

**AUTHORISATION: Signature****Date****Purpose and Scope**

To ensure that all staff receive accurate, consistent and up-to-date health and safety information in relation to the standards that they should be adopting when undertaking work within the workplace.

Responsibility

Overall responsibility for ensuring that accurate, consistent and up-to-date health and safety information is supplied to staff within the workplace lies with the Director responsible for HS&E, on-going responsibility for ensuring that this information is disseminated to all employees and subcontractors lies with Line Managers and responsibility for day-to-day dissemination of this information lies with the Site Supervisor

Site Safety Briefings

The Company adopts en-bloc the Site Safety Briefings contained in the CITB GT 700 pack.

Site Manager Responsibilities

It is the Site Supervisor's responsibility to ensure that any and all hazards and risks associated with any projects, activities or premises be identified. In relation to construction sites these should be identified at the Pre-Tender and Site Specific Risk assessment stages of any Project

It shall also be the Site Supervisor's responsibility to ensure that appropriate Site Safety Briefings are programmed and presented before employees or subcontractors encounter any of the risks identified. The Site Supervisor should also ensure that suitable and appropriate Site Safety Briefings are presented whenever any accident or dangerous occurrence occurs on site or any other hazards and risks arise which were not identified during earlier hazard identification and risk assessment exercises.