

Helix Basic Sites Rules

1. Work safely and use common sense. If anyone working on behalf of Helix believes you or your colleagues are working unsafely they have the right to stop your work immediately. Costs will be recovered from you if this occurs.
2. If you engage the services of sub-contractors they are your responsibility, so make sure that they work safely too. We expect you to induct them and provide details of who they are.
3. If you feel a task is beyond your capability, stop work and inform your manager. Do not carry out work you have not been trained to do. Do not use work equipment you have not been trained to use. Do not allow those reporting to you to do so either.
4. If you are a manager, supervise your staff. Make them wear the PPE specified in your RAMs and follow the safe systems your company has developed to make sure everyone is working safely. Helix staff will also be checking you too – see point 1 above.
5. Follow any guidance given to you when you sign in or at induction. If you are unclear on any aspect of the controls at Helix or have queries regarding the site, ask.
6. Ensure you are aware of the contents of the construction phase plan for the work you undertake. If you do not have access to this request this information from your manager.
7. There is asbestos located in some Helix buildings. Work has been undertaken to remove it where possible. Where this has not been possible, it will have been labelled or encapsulated and information on its location is available either electronically or in hard copy on site. Your manager should have considered this when they completed the RAMs for your job but if you are unsure, stop and ask.
8. If you think you may have damaged some asbestos on site, stop work immediately, leave your outer clothing in the work area, seal the work area off if possible and inform your Helix contact.
9. Asbestos survey information has limitations. If you are breaking into walls, ceilings or parts of the structure, there may be asbestos-containing material behind these areas which could not be uncovered by the survey completed. If you are unsure, do not proceed and discuss the matter with the facilities management team.
10. We expect you to have received asbestos training in the last year. If you have not been trained you may not be able to work on site so let your manager know.
11. If you hear the fire alarm, follow the directional signage out of the building immediately. Do not wait to be told it is definitely a fire alarm.
12. Be aware of specific hazards in the area you are working. Some information has been developed by Helix. If you have not had this speak to your manager who will have access to it. A site visit should also have been undertaken by your company.
13. Be neat and tidy.
14. Do not touch electrics unless you are trained to do so. Report cabling, sockets or connections you think look a bit dodgy.
15. Please ensure you dispose of your waste in the correct waste bin. Ask if you are unsure as to where this is. Do not leave waste behind for someone else to clear up.
16. If you remove waste please leave us with the correctly completed consignment note or collection receipt. Do not remove waste if you are not licensed to carry it. You should have a copy of your license with you if you are!
17. Do not put anything down the toilet that has not passed through you first. Do not tip liquids into drains that arrived in a container, this is liquid waste and must be removed as waste.
18. If you spill something hazardous use the nearest spill kit and let someone know ASAP!
19. If you leave a plant room please switch the light off after you.
20. Don't leave leaky taps running or broken hoses connected – let someone know.
21. If you see a hazard that you cannot deal with, make it safe if possible and let a member of the facilities team know. If you have an accident on site tell us.
22. When you leave site please sign out. If there is an emergency we do not want to come looking for you!

We would like you to come back next time so be safe!