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## Managers and Supervisory Personnel Safe Working Practices

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To comply with the existing legislation, codes of practice and your employer's requirements on health and safety at work you must:-

1. Take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.
2. Not interfere with or misuses anything provided in the interest of health, safety or welfare.
3. Take care to see that the public are not exposed to any hazards from work processes.
4. Where reasonably practicable, make arrangements for the provision of:-
  - an adequate supply of water for drinking and washing, and facilities for boiling water;
  - adequate toilet facilities;
  - adequate and suitable accommodation at sites to act as shelters for employees during bad weather; for the depositing of clothes not worn in working hours; for the storing of protective clothing not in use;
  - accommodation for employees to warm themselves and dry their clothing; and
  - facilities for heating food.
5. Ensure that any welfare accommodation provided is not used for depositing materials or plant and equipment.
6. Ensure that an adequate supply of first aid kits are available at working sites.
7. Ensure that all roadwork sites are supplied with all the necessary types and quantities of safety equipment to Chapter 8 standards, such as advanced warning signs, yellow warning lamps, cones and traffic signals. Ensure that yellow warning lights are kept clean and in good condition.
8. **Managers.** Supply the appropriate protective clothing and safety equipment, i.e. helmets, respirators, fluorescent jackets, gloves, ear muffs, goggles, boots, barrier cream, wet weather clothing etc., and ensure that you and the employees under your control wear or use the clothing and equipment provided.

9. **Supervisory Personnel.** Wear the appropriate items of protective clothing and safety equipment and ensure that all employees under your control do likewise.
10. Ensure that all small tools such as picks, shovels, compressors, excavators etc., are in good condition.
11. Ensure that before starting work on a fresh site, workmen are informed of the positions of any public utility apparatus such as gas, electric, water, TV and telephone cables.
12. If excavations over 1.219 metres deep have to be dug, ensure that there is an adequate supply of timber props and ladders on site. Ensure that a competent person carries out the work of timbering and that the findings are entered in the Register F91.