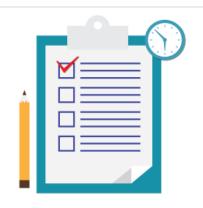




Guidelines -Access and Housekeeping



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REQUIREMENTS & RESPONSIBILITIES

- It is the responsibility of the main contractor to provide safe access and maintain site housekeeping.
- As part of safe access the main contractor must consider lighting requirements
- All access routes must be wide enough to allow people to move around safely.
- Good housekeeping is the regular removal of waste material and management of material storage areas.

PRECAUTIONS TO BE TAKEN

- Set up designated pedestrian walkways wherever possible.
- Display clear signage indicating crossing points and directions.
- Install crash decks over access routes that provide access into a building under construction.
- Fix electrical leads up off the ground to reduce trip hazards.
- Stairs and passageways must be kept clear of rubbish and materials

ACCESS REQUIREMENTS

- Undertake risk assessments for specific access needs taking into account numbers of workers.
- The main contractor must ensure emergency escape can be made safely and quickly.
- Once access is provided workers must use the approved access route and not take shortcuts







INDUCTION & TOOLBOX TALKS

- All workers must be briefed during the induction on the importance of keeping the site clean and tidy.
- Regular tool box talks must be given to workers as a reminder.

WASTE MANANGEMENT

- Waste must be managed.
 Unmanaged site will quickly become unproductive through rubbish accumulation.
- Supervisors must implement a 'clean as you go' policy.
- Special arrangements must be in place for hazardous substances.
- Food waste must be collected and disposed off separately.

MAINTENANCE

- Advise personnel to reduce waste
- Good access and housekeeping require good management
- Regular monitoring of access routes must be carried out.
- The supervisor or manager of each area must be made accountable for maintaining access and housekeeping.