

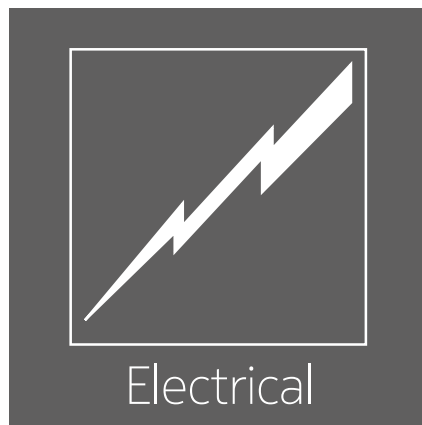
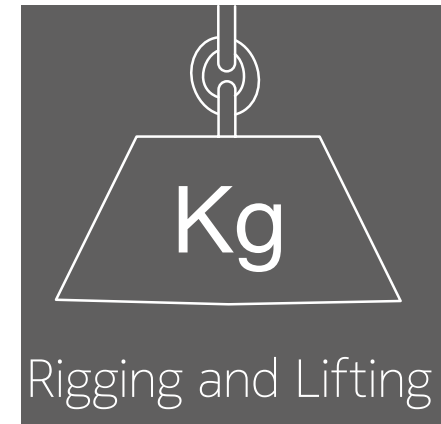
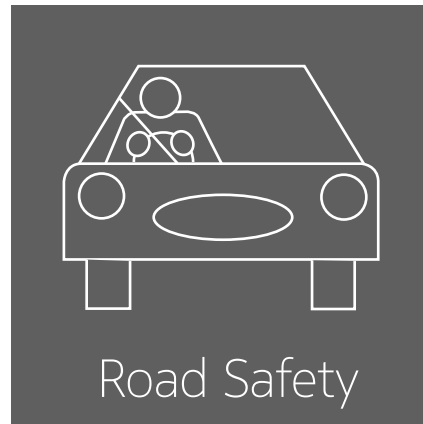
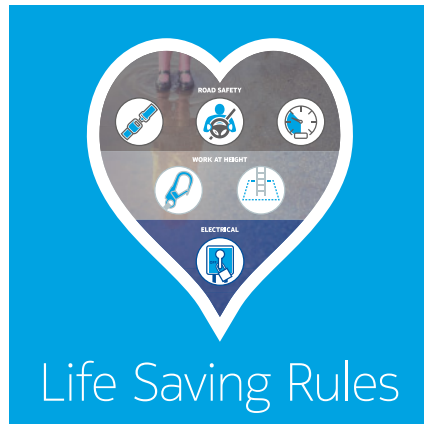
Safe every day

