

# Toolbox Talk

## RESPECTING OUR NEIGHBOURS

3 November 2015

*Everyone Home Safe Every Day*

### Discuss what your team can do to minimise disruption to our worksite neighbours?



#### NOISE

- Keep noise to a minimum – no shouting and care to be taken when unloading tools and equipment. Whenever possible, deliveries to site should be during the day
- When arriving on site, arrive quietly, ensure that vehicles are not left running, radios are turned off and doors are not slammed
- Locate noisy equipment such as generators away from people's homes or screen off or enclose equipment to lessen the noise. Generator doors must also be kept shut whenever they are running
- Make sure that all plant and equipment is well maintained and regularly serviced. Plant and equipment in good order will always be quieter than poorly maintained equipment
- Switch off all plant and equipment immediately after use

**Why is it important to be respectful to our worksite neighbours?**

We undertake the majority of our works at night or over weekends and we work in areas where we are close to people's homes.

Too many complaints to the local authority by our neighbours' can result in us being reported the Environmental Health Officer in councils who will then look into our works and will try to stop the works. Disrespectful behaviour also damages our reputation.

This means that we have to make all efforts not to upset our neighbours and be a good neighbour ourselves.



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## LIGHTS

- Lighting should be pointed towards the worksite and not positioned so that light shines towards windows

## LITTER AND RUBBISH

- Leave no litter on site or around the access points. You could be reported and fined for leaving litter.
- Do not leave any unwanted food on site and keep skip lids closed. This will decrease the likelihood of vermin being attracted to the worksite
- Any area that is swept must be damped down to avoid dust being deposited on to adjacent property. Large amounts of mud left on roads and paths must be reported to your supervisor and cleaned up

## FUMES AND SMELLS

- Keep skips shut to prevent smells coming from this area
- Ensure that generators and other machinery are positioned so that exhaust fumes are not directed towards other property
- Do not congregate or smoke outside peoples properties

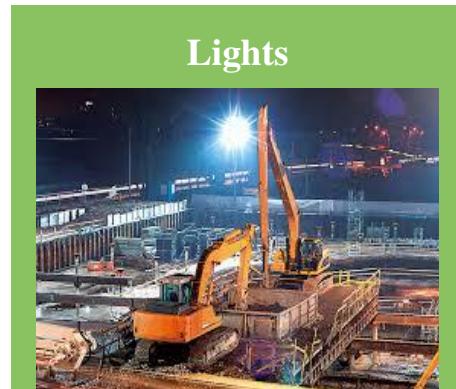
## ACCESS

- Ensure when parking or during materials deliveries that you are not blocking off a right of way or access to private property

## AND FINALLY PLEASE REMEMBER THAT:

- While you need to work, local people need to sleep
- If approached by a member of the public, you should be helpful, sympathetic to their issues and respectful

*What would you expect if works were taking place outside your house during unsocial hours?*



**Lights**



**Litter and rubbish**



**Fumes and smells**



**Access**



**When we get it right!**