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| **To be completed by the member of Axion staff giving the induction** |
| Induction given to: |
| Name: |  |
| Company: |  |
| Induction presentation reference and revision: |  |
| Date of previous induction: |  |

This following is a basic test of understanding and is to be completed by each inductee once they have watched the site induction presentation.

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| **Question number: 1** | **Slide 2 summary - key points:** |
| **Welcome/Introduction** | * Prior to commencing work, inform your Axion contact that you have arrived on site.
* If you need to leave site for any reason, please ensure you sign out and back in again when you return.
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| **Test of understanding, please circle the letter which corresponds with your answer?** |
| **1.1** What should you do when you arrive on site? | **A** | **B** | **C** |
| Start unloading your tools from your vehicle. | Go directly to where you are going to work. | Inform your site contact.  |
| **1.2** What should you do when you need to leave site? | **A** | **B** | **C** |
| Notify your Axion contact and sign-out. | Get in your vehicle and drive away. | Tell somebody that you see that you are just “nipping out” for a while. |

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| **Question number: 2** | **Slide 3 summary - key points:** |
| **Covid-19 Information**  | * Prior to your visit, we require you to prepare RAMS which must contain details of your COVID-19 safe control measures. These will be reviewed prior to entry on site.
* Do not attend site if you have come in to contact with anyone showing symptoms in the last 14 days (New cough, high temperature, loss of change in taste or smell).
* Adopt social distancing measure, including no sharing of general office supplies.
* Wear suitable COVID19 PPE (masks, face coverings, gloves). Due to current shortages AXION will be unable to supply any PPE.
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| **Test of understanding, please circle the letter which corresponds with your answer?** |
| **2.1** What should you do before arrival on site? | **A** | **B** | **C** |
| Turn up to site with your RAMS in physical copy, without being reviewed.  | Send a completed set of RAMS detailing your control measures in relation to COVID19 for review before arrival on site. | Arrive on site with no RAMS at all.  |
| **2.2** What should you do if you come in contact with anyone showing COVID19 symptoms?  | **A** | **B** | **C** |
| Arrive on site as planned | Notify your Axion contact and re-arrange your site visit after the appropriate isolation period. | Arrive on site, liaise with your site contact and shake their hand.  |
| **2.3** What should you do If you arrive on site without correct COVID 19 PPE?  | **A** | **B** | **C** |
| Arrive on site and hope no one notices!  | Ask my Axion contact. | Leave site and obtain the correct PPE. |
| **Question number: 3** | **Slide 4 summary - key points:** |
| **Covid-19 Continued**  | * Always maintain social distancing of 2 metres in all areas of the site
* Always maintain a high level of hygiene at all times by regularly sanitising hands with sanitising gel or by washing hands for 20 seconds using soap and hot water
* Place all used PPE and other personal items such as tissues etc into the 72 hour quarantine bin.
* Be aware that you will only be permitted to enter certain areas if this is business critical and you will be advised of the restrictions by your site host at start of the activity.
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| **Test of understanding, please circle the letter which corresponds with your answer?** |
| **3.1** What should you do if sanitizing gel is unavailable on site?  | **A** | **B** | **C** |
| Don’t worry about it and carry on. | Wash your hands quickly with just water.  | Wash your hands following current guidelines. i.e. 20 seconds using soap and hot water.  |
| **3.2** What should you do when you are finished with your PPE? | **A** | **B** | **C** |
| Dispose of it in a quarantine bin following current Axion guidelines.  | Throw it on the floor, don’t worry about it one of the cleaners will pick it up.  | Dispose of it in a normal general waste bin.  |

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| **Question number: 4** | **Slide 5 summary - key points:** |
| **Car Parking** | * Cars and vans should not be parked in the rear service yard unless for the purposes of loading or unloading. Entry into the yard must be requested and agreed.
* Vehicles can be parked either on the car park at the front of the building or along Indigo Street (please note, the car park at the front of the building is limited so larger vehicles should be parked on Indigo Street).
* Extreme caution should be taken whilst driving or manoeuvring vehicles on this site due to pedestrians and other vehicles operating within a relatively confined area.
* Reversing should be kept to a minimum but where required, reversing aids and/or a Banksman should be used.
* Axion does not take responsibility for any damage to vehicles whilst on our site.
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| **Test of understanding, please circle the letter which corresponds with your answer?** |
| **4.1** When should you park your vehicle in the rear service yard? | **A** | **B** | **C** |
| When I can’t find a space in the front car park. | When I need to unload or load my vehicle. Only after entry has been agreed. | When I see that the gate is open.  |
| **4.2** What should you do if you need to reverse your vehicle in the rear service yard? | **A** | **B** | **C** |
| Just get on with it and hope for the best. | Request assistance from the Axion Banksman. | Open my door and lean out so I can see what is behind me. |