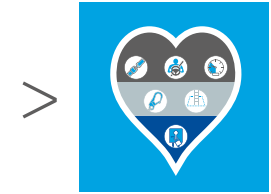
NOKIA

Supervisor's
Toolkit

Version 1

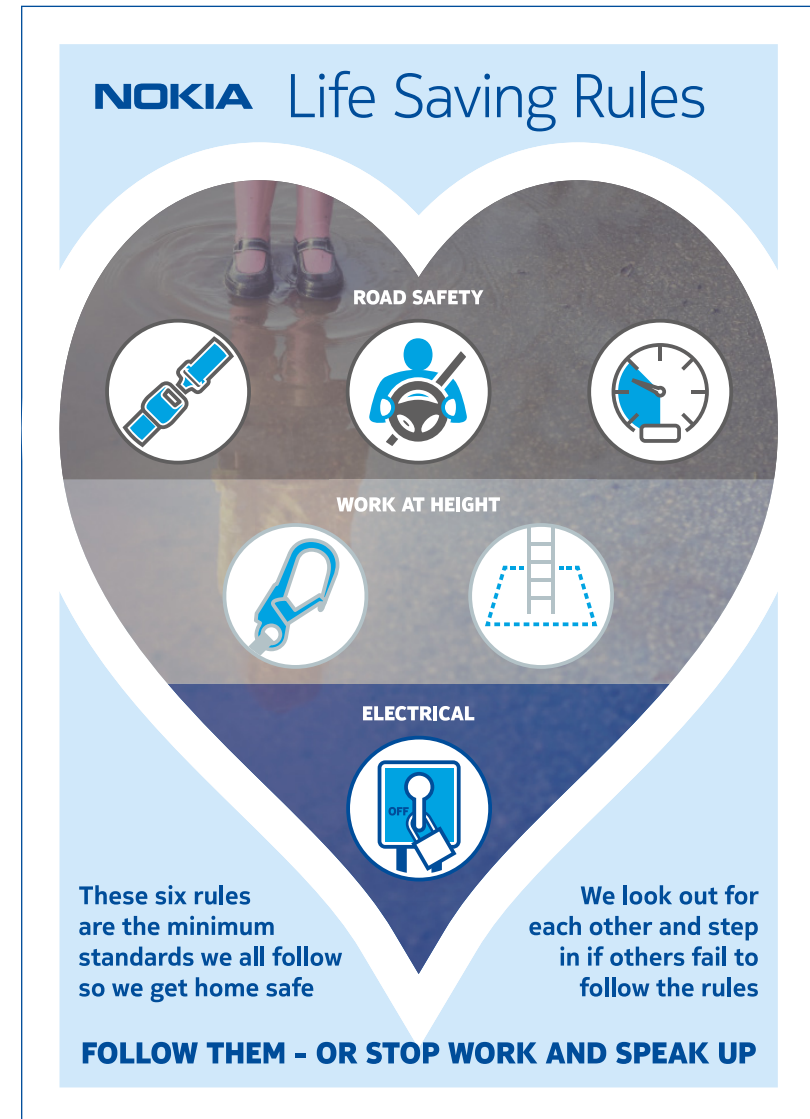
Contents





