

commence work on site except where provisions allow for them to work under proper supervision.

- 11.4 Records will be kept of all training carried out on site including type of training and those present. These records entitled 'Training' will be kept in the site office.

SECTION 12 **CO-ORDINATION & COMMUNICATION OF HEALTH AND SAFETY ISSUES WITH PEOPLE ON SITE**

- 12.1 Arrangements for providing co-ordination on health and safety issues on site will be via daily contact by the Site Agent with employees / contractors reps.
- 12.2 An 'open door' approach will be adopted by the Site Agent to allow / encourage any representations to be made concerning health and safety issues on site.

SECTION 13 **SITE RULES**

- 13.1 Specific site rules are detailed both in the Health and Safety Policy together with the Site Induction Forms, F-RMS-03 and F-RMS-04 copies of which are detailed in Section 25 of the Site Safety Management File
- 13.2 Any non-compliance with health and safety will result in the issue of a Health and Safety Non Compliance Notice (F-RMS-07)
- 13.3 All visitors to site must sign in the Visitor's Book.
- 13.4 For more information regarding site rules/inductions please refer to Section 25 of the Site Safety Management Files

SECTION 14 **HEALTH AND SAFETY FILE**

- 14.1 The Principal Designer has the responsibility to ensure that a health and safety file is prepared (where more than one contractor is involved), and it is helpful if the information required in the file is discussed and decided with him.
- 14.2 Relevant information including that from contractors will be forwarded and included as a continual process as the information becomes available.
- 14.3 Details such as features of the structure which will involve significant risk to health and safety during the structures lifetime, services and utilities, plant and equipment which form part of the structure including operating and maintenance manuals, emergency and fire fighting systems, will be included in the H&S File.