

SITE RULES

- 1 All personnel shall undergo Biggin Hill Airport Limited online safety induction training.
- 2 All personnel to receive a site-specific Induction and ensure that they are familiar with the Fire/Emergency Evacuation Procedure and the location of fire exits and alarm points.
- 3 All personnel sign/scan in and out on entering and leaving the premises.
- 4 All personnel to wear and display "Passes" at all times (Contractor Lanyard and ID Security Pass).
- 5 Only enter areas that you are authorised to. If escorted, remain under the accompaniment of a Representative at all times.
- 6 Any person found to be interfering with or misusing fixtures, fittings or equipment provided in the interest of health, safety and welfare shall be excluded from site.
- 7 Keep all personal belongings with you at all times. (Any unattended 'packages' may be subject to removal and/or destruction.)
- 8 Ensure you immediately report (to your employer and to the relevant Biggin Hill Airport Representative) ALL accidents, injuries, dangerous occurrences and 'near misses', no matter how trivial. (All accidents and any dangerous occurrences, whether anyone is injured or not, MUST be reported.)
- 9 Take reasonable care for your own health and safety and consider the safety of others who may be affected by your actions or non-action.
- 10 Do not smoke on the airport site, except within designated smoking areas.
- 11 No consumption or use of any intoxicating alcoholic liquor or drugs on site at any time.
- 12 Always obey all warnings, signs, instructions and notices, wherever given/displayed, including those given by Biggin Hill Airport, other organisations or authorities.
- 13 Use the safe means of access/egress provided.
- 14 Ensure that workplaces are kept clean and tidy and that all debris, waste materials etc are cleared as work proceeds. All debris, rubbish, old/redundant materials etc must be suitably stored and disposed of in the correct manner, as soon as possible, and suitable (statutory) disposal records maintained.
- 15 Always attempt to reduce noise and dust to a minimum.
- 16 Whilst on site, visitors must wear the appropriate PPE.
- 17 Safety signs and notices must be followed.
- 18 The public must be protected from hazards associated with your work.
- 19 No alcohol or illegal drugs are to be brought onto the site.
- 20 No person who is under the influence of alcohol or drugs is allowed on site.
- 21 Offensive or inappropriate language and provocative gestures are not allowed.
- 22 No gambling, threatening or violent behaviour.
- 23 No personnel shall indulge in fighting, horseplay or practical jokes within the site or its perimeter.
- 24 Toilets and washrooms must be kept in a clean and hygienic state after use.
- 25 Combustible materials are to be removed on a regular basis and disposed of in an appropriate manner.
- 26 Transistor radios or personal audio devices are not to be used.
- 27 All site personnel, for their own safety and for the safety of others, are required to fully comply with their Employer's statement of safe working method.
- 28 Site fire and emergency alarms, equipment and instructions are designed to protect life. They must be followed.
- 29 All gas cylinders used on site must be secured to prevent toppling at all times, either by storage in an approved cage or cylinder rack. Where practical, all cylinders should be stored in an agreed, external, well-ventilated, area, when not in use. Oxy-Propane should be used where practical, the use of Acetylene on site must be approved by Biggin Hill Airport, prior to use.