Life Saving Rules

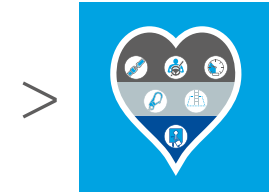
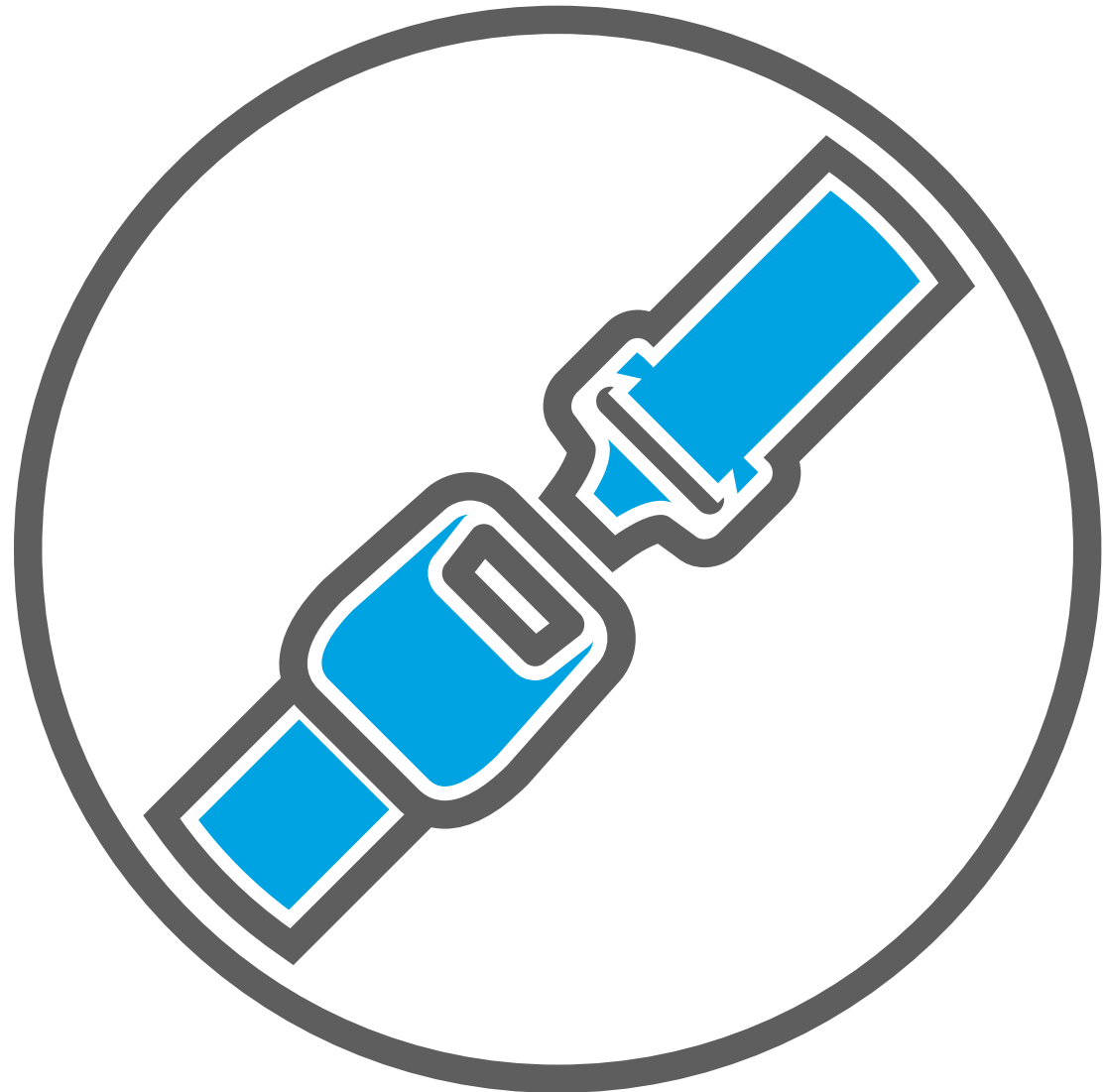
- > Driving
- > Work at Height
- > Electrical



Life Saving Rules

Driving

Always wear
a seat
belt in ANY
vehicle

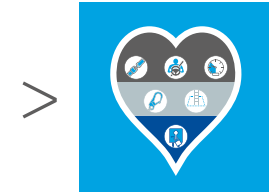


Life Saving Rules

Driving

Always drive at
a safe speed
for road, traffic
and weather
conditions

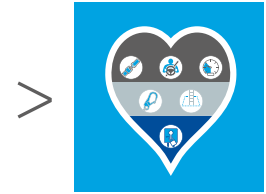
Do not exceed
the speed limit



Life Saving Rules

Driving

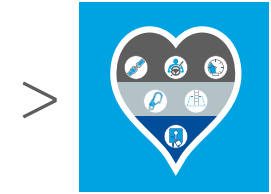
Do not drive
distracted or
tired - take a
break every
2 hours



Life Saving Rules

Work at Height

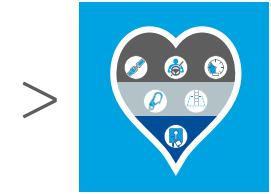
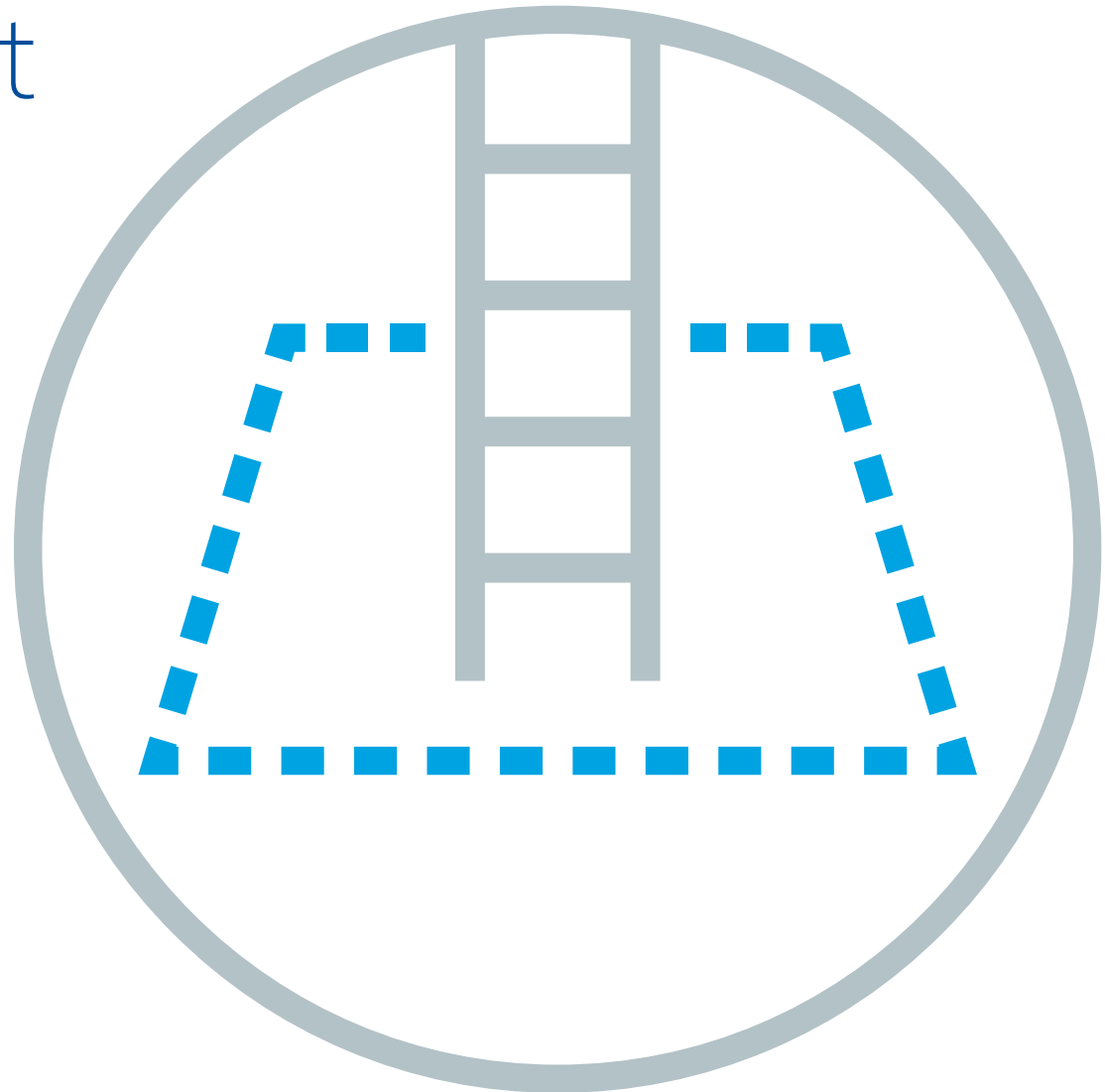
Always attach
yourself
and your
equipment
when working
at height



Life Saving Rules

Work at Height

Always make sure that nobody enters the space below when you are working at height

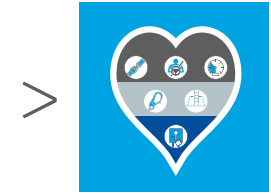


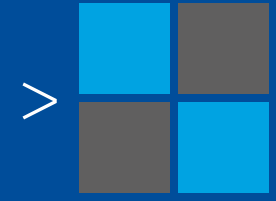
Life Saving Rules

Electrical

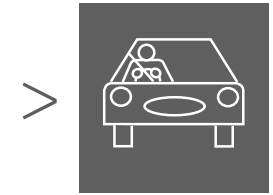
Do not
work live

Do not
work on
any electrical
system unless
you are trained





- Do you understand the Life Saving Rules?
- Do you understand that they are rules that must be followed on all jobs at all times?
- Any questions?



Road Safety

<Driver>

<Vehicle>

<Journey>

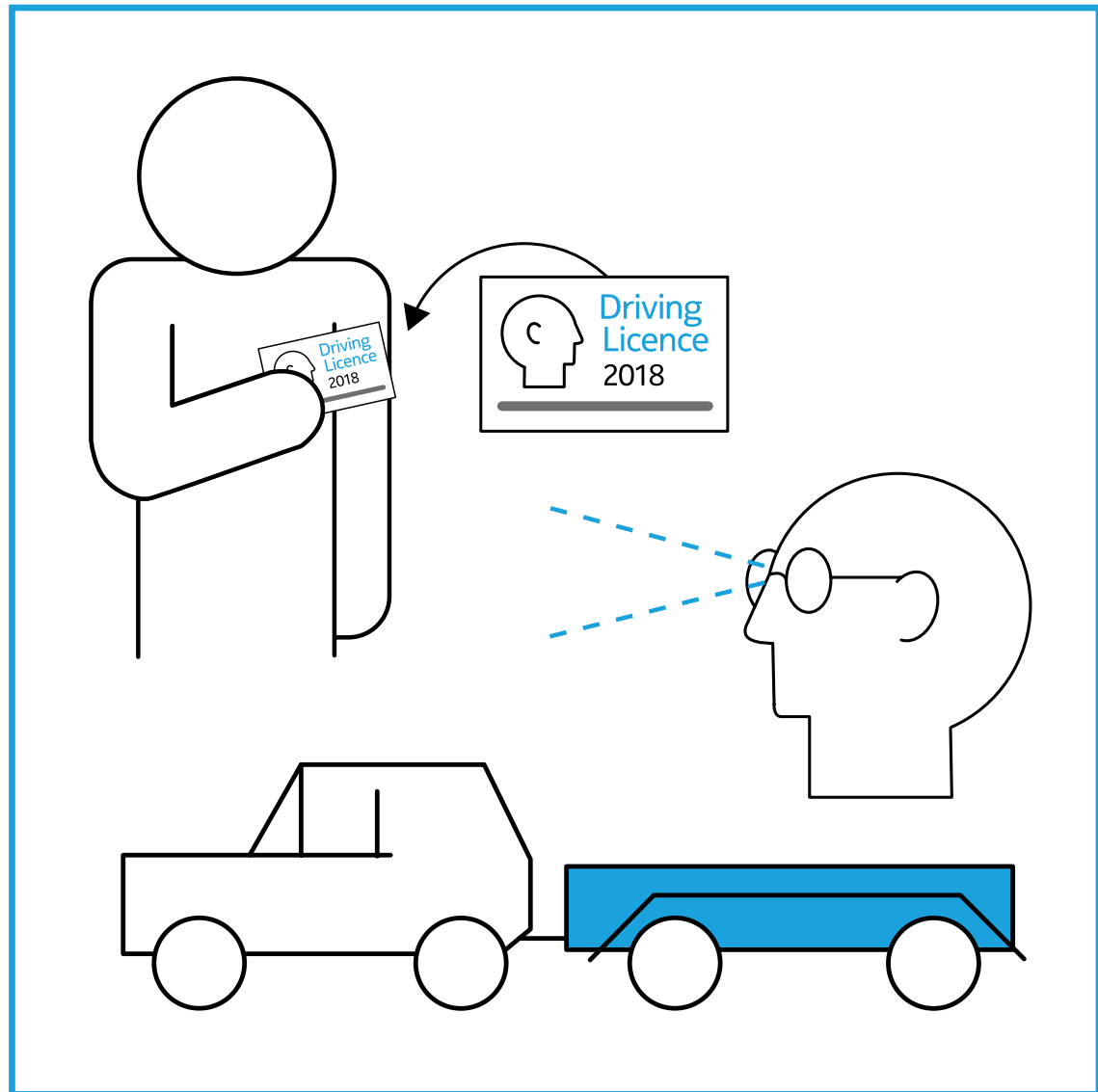
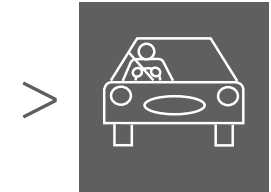
Road Safety

Driver

Valid driver's license

Fit to work

Trained for the vehicle including 4X4s and towing trailers



Road Safety

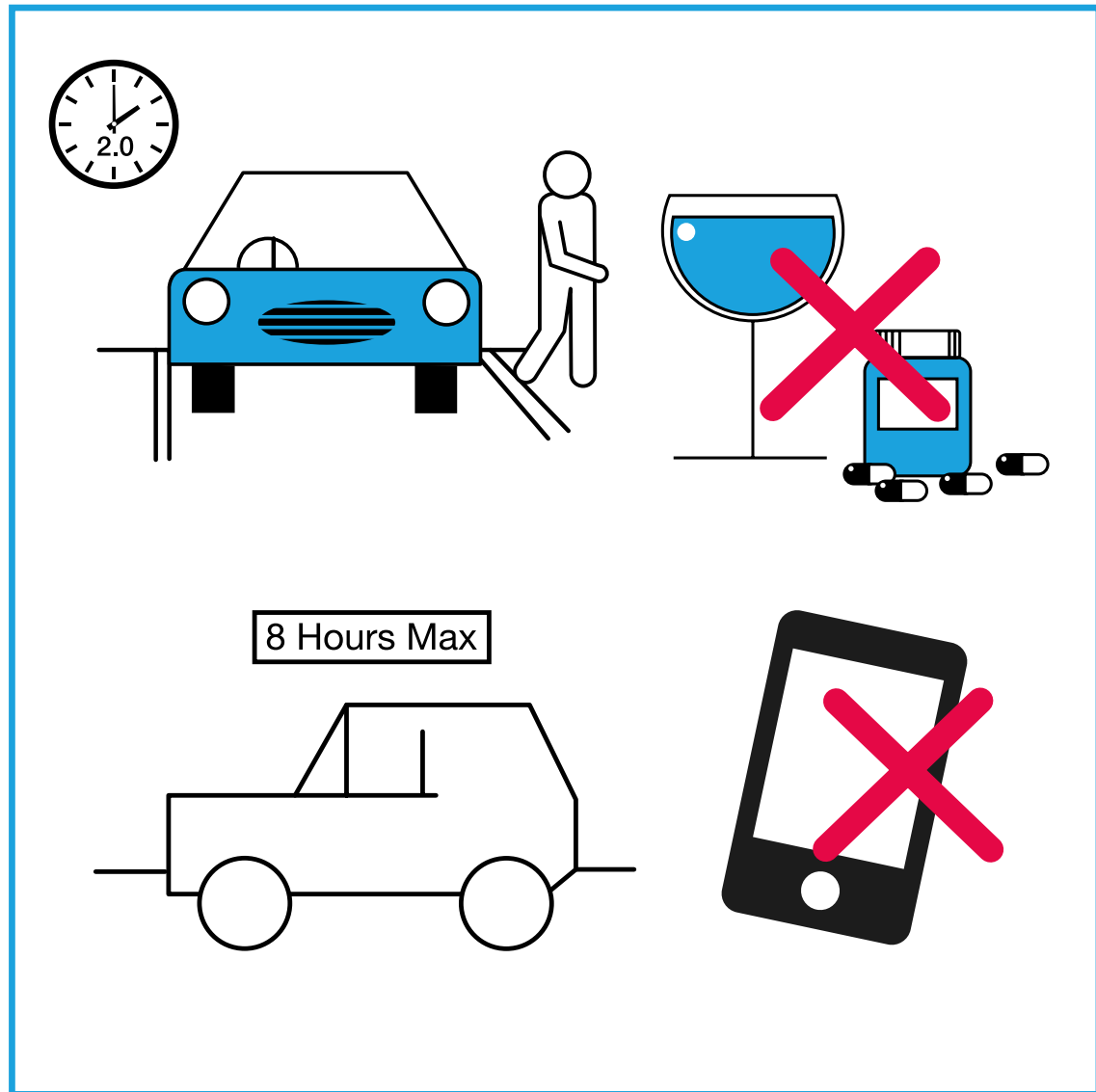
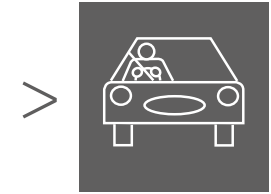
Driver

Take a break every
2 hours

Don't drive after having
taken drugs or alcohol

Don't drive for more
than 8 hours

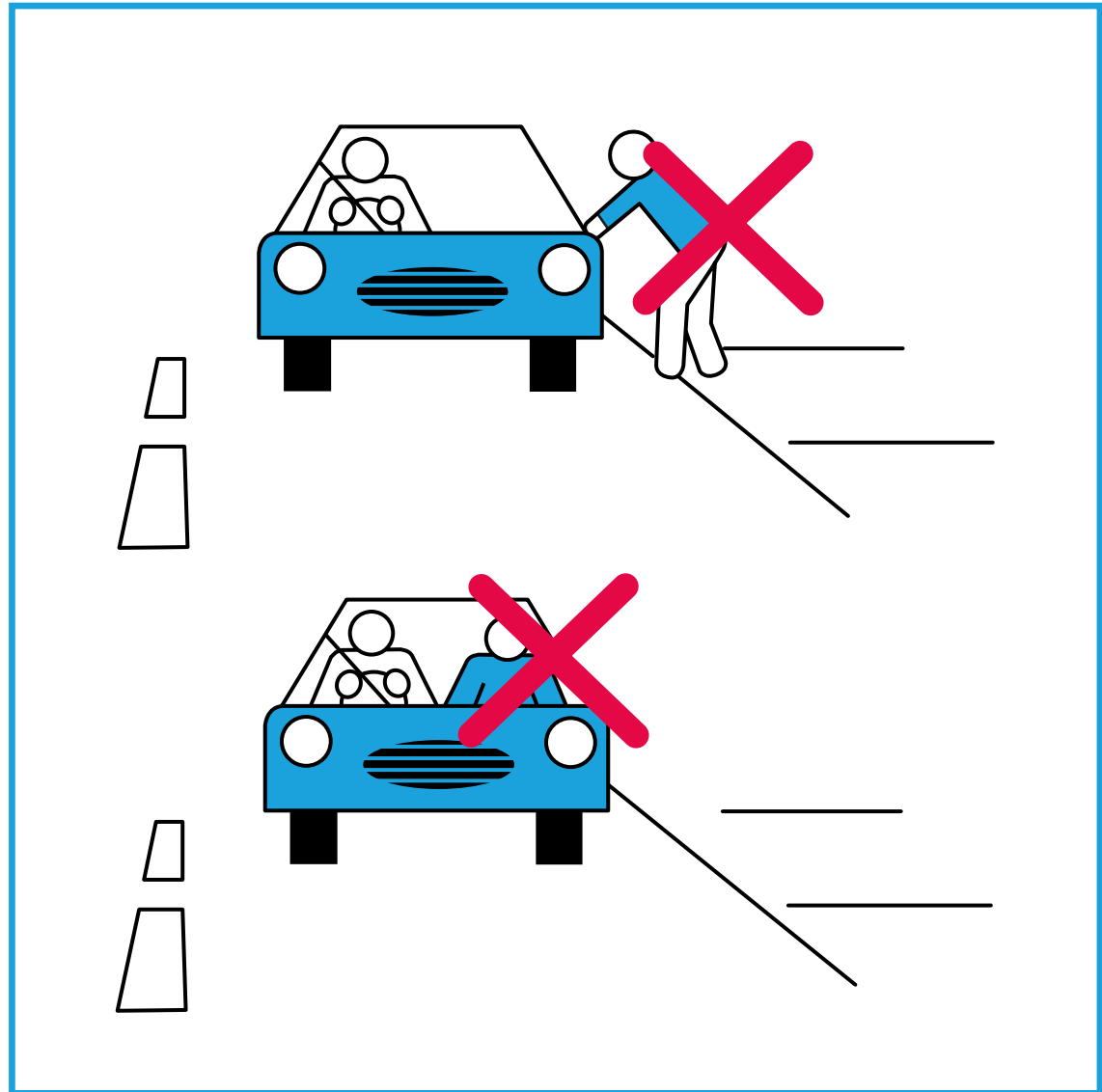
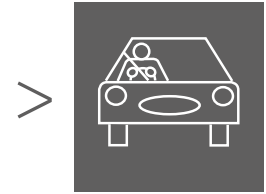
Don't use mobile
phones while driving



