

Site Safety Guidelines

Good Housekeeping

- Dispose of waste materials in designated bins.
- Maintain a tidy workspace throughout the day.
- Keep gangways and walkways clear.
- Clean up accumulated waste promptly.

A tidy work area reflects an orderly and responsible attitude.

Safety in the Yard

- Always wear high-visibility jackets and safety boots.
- Visitors must stay on designated walkways and be escorted if necessary.
- No reversing without a banksman.
- Avoid horseplay and behave responsibly.
- Do not run or use unfamiliar equipment without training.
- Only authorized personnel may operate forklifts.
 - Stay alert around operating forklifts.
 - Never pass under raised forks.
 - Do not distract forklift drivers.
 - Never ride on a forklift.

Vehicle Safety

- Perform vehicle checks before leaving the yard: water, oil, fuel, and roadworthiness.
- Ensure indicators, reflectors, mirrors, steering, lights, horn, brakes, tyres, and wipers are functional.
- Report defects immediately and record them in the defect book.
- Drive cautiously in all yards and be alert to unexpected hazards.
- Know your vehicle dimensions and be aware of route restrictions.
- Rest when tired; do not drive fatigued.
- Use grab handles and non-slip surfaces when entering or exiting vehicles.
- Do not attempt vehicle repairs; contact the office.
- Maintain hygiene and cleanliness in the vehicle.

Fire Safety

- Never discard cigarette ends near goods or waste bins.
- Do not smoke near flammable or explosive substances.
- Smoking is prohibited inside company buildings.
- In case of fire, report immediately and proceed to the assembly point calmly.
- Do not re-enter the building until declared safe.

Electrical Hazards

- Do not tamper with electrical appliances.
- Report defects and avoid using damaged equipment.
- Protect cables from damage.

Handling Equipment

- Use proper manual handling techniques.
- Keep your back straight and lift with your legs.
- Grip firmly with the whole hand.
- Maintain firm footing and avoid slippery surfaces.
- Do not lift loads that obstruct vision or cause strain.
- Seek help for bulky or heavy items.

Office Safety

- Eliminate trip hazards like trailing cables and worn flooring.
- Use non-slip polish and smooth furniture edges.
- Do not overload filing cabinets or open multiple drawers.
- Keep doorways clear and walk carefully.
- Dispose of waste properly and wrap sharp items.
- Follow equipment instructions and unplug appliances when not in use.

Workshop Safety

- Keep the area clean and tidy.
- Use only suitable and non-defective tools.
- Wear protective clothing and ensure ventilation during welding.
- Guard against fire and explosions.
- Do not remove machine guards or operate unfamiliar equipment.

Forklift Truck Safety

- Only qualified operators may use forklifts.
- Perform pre-shift checks: brakes, tyres, horn, controls.
- Secure loads and tilt mast appropriately.
- Report faults and use defect book.
- Operate at safe speeds and watch for pedestrians.
- Use horn at gangways and doorways.
- Apply parking brake and lower forks when stopped.
- Never allow passengers or drive into trailers.
- Avoid jerky movements and unsafe repairs.
- Follow all safety rules and report accidents immediately.