

LEVOLUX SAFE SYSTEMS OF WORK STATEMENT

“My Safety is My Responsibility”

We would like to take this opportunity to remind everyone of their responsibility with regards to working safely. This document should be read in conjunction with Levolux Work Safe Policy.

A few things to remember:

- Follow the rules and procedures
- Recognise your personal Safety responsibility for yourself and others
- Speak out against unsafe behaviours or conditions
- Lead by example demonstrating a positive commitment to safety inspiring others
- Check what you are doing mirrors your Method Statement, if not **STOP, complete a Method Statement Amendment form and ensure approval is obtained before recommencing works.** Method Statements and Amendment forms must be approved by LX PM and the SITE Agent (only Levolux SMSTS certificated personnel can approve our Method Statements/Amendment forms)
- Sign and date RAMS and amendments and return to Levolux PM before commencing works
- If in doubt **STOP, ASK** and **QUESTION** your Supervisor, Levolux Project Manager or a Levolux Manager.

Hazards and Near Misses:

What is a Hazard? – Something that has the potential to cause harm

What is a Near Miss? – An incident that has occurred (unplanned event) resulting in no injury. Every Near Miss must be reported to the Levolux HSE Manager, Levolux Site Manager and reported to HSEbestpractice@levolux.com email address without exception.

Key Issues to Consider:

- Do not start work unless you clearly understand your Method Statement / Task Sheet appropriate to your work activity.
- Attend a Daily Activity Briefing delivered by your Site Supervisor.
- Stop and check your Task Sheet before starting every task, regardless if you are repeating an activity.
- If something requires you to do something different, this is **CHANGE** - be aware, **STOP WORKS** and get your Supervisor to change the Method Statement (Amendment form)
- Do not stand under anything being lifted and be aware of your surroundings.
- Make sure you have appropriate Task Lighting if required.
- Keep work areas Clean and Tidy at all times
- Ensure work and lay down areas are clear and Hazard free.
- Keep access ways clear of obstruction and Hazards.
- Always wear Site PPE and be aware of PPE required for specific tasks.

Remember:

- Always have a Method Statement and **DO NOT DEVIATE FROM IT**
- If in doubt **STOP** and **ASK THE QUESTION**

WORK SAFE, GO HOME SAFE

For and on behalf of Levolux Limited



Simon Poë – Managing Director

Date: 6th April 2020

UNCONTROLLED DOCUMENT