Operatives
Responsibilities and Duties

To be appointed as an Operative you are a valued member of staff who has additional responsibilities and duties.

Timesheets

The information required must be accurate and comprehensive; items required are as follows;

- The foreman is responsible for completing a daily timesheet for his team and timesheets must be submitted daily.
- Operatives are responsible to ensure you are included on the timesheet with the hours that have worked.
- Any Operative on sick leave or holiday to be shown on relevant days.
- Any Operatives not at work that day, the Operative must contact the foreman to inform him of his absence and then must ring the Contracts Manager/HR Manager by **9 am that morning.**
- Hours worked per day on site and travelling.

Note; if all the requested information is not on the time sheet it will not be processed and payment WILL be delayed.

Health & Safety

- Every employee has a responsibility for Health & safety and senior personnel have additional responsibilities, you have the day to day running responsibility of the site you are working on, should something happen on site that results in an accident/injury or damage, the Operative has a duty to work safely always and report any issues with safety to their Foreman or Contracts Manager.
- The foreman must go through the risk assessment and method statement with his team it is the Operative's responsibility to understand and act on what is requested with in the Risk Assessments and Method Statements
- If you feel at anytime that conditions are unsafe stop work immediately and take the team to a place of safety before seeking guidance from your Contracts Manager.
- Ensure that all safety equipment on site is used that is provided for you.
- Hot works must be approved prior to commencement and a hot works permit issued by us or the client. A Fire Risk Assessment should be in place and recorded. Adequate fire extinguishers (at least two per gas bottle) and fire fighting equipment must be readily available where the works are taking place and a relevant fire watch period is allowed and observed and recorded on the Fire Watch sheets form.
- Fire extinguishers are to have safety pin checks frequently and are to be stored in vehicles when not in use to prevent accidental discharge.
- Never use naked flames near details or abutments without first carrying out a full assessment of the area to determine its composition and potential for fire, Use Self Adhesive Felt or Liquid at details where there is a risk of combustion
- When changing rooflights ensure that handrail is adequate to allow you to undertake the task if this is not the case contact your Contracts Manager to arrange alterations, do not remove these handrails at any time unless there is a crash deck in the form of a tower scaffold or plywood board and acrow prop underneath and the area cordoned off to protect third parties.

- All relevant PPE is available and must be worn where appropriate.
- If in any doubt about any health and safety issues suspend works and seek advice.

Vehicles

- If you oversee a vehicle, Weekly vehicle checks must be carried out to identify the road worthy condition of the vehicle and recorded on the relevant form.
- All defects are to be reported for action by the office.
- Keep vehicles clean and tidy inside and out.
- Current mileage must be recorded on the payment slip when filling up with fuel.
- There is a no smoking policy in all company vehicles this is now Law, it is your duty to enforce this.
- Provide every driver driving licence for inspection and copying on an annual basis.
- Advise of any pending legal cases and additional points on licences.
- Speeding is monitored by the office, anyone driving a company vehicle should maintain the speed limits of the roads they are travelling on.

Uniforms

- The company provides sweat shirts, tee shirts and boots for all Operatives and these are to be worn always as most clients request that our Operatives are identifiable on site.

Tool Box Talks and Training

- Tool box talks are now being issued monthly ensure that these are undertaken before the end of the month in which they are issued and the relevant paperwork is returned to the office for recording.
- All company training must be attended to maintain skills and knowledge.

Discipline

- Verbal or physical abuse, threatening or bullying by **ANY** member of staff is unacceptable and will be treated as serious misconduct resulting in disciplinary action.

Site Operations

- Smoking is only permitted at designated areas this must be identified and enforced
- Ensure a safe working environment for you and your team.
- Ensure all roofs are gridded out when working with Liquid Materials to ensure correct coverage rates.
- Request plant and equipment as required and off hire immediately after use.
- Ensure good housekeeping keeping site clean and tidy always and a thorough clean down of the site on completion.

Materials

- Order materials and equipment in advance as some products have a 4 day or more delivery time.
- All materials are to be ordered through the Procurement Department based at the Hereford Office, under no circumstances are any material's to be purchased without an authorisation number.

- Materials picked up from merchants must have the person's name, job name and PO Number on the invoice.

Stock returns/requests

- Stock requisitions for materials to be left out must be before 4pm and through the Procurement Manager or admin staff who will arrange it for you.
- All returned materials should be left in the cage in one pile complete with a written list and job numbers so that materials can be taken off relevant projects.
- No materials should be left outside of the cage, on the van wash or in the area surrounding the skip under any circumstances.
- Returned timbers and trims are to be put in their designated rack in the scaffolding yard above the walkway through.
- All rolls of returned felt should be stood up to ensure they do not get damaged.
- All returned part tins of paint should be properly sealed back up to prevent liquids from becoming solid.
- Part tins and rolls of felt should always be used first when requesting stock to be put out.
- Part bags of sand, cement and granules should be avoided where possible and any returned need to be fully secure and with no holes.
- Ensure that you only collect those items of PPE, plant and materials left out in the overnight cage that you have requested.

Note: All materials, plant and equipment are the property of the company and cannot be loaned or given to anyone without the permission of a Director.

General

- Your normal hours of work will be 40 hours per week Monday to Friday this includes payment for wet weather, in extreme spells of weather you will be stood down and compulsory overtime within a calendar month will be implemented.
- Travelling time is paid on both legs of your journey after the first initial 20 miles at set timeframes as illustrated within your contract of employment.
- When taking holiday complete the relevant form on the HR software and obtain authorisation giving as much notice as possible to your Contracts Manager
- Ensure that all staff and visitors sign in and out every time they attend and leave site.

Acknowledgement

I acknowledge receipt and understand the contents of this document illustrating the Operatives Duties and Responsibilities which do form part of your terms and conditions of employment while working for Central Roofing & Building Services Ltd.

Signature:

Name:

Date: