


**SMITHS LANDSCAPES LIMITED**  
**SITE RULES POLICY**

1. Arrive on time, on the due date, unless you advise the client or project manager of any delay.
2. Personnel to be clean and tidy, wearing uniform (if supplied) to identify them as team members.
3. All Personal Protective Equipment should be worn as required with hi-visibility vests worn at all times; and hard hats for deliveries, machinery or on site scaffold.
4. Radios and other forms of personal entertainment are prohibited including ear piece units due to noise, neighbouring properties and the safety of the operative and colleagues.
5. All sheds and garages, buildings, etc. are not to be entered without the express permission and/or instructions from the client or their agent.
6. A Site Safety Box containing a first aid kit and a fire extinguisher must be maintained on site at all times.
7. Personnel may only use those toilets facilities provided by the company, or as directed by the client if a toilet facility is designated elsewhere on site. Toilets shall be kept clean at all times, with sufficient cleaners/toilet paper available.
8. All on site tools must use either batteries or 110v power.
9. Staff will act with decorum at all times which includes clean language. Site to be kept clean and tidy at all times, especially at the end of the working day.
10. All equipment and tools shall be cleaned and stored tidily at the end of the day.
11. Washing down may only take place in a designated area, ensuring that no soil or debris enters the drainage system.
12. No smoking allowed on site where flammable materials are used.
13. No drilling or noisy operations to take place before 8am.
14. Staff may only receive instructions from the company's representative and should direct any enquiries from the client to that representative.

This Policy has been read, understood and agreed by:

Name:	Jason Smith	
Position:	Owner	
Signature:		
Date:	8.9.21	