will be held in Forge CM Ltd. site offices and should always be referred to before excavation works are undertaken. All excavation works can only be undertaken following the issue of a suitable permit to dig system, issued by FCM Ltd.'s Site Manager.

The perimeter footpaths contain gas, water and electrical infrastructure. There are existing manholes on site that will provide outline evidence on existing services and should be considered along with all the services drawings available.

**NOTE – all existing services must be treated as being 'live' until further evidence / proof is sought**

All areas are to be scanned using a cable avoidance tool or similar before works commence and the Site Management Team and/or Statutory Authorities are to be contacted prior to works, if there are any discrepancies found between what is detailed on services drawings and what is found on site.

All subcontractors are to study services drawings. Any queries regarding the location of the services should be referred to the Site Management Team, Statutory Authority and/or the Designer and the CDM Co-ordinator. **All parties should be aware of the HSE Guidance Booklet 47 "Avoiding Danger from Underground Services" and HSE Guidance Note GS6 "Avoidance of Danger from Overhead Electric Lines".**

The contractor is to make his own enquiries and satisfy himself prior to commencement that there are no other services crossing the site / work area.

**7.0 RISK ASSESSMENT AND METHOD STATEMENT SCHEDULE (RAMS).**

	TITLE	ASSIGNED CONTRACTOR	DATE ON-SITE	DATE RAMS REQUIRED
	Enabling Works	TBC	28-10-19	
	Bulk Excavation			
	Piling			
	Groundwork's			
	Steel Frame			
	Roof Covering & Cladding	Complete Roofing Services		
	Roof Timber and Joinery			
	Cladding			
	Brickwork / Blockwork / stone walling			
	External Render			
	External Doors	DorSuite		
	Internal Doors	DorSuite		
	Glazing			
	Automatic Doors			
	Metalwork	IPE		
	Dems, Alts & Bldrs Work			
	Joinery & Sundry Items			
	Wall Boarding Supply/Installation			
	Floor Tiling Installation	Andrews Tiling		
	Suspended Ceilings			
	Painting and Decorating	GM Decs.		
	Soft Landscaping			
	Highway Works Outside Site			
	Scaffolding			
	Safety Netting			
	Mastic Pointing	Construction Sealants		
	Crash Doors	Wenplas		
	Loading Bay Door	LS Systems		
	Security Shutters	Rings		
	Dock Leveller	LS Systems		
	Mechanical Installation	Malone		
	Electrical Installation	Albert Innes		
	Alarm System	Triex		
	Shop Fitting			
	<b>ADDITIONAL PACKAGES</b>			
	Refrigeration	A1		
	Comms.			
	EPOS			
	WiFi installation	Trust Systems		

## 8.0 **EMERGENCY PROCEDURES.**

The site manager will nominate individuals with specific safety responsibilities during an emergency. This will include nomination by subcontractors.

He will ensure the table below is completed, include a list of contact numbers and is posted throughout the site.

- 8.1 Site Fire Safety Plan
- 8.2 Fire Action
- 8.3 Fire Points
- 8.4 Training
- 8.5 Permits to Work- Hot Work
- 8.6 Escape Routes
- 8.7 Storage of Materials
- 8.8 Accident Procedure
- 8.9 Rescue Planning

### 8.1 **Site Fire Safety Plan**

The plan should include: -

- Key personnel responsibilities.
- Appointment of site fire safety co-ordinator and fire wardens (where applicable) and duties.
- Fire brigade liaison and emergency services information pack, e.g. (site layout map, access/egress points, any hazards, proposed hazardous material/gas storage, electricity, building plans, emergency call out numbers).
- Other measures to be considered.

Security – measures to be taken to protect against arson, etc.

Dry risers  
Sprinklers  
Fire alarm systems and detection

- Measures to control waste, rubbish, gases, and highly flammable liquids.

Reference should be made to the Approved Code of Practice on Prevention of “Fire on Construction Sites” HSG168 “Fire Safety in Construction Work” and the company safety advisers as required when compiling this plan.

