<u>CDM Regulations – What they mean to</u> <u>you</u>



Overview

This document covers some of the main topics in the day-to-day running of a safe site.

Employers duties

- 1) To act as a principal, main or sub-contractor and plan the work, put in place safe systems of work and explain how the work should be undertaken safely.
- 2) Provide and explain relevant paperwork (method statements and risk assessments) to supervisors and the workforce.
- 3) Ensure hazards have been removed from designs for work systems and methods of work, whenever possible.
- 4) Assess the competence of the work team and provide adequate training and supervision, where required.
- 5) Provide suitable welfare and security facilities for the site.
- 6) Provide the right information, to the right people, at the right time.

Specific site duties

- 1) Workplaces, excavations, scaffolds, ladders, MEWPS, and so on, must be suitable and checked by the user before use.
- 2) All plant must be in good working order, and be the right tool for the job.
- 3) Work activities must be programmed to minimize the risk of something going wrong.
- 4) Materials must be delivered, stored and used safely, taking into account manual and mechanical handling and any control of substances hazardous to health (COSHH) implications.

Your duties

- 1) Follow instructions from your supervisor and make sure that you work safely.
- 2) Report anything that you think is unsafe. Stop work if you are not sure and ask for advice.
- 3) Know the site rules, including the emergency procedures.
- 4) Look after your tools, personal protective equipment (PPE) and, most importantly, yourself and your workmates.

Health and safety

Always make sure you know how to work safely on site. This covers employers and employees.

Summary

Make sure you know your duties as an employee on site.

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TOOL BOX TALK RECORD

Project Name:					Phase			
Site Address:								
Job No:			Date o	Date of talk:				
Name of person giving Tool Box Talk:								
Person giving Tool Box Talk employed by:								
Start Time								
End Time								
Name (Capitals)		Signature		Trade			Employer	
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Safety

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