

DAILY PROCEDURE LIST

On arrival at site sign in visitors/contractors book for the site.

Sign in at the relevant CDM.

Wearing standard PPE of: Overalls, safety boots, hard hat and eye protection proceed to specified conveyor.

Check over the area to be worked on to see if anything has changed overnight i.e. rock falls, cracks, equipment been tampered with.

Confirm if permits and isolations are up to date and in force i.e. locks have been applied.

Make aware of what other contractors are working in that area that day and who may be liable to enter the working area.

Providing that everything is satisfactory, proceed with the daily plan.

BEFORE LEAVING SITE

Ensure that the work area is left clean and tidy.

Ensure that nothing is left with stored energy over-night i.e. winch ropes are tight.

All power is disconnected.

Locks are removed.

All man power has signed out of the relevant areas.