### 8.2 **Fire Action**

the detailed procedures of actions to be taken by site employees and named Individuals with fire prevention responsibilities. Posting of notices with fire action to be taken.

### 8.3 **Fire Wardens – (If Applicable)**

Nominated persons responsible for monitoring to ensuring fire prevention measures are maintained and areas are cleared during a fire emergency.

### 8.4 **Fire Points**

**Fire Points** shown on the site fire prevention map detailing location of fire-fighting equipment, assembly points and access for emergency vehicles.

## **8.5 Training**

The proposals for ensuring that personnel detailed for duties during an emergency are trained to carry out their responsibilities, including first aid. All personnel will be inducted by Forge CM before commencing work. Copies of all relevant training will be taken and stored, and the operative made aware that only machinery they are trained on is to be used.

## **8.6 Permits to Work – Hot Work**

Hot work permits to be issued daily to the operative trained in the use of equipment. Hot works to be stopped one hour before end of work period and inspected at regular intervals. Extinguishers to be carried near to hand.

## **8.5 Escape Routes**

Detail of dedicated escape routes on the site. (Site layout map).

## **8.7 Storage of Materials**

Lay down areas for general materials to be specified. Storage of combustible gases to be in an external well ventilated, lockable cage.

## **8.8 Accident/Incident Procedure**

See Section 9 and Company Safety Procedure.

### **Emergency Contact Numbers**

Emergency contact numbers to be detailed including subcontractors and posted in prominent locations on the site

## **8.9 Rescue Planning**

Include rescue procedures for emergency situations, with particular reference to:

- Harnesses following a fall
- Safety netting

## 8.10 Emergency Contacts

<b>EMERGENCY CONTACTS</b>		<b>High Street, Royston</b>	
Site Manager: TBC		Tel: TBC	
<u>Service</u>	<u>Tel No.</u>	<u>Contact Person</u>	<u>Address</u>
Fire	999		
Police	999		
Ambulance	999		
Hospital A&E Dept.	01226 730000		Gawber Road Barnsley S75 2EP
'Langness' FORGE CM LTD Safety Representative	01469 541 538	Matt Hood	Lancaster House Lancaster Approach North Killingholme Immingham DN40 3JY
<b>STATUTORY AUTHORITIES</b>			
Electricity	0800 195 4141		
Telecom	0800 800 150		
Water	0845 746 2200		
Gas	0800 111 999		
Other			
<b>ENFORCING AUTHORITIES</b>			
Health & Safety Executive (HSE)	0845 345 0055		HSE Foundry House 3 Millsands Riverside Exchange Sheffield S3 8NH
Environment Agency (EA)	0800 – 80 70 60		
<b>Forge CM LTD - Out of Hours Contacts:</b>			
<u>Name</u>	<u>Tel No.</u>	<u>Job Title</u>	
Nick Phelan	07833 086789	Managing Director	
Paul Conway	07946 268 068	Contracts Manager	



## 11.0 SITE RULES.

The following rules are applicable to all contracts. **THE SITE MANAGER IS TO ADD ANY ADDITIONAL RULES WHICH THEY MAY CONSIDER APPROPRIATE.**

