

Document Reference	HS083 R&R GW & Plant Operators
Issue number	2
Issue Date	May 2019

Please read below 'Roles and Responsibilities' sections then sign and date the form.

Skilled Ground-workers & Plant Operators

- Have an understanding of the Safety, Health & Environment (SHE) policies.
- Understand the control measures set out in the risk assessments/method statements and ensure compliance.
- Use the correct tools and equipment for the job using appropriate safety equipment/PPE where required. Be clean shaven when wearing a provided dust mask. Keep tools in a good condition.
- Report defects in plant/equipment to the nominated person on site and do not use the item until it has been repaired and authorised as safe to use.
- Develop a personal concern for all SHE issues, for yourself and others, in particular new starters and young persons. Liaise with your Supervisors of any safety concerns you may have.
- Do not carry out any improvisation during work activities that could then create unnecessary risk.
- Warn others of known hazards.
- Only work-related calls are to be made during working hours under the permission of the site supervisor. Mobile phones for this purpose are only to be used in safe areas on site such as the compound or designated pedestrian routes. Personal phone calls must be made during break times in the safe zone of the compound
- Refrain from horseplay and the abuse of welfare provided for you and safety equipment issued for personal protection.
- Help assist the SHE team by reporting near misses and suggest ways of eliminating hazards and improving procedures.
- Ensure that you have received a site-specific induction and understood all site rules, making sure you comply with them at all times. Acts of non-compliance should always be reported either to the Supervisors or the SHE team.
- Only operate plant if you have the appropriate training and relevant card/license. When operating excavators ensure that you are fully aware of the quick hitch procedure and adhere to this at all times. Seat Belts to be worn at all times.
- When using a stihl saw to cut silica-based products, RPE and dust suppression must be in place at all times and when wearing a face fitted dust mask, you must be clean shaven or with no more than 1 day's facial hair
- All plant arriving on site must be thoroughly inspected and recorded on the plant arrival checklist before use. All chains and shackles must be inspected before and after use. Warn/bent/buckled shackles/straps must be taken out of service.
- All plant operators must hold either CPCS or NPORS qualification.
- Plant operator must be fully trained in fitting the bucket/attachment securely (quick hitch or manual).
- If you are asked to drive a machine where the fixing mechanism is unfamiliar to you do not drive (under any circumstances) until you have received, read/been trained and understood the quick hitch mechanism you intend working with (please read page 8 of the Handbook 'A Guide to Health & Safety Practice on Site' for further information).
- You must ensure your excavator has got the appropriate quick hitch stickers placed on the jib. If the machine has no quick hitch stickers the machine must be parked safely until they are placed. This includes all externally hired plant.
- Every site where buckets or attachments are used must have a bucket changing area. You can have more than one bucket changing area, they must all be fully fenced off with 'Danger Bucket Changing Area' signage in place.
- Temporary bucket changing areas can be used for short term usage; these must however still be fenced.
- Assistance in helping change the bucket can be provided by a fellow operative however on completion of changing the bucket it is the plant operator's prime responsibility to ensure the bucket is fully engaged and secure.
- No persons are allowed in the bucket changing area whilst the plant is being operated.
- All seated plant, such as rollers and dumpers, must have "Rollover Protection" (ROPS) and lap belts fitted. You must wear seat belts at all times when operating dumpers.
- Vehicles must not reverse in the work areas without a Banksman. Stand clear of vehicles whilst tipping is carried out.
- Do not leave plant running unattended (switch off and remove key). Ensure defects are reported to the Supervisor.
- When entry to the back of the excavator is required, fall protection must be in place.
- All plant operators must complete the work and lift equipment inspection report form weekly.
- Do not block access routes. Remove all plant at the end of each shift to the plant compound or designated area and wash vehicles down as required before leaving the site.
- All compressor air lines are to have 'whip-checks' at each and every joint.
- Dumpers and rollers are strictly prohibited from accessing stockpiles at any level at any time

I, (**Please print name**) confirm that I have been issued with and understand my specific safety obligations regarding 'Roles and Responsibilities' and MV Kelly's 'Plant', 'Quick Hitch' and 'Bucket Changing Areas' policy. I have also received the MV Kelly 'A Guide to Health & Safety Practice on Site' handbook and will read its contents to ensure compliance at all times.

Signature:

Date: