



interiors | architectural | commercial

SITE RULES & PROTOCOLS

All company employees and subcontractors must comply with the following company whilst working on any of our projects at any time:

Personal conduct

- ✓ You will be courteous and friendly to clients, building tenants, and respect their property and other reasonable requirements during the course of the work.
- ✓ You will behave in an appropriate and safe manner whilst working in occupied houses / buildings.
- ✓ Contractors may only enter houses / buildings when they have permission to do so.
- ✓ Do not enter houses / buildings where there are only children (persons under the age of 16) present.
- ✓ Animals are not permitted on the site.
- ✓ You are not permitted to use any client facilities including householder / business toilets, kitchen facilities, power and water unless they have permission to do so.
- ✓ Smoking on site is not permitted at any time.
- ✓ Warnings will be given for minor safety infringements. Personnel will be removed from the project for misconduct.

Health and Safety

- ✓ Hi visibility vests & safety footwear is to be worn at all times – by all persons on site.
- ✓ Hard Hats are compulsory on our commercial site at all times, they are to be worn when any overhead hazards occur on residential projects.
- ✓ Under no circumstances are IPOD, MP3 or similar devices to be used on Image Construction projects
- ✓ You must work safely at all times and ensure that all your personnel also work safely at all times.
- ✓ Subcontractors are to provide and carry out an approved site specific Health & Safety Plan.
- ✓ Notifiable works must be notified to the DOL by the subcontractor on the standard form. A copy of the completed form is to be provided to the site manager.
- ✓ Serious harm accidents must be reported without delay to the DOL followed by a written report using the OSH standard form within seven days.

- ✓ Image Construction or its representative will carry out H&S inspections and audits. Contractors are to rectify any issues arising out of these reviews.
- ✓ Work tasks are only to be carried out by personnel who are appropriately trained or adequately supervised by someone who has the knowledge and experience of the task.
- ✓ Electrical tools and equipment must have a current tag. Electrical Multi boxes must meet the requirements of AS/NZS 3012 and be fitted with approved RCD protection.
- ✓ You are to comply with DOL "Guidelines for the Prevention of Falls" for any work where there is a danger of falling, including heights under 3m.

Security & Working requirements

- ✓ You are to provide protection to household / building contents (when applicable) . This includes floor protection, drop sheets, room isolation and waterproofing.
- ✓ You are to control all construction noise and dust.
- ✓ Sites are to be kept in a neat and tidy state at all times. Contractors are to tidy all tools, rubbish, materials, etc at the end of the working day.
- ✓ All Contractors are to ensure security of the site.
- ✓ Unoccupied premises are to be locked and secured on departure.
- ✓ No additional work is to be carried out on Image sites by any employee or subcontractor unless they have been engaged to carry out that work in writing by Image Construction.

Serious Misconduct

The following are issues deemed to be **serious misconduct**.

Any person indulging in serious misconduct will be subject to permanent removal from the Project:

- Being under the influence OR Possession of illicit drugs on site. Possession of alcohol on site without permission. Consumption of illicit drugs on site. Consumption of alcohol on site without permission from Image management.
- Theft or other forms of dishonesty or significant damage in connection with householder property, or the property of any other person. Image will exercise its discretion whether or not to report the matter to the police.
- Disorderly conduct; practical jokes or non-work related activity which results, or could have resulted, in harm to any person or damage to property.
- Wilful disregard for safety or environmental rules and procedures or irresponsible use or removal of fire protection or safety equipment.
- Assaulting, fighting, threatening or intimidating another person. Sexual (or other) harassment of any person including members of the public whilst working on the project.
- An act of negligence or incompetence affecting safety.
- Accessing unauthorised areas.
- Accepting gifts or gratuities.