

Toolbox Talk

Site Layout



It is important to set up your site how you want it. These are **key elements** that you should take into consideration when setting up your site:

Traffic Management:

Your site should be set up so that people and vehicles can move around safely. Some of the main issues regarding traffic management on work sites are keeping pedestrians and vehicles apart, minimising vehicle movements, members of the public (see toolbox talk 'The Public'), turning vehicles, visibility, signs and instructions (see toolbox talk 'Banksmen').

The use of vehicles around the whole site should be kept to a minimum and this is therefore where planning ahead in terms of deliveries and storage of materials comes in. Inadequate planning and control is the root cause of many construction vehicle accidents.

When working around plant and vehicles Hi-Viz should be worn at all times. Try also to keep all personal vehicles off site in a separate parking area with safe pedestrian footpaths to site.

Protecting the public:

When thinking about the public and your site always remember to do the following along with, if possible, completely fencing off your site:

- Secure sites adequately when finishing work for the day.
- Barrier off or cover over excavations and pits.
- Isolate and immobilise vehicles and plant and if possible lock them in a compound.
- Store building materials (such as pipes, manhole rings, and cement bags) so that they cannot topple or roll over.
- Remove access ladders from excavations and scaffolds.
- Lock away hazardous substances.

Material Storage and Waste Management:

You must try and keep every part of your construction site in 'good order' and every place of work clean. The objective is to achieve what is usually called a good standard of 'housekeeping' across the site. This will significantly reduce the amount of slips trips and falls on site.

Remember; sensible management of materials can reduce waste, reduce cost whilst improving site safety and helping to protect the environment.

Material Storage:

- **Storage areas;** designate storage areas for plant, materials, waste and flammable substances.
- **Flammable materials;** will usually need to be stored away from other materials and protected from accidental ignition.
- **Storage at height;** if materials are stored at height eg on top of a container, make sure necessary guard rails are in place if people could fall when stacking or collecting materials or equipment.
- **Deliveries;** plan deliveries to keep the amount of materials on site to a minimum.

Waste Management:

Before beginning any job think about how you are going to store your waste. If you are, for example, clearing out a lock chamber it is difficult to quantify how much waste is going to come out of it. Correct waste management needs to be in place for this. All waste must be removed and disposed of safely.

Welfare:

Certain legal requirements must be undertaken in terms of welfare on your site.

There must be

- Suitable and sufficient sanitary conveniences (toilets), and these must be easily accessible
- Suitable and sufficient washing facilities (including showers if required).
- An adequate supply of drinking water
- Suitable and sufficient facilities for rest (tables and chairs)
- A means for boiling water and eating meals.

You also need to think of a number of other points that you may need to take into consideration:

- Wind direction; for setting up your welfare site.
- Wind direction; if you have any bonfires on site.
- Refuelling area.
- Where will your brick cleaning etc take place?
- Where will wash water from mortar mixing be disposed?