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| **Question number: 5** | **Slide 6 summary - key points:** |
| **Welfare Facilities** | * Due to COVID 19 where possible you should arrange to bring food that does not require the use of a microwave as kitchen/canteen facilities are restricted.
* Contractors must sit in their vehicles when taking breaks as seating is restricted on site due to social distancing.
* No food should be consumed in the production areas.
* Use of alternative toilets have been provided (Porta-loos) your site contact will indicate their location.
* Only use the welfare facilities which you have been allocated and ensure the highest level of hygiene at all times by sanitizing cleaning your personal space and frequently touched surfaces and equipment.
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| **Test of understanding, please circle the letter which corresponds with your answer?** |
| **5.1** Where can you eat the lunch that you brought with you?  | **A** | **B** | **C** |
| Eat them as I work. | Go and sit in Reception to eat. | Sit in my vehicle, as there are currently restrictions on Kitchen/Canteen facilities. |
| **5.2** Where are the toilet facilities located? | **A** | **B** | **C** |
| Porta-loo facilities have been allocated for each site, my Axion contact will inform me of the location. | There aren’t any. | Upstairs near the kitchen/welfare room. |

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| **Question number: 6** | **Slide 10 summary - key points:** |
| **Fire Safety** | * You will be informed if there are any planned fire drills or alarm tests today.
* If the fire alarm should sound during your visit; either as a planned drill or not, leave the building by the nearest, safest marked fire exit. (Please note, the fire alarm is a combination of sound alarm and stroboscope light in areas of high background noise).
* Please proceed to the Emergency Assembly Point which is located on the corner of Indigo Street.
* Do not try to re-enter the site until you have been told that it is safe to do so by a Fire Warden.
* In the unlikely event that you notice a fire – notify a member of Axion personnel or raise the alarm!
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| **Test of understanding, please circle the letter which corresponds with your answer?** |
| **6.1** What should you do if I hear the fire alarm? | **A** | **B** | **C** |
| Carry on working as I wasn’t told that it was going to go off. | Ask somebody if I should be taking any notice of this alarm? | Leave the building by the nearest, safest marked fire exit. |
| **6.2** What should you do once you have left the building? | **A** | **B** | **C** |
| Go and sit in my vehicle and read the paper until I am told to go back in. | Make my way to the Emergency Assembly Point located on the corner of Indigo Street. | Nip to the shops while I am not doing anything. |



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| **Question number: 7** | **Slide 11 summary - key points:** |
| **Fire Evacuation** | * Safely stop your work and/or machinery and leave it in a safe state.
* Stay calm, do not rush and do not panic; follow the guidance and instructions from the Fire Wardens.
* Do not stop to gather personal belongings.
* On exiting the building, proceed to the Assembly Point located on the corner of Indigo Street and report to the fire warden.
* Fire Wardens will carry out a roll-call check to account for all personnel on site and that they have vacated the building.
* Please ensure that the Fire Warden has acknowledged you and recorded your name on the roll-call sheet?
* Please do not leave the Assembly Point until instructed to do so.
* Do not re-enter the building until told that it is safe to do so.
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| **Test of understanding, please circle the letter which corresponds with your answer?** |
| **7.1** Who should you report to first when you get to the fire assembly point? | **A** | **B** | **C** |
| My Axion contact | The person who I had a brew with earlier in the day. | The Fire Warden so that they can add my name to the roll-call. |
| **7.2** What should you do once you have given your name to the Fire Warden? | **A** | **B** | **C** |
| Stay at the Fire Assembly Point and await further instruction. | Go and sit in my vehicle where it is warmer. | Nip back into the building because I need the loo! |

**Before going out onto the plant, please ensure that you are wearing the correct PPE.**

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| **Question number: 8** | **Slide 12 summary - key points:** |
| **PPE** | * You are required to wear specific PPE when on the plant as listed below.
* *Hard hat and safety glasses must be worn at all times, no hats are to be worn under hard hats, green hats for First Aiders only.*
* *High visibility vest or jacket must be worn at all times.*
* *Overalls or long trousers only, no shorts are allowed whilst on the plant.*
* *Laced safety footwear or safety wellingtons must be worn at all times (not rigger type boots).*
* *Ear Defenders are to be worn when the plant is in operation.*
* Other PPE relevant to your task as specified in your risk assessment must be worn in conjunction with this.
* Please note, Axion cannot issue PPE to contractors, you are responsible for providing all the PPE that you require.
* All PPE must be worn correctly and be free from damage which could affect its designated performance.
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| **Test of understanding, please circle the letter which corresponds with your answer?** |
| **8.1** What is the basic mandatory PPE that you should wear when on the plant? | **A** | **B** | **C** |
| Whatever I have in my vehicle will do! | “Somebody told me last time that a high vis vest and safety glasses are sufficient”. | Hard hat, safety glasses, high vis vest or jacket, laced safety footwear or safety wellingtons, ear defenders when the plant is running. |
| **8.2** What should you do if you forget to bring an item of PPE with you? | **A** | **B** | **C** |
| Go back and get it. | Ask my Axion contact to lend it to me. | Carry on with my work and hope that nobody notices! |

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| **Question number: 9** | **Slide 13 summary - key points:** |
| **Site Rules** | * Forklift trucks and heavy machinery operate on this site, when moving around the site, be aware of your surroundings at all times and where possible stay within the confines of the pedestrian walkways.
* Smoking is only allowed on this site in the designated smoking areas. This also applies to electronic cigarettes/vape sticks.
* Taking photographs is not permitted, unless authorised by a Director of the company.
* Make sure you are wearing the correct PPE.
* Do not use your mobile phone whilst on the plant. The use of mobile phones is only permitted in safe areas such as the pedestrian walkways, within the offices, control rooms and welfare rooms.
* Under no circumstances is the playing of music from any device allowed whilst working on this site.
* You must protect others in close proximity to your work area from falling objects, slips, trips and falls and any other risks you may create.
* High standards of housekeeping should be maintained at all times and work areas should be kept clean and free from obstructions.
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| **Test of understanding, please circle the letter which corresponds with your answer?** |
| **9.1** What should you do if your phone rings when you are on plant? | **A** | **B** | **C** |
| Stop what I am doing and answer it there and then. | Move to a safe location to either answer it or ring back. | Answer it and carry on working. |
| **9.2** Where should you smoke your electronic cigarette/vape stick? | **A** | **B** | **C** |
| “I am not smoking a cigarette, so I will nip to the loo and have a vape”. | Use it while I eat my lunch in the welfare room! | Go to the designated smoking area. |

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| **Question number: 10** | **Slide 14 summary - key points:** |
| **Site Safety – vehicles and mobile plant** | * Be aware that forklift trucks, mobile plant and heavy goods vehicles are operating each day on this site (both inside the building and out in the service yard).
* Where possible, please use pedestrian walkways when moving around site.
* If approaching any blind corner, check the corners before walking straight out.
* If you need to cross in front of any vehicle, even on a pedestrian crossing, ensure that before you cross the vehicle has stopped and that you make eye contact with the driver so that you know they have seen you.
* Even then, **do not cross** until acknowledged by the driver.
* Be aware of your surroundings at all times and do not get distracted by things such as mobile phones.
* When the loading shovel is being used it has absolute right of way.
* The area in which the loading shovel operates will be barriered off and under no circumstances should you enter this area until all the barriers have been removed.
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| **Test of understanding, please circle the letter which corresponds with your answer?** |
| **10.1** You need to cross in front of a FLT to get to your work area, what should you do? | **A** | **B** | **C** |
| Wait until the vehicle has stopped, make eye contact with the driver and wait until he has acknowledged that you wish to cross. | Run as quickly as I can, “he is only going slowly”. | “I don’t know I am too busy reading this text on my phone”. |
| **10.2** The loading shovel is operating, and the barriers are in place, but you need to bring some equipment into the building.  | **A** | **B** | **C** |
| Quickly go under the barrier when nobody is looking, “anyway the loading shovel isn’t near me at the moment”. | Wait until the loading shovel has finished operating and all the barriers have been taken down. | “Give the thumbs up to the driver as he has obviously seen me and go under the barrier”. |

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| **Question number: 11** | **Slide 15 summary - key points:** |
| **Site Safety – isolation and locking-off** | * Moving machinery and powerful electrical equipment is in operation on this site. The processing of materials during our production process requires this heavy and powerful equipment.
* Please do not attempt to access any of this machinery or equipment or go beyond any of the guards whilst it is in operation.
* Prior to any work being carried out a PERMIT TO WORK must be issued by Axion staff and the machinery and equipment stopped and isolated.
* When a machine has been isolated and any residual energy discharged, then it must be padlocked to prevent any accidental start-up.
* If unsure on what equipment needs to be isolated, then ask your Axion contact.
* Each person working on a machine or piece of equipment will need their own isolation padlock and these must be used for the duration of the work; the One person, One padlock rule applies.
* Contractors must provide their own padlocks.
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| **Test of understanding, please circle the letter which corresponds with your answer?** |
| **11.1** You have been asked to work on the same piece of equipment as last week. What should you do? | **A** | **B** | **C** |
| “I know where to go and how to access the control panel, it will only take 5 minutes to do the job”. | “I will ask somebody to just keep an eye open while I do the job. They will stop somebody starting the machine up”. | Get a Permit to Work, make sure the machine is stopped and isolated and put my padlock on the isolator to lock it off. |
| **11.2** You are working on a machine with your mate, he has brought his padlock, you can’t find yours. What should you do? | **A** | **B** | **C** |
| “It should be OK to carry on working; after all we have one padlock in place”.  | Go back and get your padlock prior to starting work. | Ask my Axion contact if they will lend me one! |

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| **Question number: 12** | **Slide summary 16 - key points:** |
| **Site Safety – Permit to Work** | * All work activities that you will be asked to do whilst on this site will require a PERMIT TO WORK.
* No work should commence until this permit has been issued.
* Copies of relevant training and competency will be requested during this process depending on the work being carried out e.g. working with electricity, working in confined spaces etc.
* A copy of your RAMS for the work being undertaken should be submitted to your Axion contact prior to arrival on site and this will be reviewed when the Permits are being filled out.
* A copy of your RAMS and the authorised Permit to Work must be kept with you at the job location.
* On completion of work, notify your Axion contact so that they can check that the work is completed and sign-off the permit. Please do not leave site until this has been done.
* If carrying out “Hot-works” then a fire watch, every 15 minutes for a minimum of 2 hours after the work has been completed must be employed. Permits will not be signed off as complete until this period has ended.
* A mobile hot-works fire extinguisher will be supplied unless you have your own available. In some cases, the area that you are working in will need to be dampened down prior to the hot works commencing.
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| **Test of understanding, please circle the letter which corresponds with your answer?** |
| **12.1** When should a Permit to Work be issued? | **A** | **B** | **C** |
| Once a year. | For all work activities that you will be asked to do whilst on this site. | Every now and again. |
| **12.2** If carrying out “Hot-works” when should a fire watch be employed? | **A** | **B** | **C** |
| Just after you finish the “hot-works”. | The next day when you return to site. | Every 15 minutes for a minimum of 2 hours after the work has been completed. |

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| **Question number: 13** | **Slide 17 summary - key points:** |
| **Site Safety – Axion equipment** | * If as part of the agreed method statement you will be using Axion forklift trucks (FLT) and/or scissor lift (MEWP), then current proof of training/competency is required.
* Whilst we check our forklift trucks and scissor lifts daily, never assume that the equipment is safe to use and carry out your own checks prior to operating. Notify your Axion contact if you find any issues of concern.
* When operating forklift trucks always use the seatbelts provided and hand the key back to your Axion contact when the task is complete.
* The forklift trucks on this site are speed restricted to 5mph but still be conscious of your speed especially when operating within the confines of the building.
* Use your horn to notify pedestrians when entering and/or exiting the building and moving between different areas within the building.
* When the loading shovel is in operation it has absolute right of way and its work area should not be entered by either pedestrians or FLT/MEWP.
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| **Test of understanding, please circle the letter which corresponds with your answer?** |
| **13.1** As part of the job you are doing you need to use an Axion FLT. What should you do first? | **A** | **B** | **C** |
| Get the key from my Axion contact, get in and start driving. | Present a copy of my training/competency record to my Axion contact then inspect the machine prior to operating. | Ask an operator to let me have a drive just so I can get the feel of it first. |
| **13.2** What speed should you drive the FLT on this site?  | **A** | **B** | **C** |
| Whatever speed I can get away with to get the job done quicker. | Speed isn’t an issue as far as I am aware. | The machines are restricted to 5mph, but I still must be conscious of my speed when driving within the confines of the building. |

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| **Question number: 14** | **Slide summary 18 - key points:** |
| **Site Safety – contractor equipment** | * All tools and equipment brought onto this site must be fit for purpose, tested to the latest regulatory standards, maintained and in good working condition.
* If as part of the agreed method statement you will be providing your own forklift trucks (FLT), scissor lifts (MEWP) or other mobile plant, then current inspection certificates as well as proof of operator training/competency are required.
* Harnesses required for working at height must be tagged and inspected within the last 6 months.
* Lifting equipment must have a LOLER certificate, be tagged and in date.
* All PPE should be worn correctly and comply with the latest CE product requirements.
* Electrical equipment must comply with all current Electricity Regulations and must:
	+ NOT exceed 110V without prior permission from your Axion contact and be ‘PAT’ tested.
* All tools, equipment and machinery brought onto site must comply with the PUWER Regulations (Provision and Use of Work Equipment) and be guarded or fenced appropriately.
* At the end of each day you must ensure all your equipment is fully isolated and locked away.
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| **Test of understanding, please circle the letter which corresponds with your answer?** |
| **14.1** You have some old lifting straps in the van which haven’t been used for a while, they might come in handy at some point. What should you do? | **A** | **B** | **C** |
| Keep them in the van ready for when they are might be needed. | Make sure they have been inspected to LOLER regulations and are in dates and tagged. Keep your certificate of inspection. | Give them away as somebody else may be able to use them. |
| **14.2** This is a two-day job, what should you do with your tools at the end of the day? | **A** | **B** | **C** |
| Isolate and lock away. | Leave them set up in my work area as it will be quicker in the morning. | Let somebody else use them when I am not here. |
| **Question number: 15** | **Slide summary 19 - key points:** |
| **Site Safety – chemicals and substances** | * All work which is carried out on site involving potentially hazardous chemicals or substances must comply with COSHH Regulations;
* Prior to bringing chemicals or substances onto site e.g. adhesives, cleaning materials and oils etc. you must provide your Axion contact with associated risk and COSHH assessments (including a copy of the SDS) for review, and they must be displayed at the site of the works for the duration of the works.
* Your COSHH assessments whilst based on any Safety Data Sheet provided by the manufacturers must also include how the materials will be handled, used, stored, transported and disposed of whilst on this site.
* Where equipment is used which is known to generate dust, provision must be made by the contractor to contain the dust and dispose of it.
* Any potentially flammable chemicals, substances or materials must be stored securely and appropriately when not in use and not left out unattended. These items should be removed from site when the work has been completed.
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| **Test of understanding, please circle the letter which corresponds with your answer?** |
| **15.1** When doing the job, you encounter some bolts that are rusted and can’t be released. You remember that you have some thread release spray in the van. What should you do? | **A** | **B** | **C** |
| Go and get it and so you can get these rusted bolts released and get on with the job. | “I know it smells a bit, but we are only going to use it in short spells”. It will be OK, we will spray and leave the area until the smell has gone.” | Ensure that you have an up to date MSDS and COSHH assessment with you for the spray and that all the required controls have been communicated and instigated.  |
| **15.2** You have used a full container of oil, what should you with the empty container? | **A** | **B** | **C** |
| Remove it from the work area and put into appropriate storage. Take away from site when you finish the job. | Give it to your Axion contact to dispose of. | Put it in one of the skips outside in the yard. |

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| **Question number: 16** | **Slide summary 20 - key points:** |
| **Site Safety – electrical work** | * No electrical work must be carried out on this site until you have obtained a Permit to Work from your Axion contact.
* The following outlines the types of electrical work which would be covered by Permit:
	+ Connecting to or interfering with any electrical or other services.
	+ Entering any sub-station, switch room or similar area.
	+ Working on Live Electrical Systems is generally not permitted; except where it is necessary due to the nature of the work, e.g. testing. In this situation a detailed Safe System of Work must be in place.
* Any work on electrical systems, however minor, may only be completed by a suitably trained and experienced electrician.
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| **Test of understanding, please circle the letter which corresponds with your answer?** |
| **16.1** What do you need before you can carry out any electrical work on this site? | **A** | **B** | **C** |
| A wiring diagram. | A purchase order.  | Proof of training and competency and a valid Permit to Work. |
| **16.2** Whilst doing your work you inadvertently disturb some electrical cables pulling the ends of the wires out of the junction box. You are not a trained electrician what should you do? | **A** | **B** | **C** |
| I should be able to fix this easily. I will open the junction box and reconnect the wires. Nobody will ever know! | Stop work and report it to your Axion contact who will arrange for a trained electrician to deal with it. | Leave it and hope that nobody notices. |

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| **Question number: 17** | **Slide 21 summary - key points:** |
| **Site Safety – working at height** | * All work at height must comply with Work at Height Regulations; scaffolds, ladders and other access equipment must be inspected and tagged and in sound condition, of good construction and adequate for the purpose.
* If as a result of a Risk Assessment, ladders are identified as being an appropriate control, as a minimum they must be:
	+ used for access and egress only or;
	+ for work of short duration that is considered to be low risk.
* Ladders must be inspected before use to ensure they are in a safe condition and they must be secured adequately before use.
* Ladders must be taken down after use or at the end of the day.
* Unattended ladders and ropes must be secured out of reach of unauthorised persons.
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| **Test of understanding, please circle the letter which corresponds with your answer?** |
| **17.1** What should you check **first** before using access equipment? | **A** | **B** | **C** |
| That it is in the correct location. | That it is inspected and tagged and in sound condition, of good construction and adequate for the purpose. | That it will allow you get to your work area. |
| **17.2** When should ladders be used? | **A** | **B** | **C** |
| So that you can access the most awkward or highest point in the building. | To work from when there are no platforms or scaffolds in place.  | For access and egress only or;for work of short duration, which is considered to be low risk. |

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| **Question number: 18** | **Slide summary 22- key points:** |
| **Site Safety – other possible hazards to be aware of** | * Hygiene: Whilst the materials that we process are not classed as hazardous, they are generated from waste, so it is important that you wear gloves if you are going to handle any materials on our site and remember wash your hands before you eat or drink, or before you go to the toilet.
* Strong magnets: Please be aware that as part of our process, we use several powerful magnets, so if you are fitted with a pacemaker please inform your Axion contact, so that they can make sure you avoid these areas.
* Compressed air: Only use compressed air for the purpose of which it is provided.
	+ Never aim compressed air directly towards your body or use it to cool yourself down or blow dust/debris from your clothes or hair.
	+ Never aim compressed air towards the body of another person or play practical jokes with compressed air.
* Confined Spaces: Under no circumstance should any person enter a designated confined space if they have not received full confined space entry training and have not been issued with a Permit to Work.
* Asbestos: Asbestos may be present in some locations throughout the site, please see your site contact for the Salford Asbestos Management plan. The plan along with signs out on the plant will highlight any areas potentially containing asbestos, within the plan there is instruction on what to do if you disturb or discover asbestos.
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| **Test of understanding, please circle the letter which corresponds with your answer?** |
| **18.1** You are going to work in an area where our raw infeed materials are stored. What should you do? | **A** | **B** | **C** |
| Wear gloves and wash your hands before you eat or drink, or before you go to the toilet. | Wipe your hands with an old cloth that you have in your tool kit. | Not really bother too much as my hands don’t appear to be dirty. |
| **18.2** What should you use compressed air for? | **A** | **B** | **C** |
| Cool yourself down or blow dust/debris from your clothes or hair. | Play practical jokes with your mates using it. | Only use compressed air for the purpose of which it is provided. |
| **18.3** Who should you contact to obtain the Salford Asbestos Management Plan**?** | **A** | **B** | **C** |
| I don’t need to see the plan as I know what asbestos looks like. | My site contact.  | I will just ask someone who works here I’m sure they will know all locations of asbestos. |
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| **Question number: 19** | **Slide 23 summary - key points:** |
| **Waste Management** | * Contractors are responsible for the removal of all waste from site generated as part of their works in accordance with current environmental legislation.
* Unless specifically authorised, you must not place debris or waste into Axion skips.
* If it has been agreed that Axion skips can be used please ensure you know which skips to use.
* Skips arranged by the contractor and left on site MUST be of the self-contained lockable type and their location agreed by your Axion contact.
* Care must be taken not to discharge trade effluent or contaminated liquids into the drainage system or water courses.
* If you inadvertently spill or discharge a chemical or contaminated liquid then inform your Axion contact immediately.
 |
| **Test of understanding, please circle the letter which corresponds with your answer?** |
| **19.1** What should you do with any waste generated as part of your work on our site? | **A** | **B** | **C** |
| Leave it in a pile at the end of the day for the on-site cleaners to remove. | Remove it from site in accordance with current environmental legislation or if agreed with Axion put it in the correct skips. | Take it off site and find a good location to dump it on the way home (such as a country road or back alley). |
| **19.2** What should you do with any contaminated or waste liquids produced as part of your work on site. | **A** | **B** | **C** |
| Remove from site in secure containers in accordance with current environmental legislation. | Pour it down the toilet or nearest surface water drain. | Leave it for Axion to remove and dispose of. |