- 1) Safety Helmets, High Visibility Vests and Safety Footwear c/w insole protection are mandatory on this site at all times.
- 2) Smoking is only allowed in areas designated by the site management.
- 3) The correct Personal Protective Equipment must be worn on site at all times.
- 4) All plant and equipment must only be used by operatives who have received suitable and sufficient training in their use. These qualifications are to be produced at induction to the site management and on request.
- 5) All access and emergency routes must be kept free from obstruction at all times.
- 6) It is strictly forbidden to ride on plant as a passenger (e.g. Dump trucks / JCB).
- 7) The consumption or possession of alcohol on the site is strictly prohibited. No person is to work on this site having consumed alcohol.
- 8) The possession or taking of drugs on this site other than for authorised medical purposes is strictly prohibited. The requirement to take drugs for medical purposes is to be notified to the Site Manager.
- 9) All site employees are to be made aware of the emergency first aid arrangements and escape routes on the site and the site assembly point. **If in any doubt they are to ask their supervisor or manager.**
- 10) All site employees must co-operate in keeping the site tidy and clear away debris and rubbish at the end of each work shift as a minimum, or as required. This includes the site welfare facilities.
- 11) No site employee is to interfere, damage or abuse any safety sign or item provided in the interests of site safety.
- 12) All site employees will attend a site-specific induction and are required to confirm they understand the requirements of Method Statements/Risk Assessments associated with their work.
- 13) No one is to remove or interfere with any scaffold structure/work platform unless they are trained to do so. (CISRS Scaffolders Certificate).
- 14) Site employees are to report any defected plant or equipment to their manager immediately.
- 15) **ALL PARKING IS TO BE OFF-SITE.** No parking in the site compound, nor the Aldi Store car park or construction site is allowed without prior written approval from Forge CM
- 16) No deliveries are to be made before 08:00 hours. Deliveries before this time without expressed permission will be automatically rejected from site.
- 17) Any goods whatsoever purchased within a 'live' store should be accompanied by a receipt. If a receipt cannot be produced and there is doubt over the legitimacy of the purchase, then Aldi Stores Ltd. and Forge CM Ltd reserve the right to remove operatives from site immediately.
- 18) Likewise, if site personnel do not submit to a security inspection of their person, tool kit and/or vehicle with regard to the legitimacy of a purchase and/or missing stock from the store, these operatives will be removed from site immediately.

## 11.1 Induction Process

Site inductions are carried out on a daily basis and are held at 8:00am and 13:00pm  
Items covered in the Induction are:

- Roles and responsibilities
- Project overview
- Store opening, deliveries and using the store.
- Signing in
- PPE
- Fire procedures
- First Aid
- Welfare facilities
- Scaffold
- Permits to work
- Smoking
- Method statements and risk assessments

- Accumulation of rubbish and debris
- Plant and small tools
- Certificates and registers
- The working environment generally

Following completion of the induction a form per operative is completed with personal details  
And some further medical questions showing understanding and acceptance of the site  
induction procedure.

## 12.0 Consultation on safety matters (on site)

Forge CM Ltd will ensure that an adequate standard of safety communication is developed on the site, and that sufficient information and instructions are passed to the subcontractors. Safety issues will be discussed at meetings as a **priority** and items specifically minuted under a safety heading for action by those identified as responsible. Site specific safety meetings will be held on a regular basis with all subcontractors, senior site representatives will be invited to attend. These meetings will be minuted and an agenda produced to encompass the scope and timing of works. All site safety representatives are to attend these meetings.

Where considered necessary by the site manager, extra ordinary safety meetings will be held to discuss all issues with subcontractors and others concerned, which are of a critical safety priority. If it is considered necessary by the site manager any of the following may be invited to such meetings; the company safety adviser, relevant senior Forge CM Ltd manager, clients representative, planning supervisor, enforcing authority representatives and any or all of the utility companies.

High standards of communication with the workforce are to be developed through regular toolbox talks carried out at least once per fortnight. Forge CM Ltd will require subcontractors to carry out such talks. The Site Manager shall ensure that other adequate communications on site safety matters are carried out with all site workers on site, e.g. notices, posters.

### **13.0 Health and Safety Management**

**13.01** Forge CM Ltd goal for this project is zero incidents or accidents for the duration of the works.

### **13.02 Arrangements for monitor/review of health and safety performance**

Daily visual site inspections are made and items that need attention are noted in the site diary [FCM/QA/005]. On a weekly basis, a formal safety inspection is carried out by the site manager and recorded on a safety inspection report [FCM/HS/007]. These records are then discussed during our fortnightly site progress meetings.

External audits are also carried out by both an independent health and safety consultant and an auditor appointed by the Client.

### **13.03 Exchange of design information**

A Project CDM Risk Register has been set up to identify, track and record specific site hazards and risks and along with measures taken by designers to eliminate hazards and reduce risks. The register will be reviewed at design team / project meetings.

