

RE-START REVIEW RETURN SAFELY



3 JANUARY 2023

RE-START. REVIEW. RETURN SAFELY.

We are all human and after a break, whether it be short or long, we can sometimes forget.

Historically, over the past few years, there have been incidents after the holiday period.

We must put health, safety and well-being at the forefront of our minds so that we can start and continue with the year safely.



DAILY SAFE START SHEET

Project Name & Number		Method Statement Number	
Manager/Supervisor		Date	

Before each team briefing... Ask yourself... Do I need?

Supervision	Risk Assessment	Method Statement	Training	COSHH Assessment	Plant/Equipment Certificate	Language	Barriers
TICK	TICK	TICK	TICK	TICK	TICK	TICK	TICK
Hot Works	Permit to work	Confined Space	Task Lights	M&E Isolation	Lift/Riser	Permit to load	Signage
TICK	TICK	TICK	TICK	TICK	TICK	TICK	TICK

During the briefing... ASK EVERYONE... Do we...?

Have you been trained in this activity and do you have the right information to carry it out?	Do you need a signed permit to work?	Impact onto others working around us? Who are they?	Segregated from others working around us?	Carried out warm up exercises and feel fit to carry out work?	Notice any changes to work since the method statement was drafted?
TICK	TICK	TICK	TICK	TICK	TICK

Ask which 'keys' WE need to complete the task safely...?

Work at height	Lifting Equipment Inspected	Electricity	Tools & Equipment	Hazardous Substances	PPE/RPE	House keeping
TICK	TICK	TICK	TICK	TICK	TICK	TICK
Manual Handling	Excavation	Slips, Trips & Falls	Confined Spaces	Permits to Work	Burns	Face Coverings
TICK	TICK	TICK	TICK	TICK	TICK	TICK

Are you in a safe place of work?	Y/N	Do you have a safe system of work?	Y/N	Are the correct safe tools, plant & equipment available for you to use?	Y/N	Are your colleagues safe?	Y/N
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RETURN SAFELY

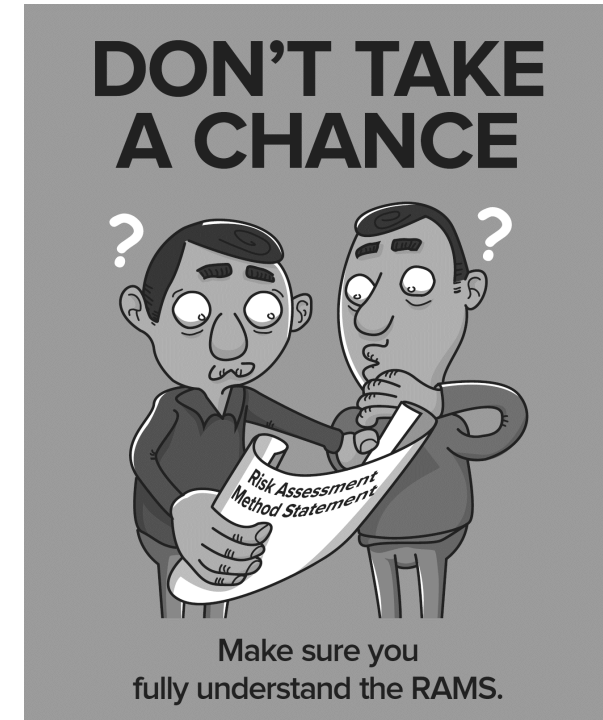
- Has your manager checked your work area?
- Has your work area changed?
- Are you aware of the site rules?
- Do you know how to speak with your manager if you feel something is not right?
- What other work is being performed around you?
- Have you checked your equipment, tools and/or plant are safe to use?
- Has the access equipment been checked prior to use?
- Do you require any permits before commencing works?
- Are you in a safe place of work?
- Have you familiarised yourself with the RAMS? Do not start works until you have read and understood the safe system of work in place.

SAFETY AS STANDARD	
Competency & Training	<ul style="list-style-type: none"> • Right skills / experience • Minimum training in place • Specific Equipment / Machinery / Plant training • Team sheets & matrixes in place, checked and reviewed
Safe Systems of Work	<ul style="list-style-type: none"> • Approved RAMS • CCOHH control • Waste control • Lifting Plans, Noise & Manual Handling • Permits to Work • Regular reviews / updates • RAMS Registers up to date and sent in monthly
Work wear	<ul style="list-style-type: none"> • Company branded PPE • Minimum 5 point PPE • Clean and presentable work wear • Clean whites for painters
Equipment, Plant & Machinery	<ul style="list-style-type: none"> • Good working condition • PAT Testing • Step Ladder registers • Scaff Tags • Harness Registers • IPAF Operators Record Books • Daily MEWP Inspections • Plant Register • Abrasive Wheel Registers
Housekeeping & Working Environment	<ul style="list-style-type: none"> • Tidy office / store • Clear and ready work areas • Daily clean-up of Lucas waste • Trailing leads • Good use of task lights & ext leads • Materials & plant stored neatly • Clear signage (SQE Posters, Warning Signs, Finished Works) • Exclusion zones barriered off with Lucas DO NOT CROSS tape and signage
If it's not safe, "STOP & REPORT"	<ul style="list-style-type: none"> • If something doesn't seem right or safe, stop and report it to your supervisor / manager • All accidents / incidents to be reported immediately to the Directors 24/7
Safety Tours, Audits & Reviews	<ul style="list-style-type: none"> • Regular safety tours by managers, SQE manager and directors • Recorded on relevant systems (ie: YellowJacket) • Site Audits & Reviews carried out by SQE Manager and Project Support Manager
Engagement & Feedback	<ul style="list-style-type: none"> • Workforce dialogue / engagement & feedback • Health surveillance
Good Communications	<ul style="list-style-type: none"> • SQE / Project Support Meetings • Monthly Workshop Meetings • Monthly Leadership Meetings • DABs • Safety Alerts • Safety Website News and Customer Facing Bulletins • SQE Poster Campaign • Promoting Best Practice
Records & Reviews	<ul style="list-style-type: none"> • Site files in good order • Signed RAMS • Project Attendance Registers • PPE/RPE Registers • Toolbox Talks • Accident Frequency Rates – Data Capture

REVIEW

Take the opportunity to review the safe systems of work – Risk Assessments and Method Statements (RAMS)

- Have the RAMS been reviewed recently? Are they still appropriate to the task?
- Has the environment changed?
- Are you still using the correct access equipment?
- Has the supervision or workforce changed?
- Are you now working adjacent or above co-trades?



SAFETY AS STANDARD



LUCAS

REFOCUS THE SITE

Remember that the workplace includes the whole site, including the journey to the workface, the welfare and the transportation and storage of materials.

- Has the layout of the site changed?
- Are we focused and concentrating?
- What is the safest route to get materials to the working area?
- Will the floor take the load? Do we need a ramp?
- Do we have the correct tools?
- Have we considered the hazards?



CONCERNS/OPEN DISCUSSION