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| **Question number: 20** | **Slide 24 summary - key points:** |
| **First Aid** | * Your safety is our prime concern. However, if you do have an accident or are involved in a near miss or an incident, please report it immediately, no matter how minor.
* Basic first aid and eye wash liquid is located around the production plant.
* We will administer first aid if required, or if the injury is more serious, the emergency services will be called.
* There are several first aiders on site at all times. They are identified by a green hard hat.
 |
| **Test of understanding, please circle the letter which corresponds with your answer?** |
| **20.1** What should you do if you have a minor accident whilst working on this site, such as a small cut or abrasion? | **A** | **B** | **C** |
| Just ignore it as it was nothing major and a plaster was sufficient. | Report it to the Shift Leader or your Axion contact immediately. | Laugh it off and carry on working.  |
| **20.2** How would you identify somebody to give you first aid assistance if you needed it? | **A** | **B** | **C** |
| An Axion employee wearing a Green Hard hat. | I would ask around. | I would ring my office. |





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| **Question number: 21** | **Slide summary 25 - key points:** |
| **Drugs and Alcohol Policy** | * Axion Polymers operates a strict drugs and alcohol policy which we would like to make you aware of.
* It is Axion Polymers’ policy that our working environment remains free from the influence of alcohol and other drugs, or substances.
* All employees, sub-contractors and visitors may be subject to a drugs and alcohol test if:
	+ A serious incident has occurred.
	+ A person is suspected of being under the influence.
	+ A random drugs and alcohol test has been arranged by HR.
* Please make us aware of any medical conditions, or of any medication you may be taking, before proceeding onto our site. This information will only be used in case of emergency.
 |
| **Test of understanding, please circle the letter which corresponds with your answer?** |
| 21.1 What situations may result in a drugs or alcohol test being carried out? | **A** | **B** | **C** |
| When we feel like it. | * A serious incident has occurred.
* A person is suspected of being under the influence.
* A random drugs and alcohol test has been arranged by HR.
 | Because we have nothing better to do that day. |
| **21.2** If you have any medical conditions and/or use medication which we may need to know of in case of emergency what should you do? | **A** | **B** | **C** |
| Inform us so that we can be prepared in case of emergency. | Keep it to yourself. | Have it written down and on your person.  |

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| **Rev** | **Date** | **Nature of Changes** | **Approved By** |
| 1 | 10/02/2020 | Original issue |     Judith Clayman |
| 2 | 25/06/2020 | Changed to reflect Covid 19 requirements, and format changes made | Judith Clayman      |
| 3 | 18/10/2021 | Change of slide numbers to correspond with presentation (now 3 slides longer). Minor text change including adding new location of muster point and asbestos management, formatting edits. Answers removed and new answer document created | Judith Clayman |
| 4 | 02/11/2021 | Format changes made, Fixed pictures in place. | Judith Clayman |