Input into the risk register process is to be sought from subcontractors and site construction team. Information about any residual risk from the register will be passed on to the site manager and health and safety manager who will ensure risk assessments and safe method statements are prepared to deal with any identified risk. Any information needed to allow future construction work, including cleaning, maintenance, alterations, refurbishment and demolition to be carried out safely will be made available to the CDM co-ordinator to include in the H&S File.

### **13.4 Selection and control of subcontractors**

A pro-forma questionnaire is used to assist in the selection process [FCM/QA/020] This form along with past health and safety performance helps to establish the suitability of subcontractors for the project.

**13.1** Forge CM Ltd and all Subcontractors shall implement the minimum requirements as set out in current Health and Safety legislation.

**13.2** Forge CM Ltd is responsible for planning, organising, co-ordinating and controlling subcontractors employed directly on this project. In addition, Forge CM Ltd, shall "take all reasonably practicable measures" to ensure co-operation and communication between all other Contractors, in particular those appointed by the Client.

**13.3** The role of Forge CM Ltd is to manage and give practical effect to the duties upon individual contracts to ensure an integrated approach to Health and Safety on site.

**13.5** All Sub Contractors shall prepare and operate their own safety management systems, taking account of the site rules and client requirements and due regard for the hazards and project information provided in this plan.

**13.6** During the project, the Planning Supervisor will ensure preparation of the Health and Safety File for subsequent retention by the Client on completion of the project.

The Designers, Forge CM Ltd and Subcontractors are obliged to supply information to the Planning Supervisor to be included in the Health and Safety File.

**13.7** All persons employed on this project will, irrespective of their status, attend a safety training induction course co-ordinated by Forge CM Ltd.

At induction all persons will be made aware of:

- A. The site rules
- b. All relevant safety information agreed by the Site Manager.
- c. Site safety consultation methods
- d. Minimum training requirements for site activities

Visitors are not permitted access to work areas unless they have undertaken a visitor safety training induction. Thereafter, they must always be accompanied by either the Site Manager or, a site operative who has previously received a full site induction. Visitors are not authorised to carry out any work or use any plant or equipment.

Subcontractors will ensure that all their personnel are appropriately trained for their tasks, will have had the risk assessments / method statement fully explained to them prior to commencing work on site and that each individual acknowledges that they understand the safety requirements for the work they are involved in. On-site training will be given, for all personnel for operations involving risk, in the form of toolbox talks. Records of attendance will be maintained for all training carried out on site, including training by subcontractors.

**13.8** There will always be a certified first aider on site during working hours.

### **13.9 Permits to Work**

Risk assessments will identify operations or areas where permits to work are required as part of the control procedure. Only qualified and competent persons are to operate and be employed on "Permit to Work" Systems. These include;

- a All excavation works
- b Hot work operation
- c Entry into confined space
- d Out of hours supervision

### **13.10 Safety / Quality Inspections**

Forge CM Ltd staff involved in the project shall inspect all works on site on a regular basis and complete an inspection report [FCM/QA/007]. Any contravention's will be immediately corrected and confirmed as such by completing the relevant section of the report.

Subcontractors' representatives (foreman, safety supervisors / reps.) will also be responsible for everyday checks.

During safety inspections, checks will be made on records held such as induction, toolbox talks to check the content, and information given out such as leaflets, rules, name of CDM Co-ordinator, principal contractor, Forge CM Ltd safety advisers.

Also, those relevant parts of the Contract Health and Safety Plan have been communicated, such as method statements, risk assessment control measures.

On a regular basis the safety plan is to be reviewed to ensure it takes due account of changes of circumstance.

### **13.11 Personal Protective Equipment (PPE)**

All site employees including those of any Sub Contractor shall, whilst on site wear any necessary PPE. The Forge CM Ltd Site Manager will ensure that a record is kept in the Site safety records of all issues of PPE, and when necessary Sub Contractor employees.

### **13.12 Safety Information**

All statutory safety signs and notices will be displayed in:

- a.** The Site Manager's office.
- b.** The site welfare facilities
- C.** In site areas as identified by site management