







# Safety Starts with You

## Absolute Rules

Hazard		SHE Rule	Background wording
Work at Height		Climbers shall be attached at all times	Mast and tower climbers shall be attached to a purpose installed or robust structural anchor point at all times by means of a fall arrest device. Attachment shall not be required when working on fully protected platforms (when trapdoor down)
Work at Height		Rooftop workers shall maintain a minimum distance of 2 metres from any unprotected edge unless attached to a suitable fall prevention system	Workers shall not access within 2 metres (or more where conditions dictate) of an edge, hole or fragile material which is not 'protected' by a suitably sized parapet wall or guardrail unless attached to a suitable anchor by means of a fall-restraint or fall arrest device
RF		Climbers shall always wear a Radio Frequency monitor while on structures	Each climber shall wear an Arqiva approved and calibrated monitor at all times. There shall be at least one monitor in use for rooftop work
Electricity		Anyone who carries out electrical activities shall be competent and authorised	Anyone undertaking electrical work shall be competent and authorised to undertake the work in question. This may include electrical design, installation, maintenance and decommissioning.

Electricity		Electrical systems and equipment shall be isolated and proven dead before any installation work takes place	Electrical supplies and equipment shall be isolated, locked off and warning notices will be displayed. A HSE approved voltage indicator shall be used to prove a supply is dead. Live fault finding and testing shall only take place if authorised by a senior electrical person and a member of the Arqiva SHE team. Installation includes the physical work of installing, altering, removing or adding to an electrical installation
Asbestos		Any Asbestos Containing Materials that may affect the work area shall be identified prior to work starting	Work shall not begin before everyone in the working party understands where asbestos containing materials are located and control measures have been implemented. Works shall cease immediately on identification of any suspect materials not previously identified

## Arqiva's Construction Site Rules

1. All **accidents, incidents and near misses** must be reported to the Arqiva Accident, Incident & Near Miss Report Line 03330 328555
2. All activities must have a **method statement and risk assessment** that you have read and understood. All teams must 'sign on' to these before work commences
3. **Special procedures:**
  - There must be one **RF personal monitor** per climber
  - Ensure you have the correct Arqiva **site access authority** for the work you are undertaking
  - You must have a **permit to work** in place for RF reduced power and isolation, hot work, electrical work and for excavations
4. Before starting work ensure you are **competent** to undertake the task and have your training certificates with you
5. **Emergency procedures:**
  - Ensure a **first aid kit** is available
  - Know who your **first aider** is
  - Have a fire extinguisher on site
  - Only **smoke** in designated areas
  - Are you using oil /diesel? If so ensure a **spill kit** is available

6. Practice good **housekeeping** keep the site tidy, ensure waste is stored to prevent escape
7. Wear the correct **PPE**
8. Check **tools and equipment** before use
9. No **drugs or alcohol** to be consumed on site
10. **Respect** your co-workers, other contractors and visitors on site