

HSSE Induction

English Guidance Note

This guidance note covers the main requirements when working with Hargreaves

“

You have the right to stop the job if you feel it is unsafe”



We care about your safety and are proud of our safety performance. **You must** follow the company rules and speak up if you see something unsafe

The basic requirements:

Item

- ✓ Always wear your PPE
- ✓ No Smoking, except in designated areas
- ✓ Do not work under influence of drugs or alcohol
- ✓ Observe and obey all safety signs
- ✓ Report any injuries no matter how small to a supervisor or member of the safety team
- ✓ Keep your work area tidy
- ✓ Always wear a harness when working on a scaffold unless specifically exempted
- ✓ Do a PWRA for every job
- ✓ Report hazards and intervene if you see something unsafe (*Step Back Speak Up*)
- ✓ Know the emergency phone numbers:

Castle Peak	CCR	2678 5700
Blackpoint	CCR	2678 4700
Penny's Bay	CCR	2983 6122
HKE Lamma	CCR	
		EMERGENCY PAX PHONE 5-333
		or HK Telephone 2982 6333

Our rules...



Bypassing Safety Controls

Obtain authorisation before overriding or disabling safety controls



- I understand and use safety-critical equipment and procedures which apply to my task
- I obtain authorisation before:
 - disabling or overriding safety equipment
 - deviating from procedures
 - crossing a barrier

Confined Space

Obtain authorisation before entering a confined space



- I confirm energy sources are isolated
- I confirm the atmosphere has been tested and is monitored
- I check and use my breathing apparatus when required
- I confirm there is an attendant standing by
- I confirm a rescue plan is in place
- I obtain authorisation to enter

Driving

Follow safe driving rules



- I always wear a seatbelt
- I do not exceed the speed limit, and reduce my speed for road conditions
- I do not use phones or operate devices while driving
- I am fit, rested and fully alert while driving
- I follow journey management requirements

Energy Isolation

Verify isolation and zero energy before work begins



- I have identified all energy sources
- I confirm that hazardous energy sources have been isolated, locked, and tagged
- I have checked there is zero energy and tested for residual or stored energy

Hot Work

Control flammables and ignition sources



- I identify and control ignition sources
- Before starting any hot work:
 - I confirm flammable material has been removed or isolated
 - I obtain authorisation
- Before starting hot work in a hazardous area I confirm:
 - a gas test has been completed
 - gas will be monitored continually

Line of Fire

Keep yourself and others out of the line of fire



- I position myself to avoid:
 - moving objects
 - vehicles
 - pressure releases
 - dropped objects
- I establish and obey barriers and exclusion zones
- I take action to secure loose objects and report potential dropped objects

Safe Mechanical Lifting

Plan lifting operations and control the area



- I confirm that the equipment and load have been inspected and are fit for purpose
- I only operate equipment that I am qualified to use
- I establish and obey barriers and exclusion zones
- I never walk under a suspended load

Work Authorisation

Work with a valid permit when required



- I have confirmed if a permit is required
- I am authorised to perform the work
- I understand the permit
- I have confirmed that hazards are controlled and it is safe to start
- I stop and reassess if conditions change

Working at Height

Protect yourself against a fall when working at height



- I inspect my fall protection equipment before use
- I secure tools and work materials to prevent dropped objects
- I tie off 100% to approved anchor points while outside a protected area