Road Safety

Driver

Only transport
authorised people



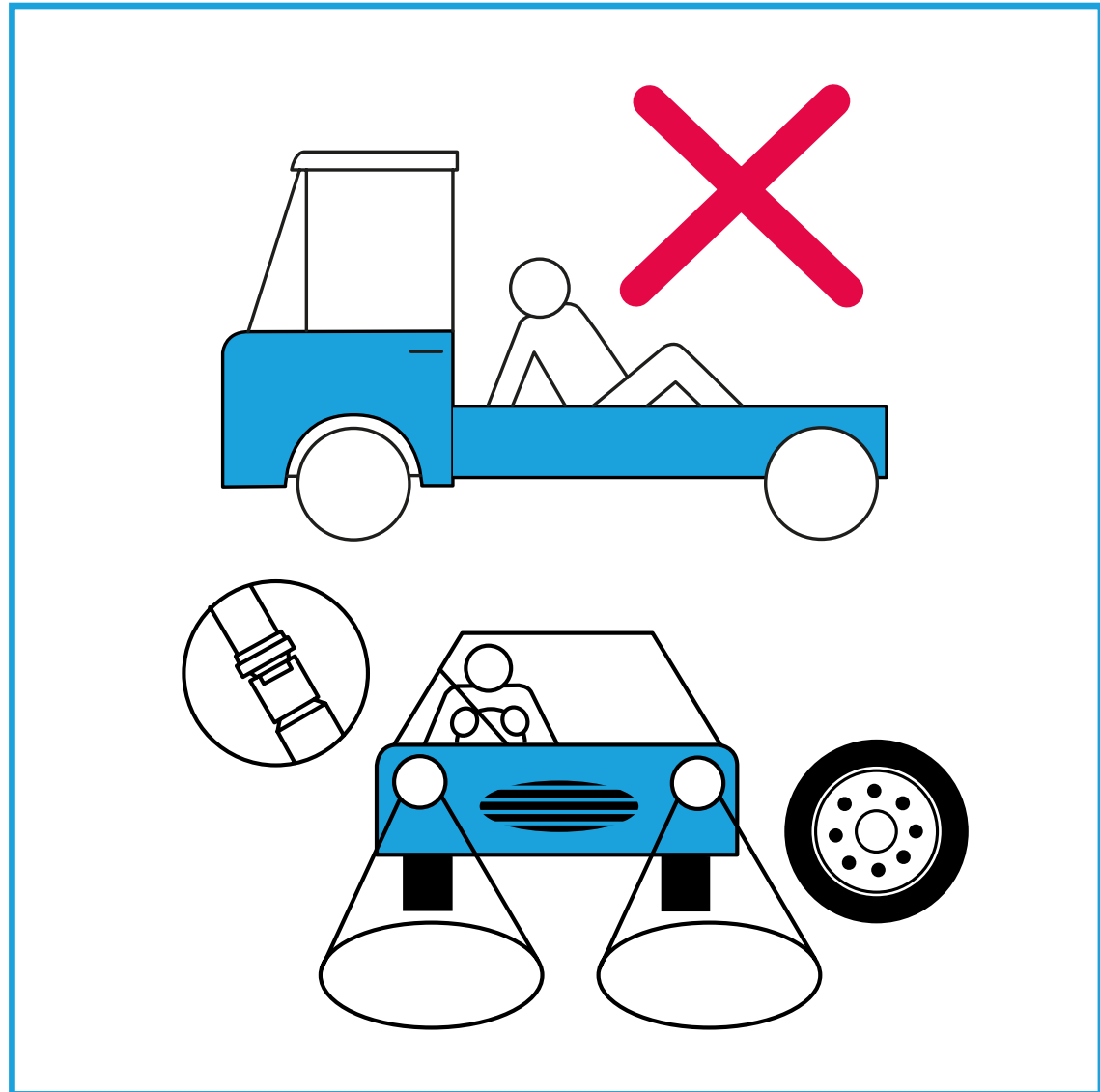
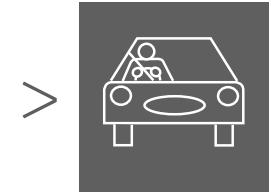
Road Safety

Vehicle

Only transport people if vehicle is fitted with suitable seats

Ensure vehicle is fitted with 3 point seatbelts

Perform vehicle checks before you start



Road Safety

Journey

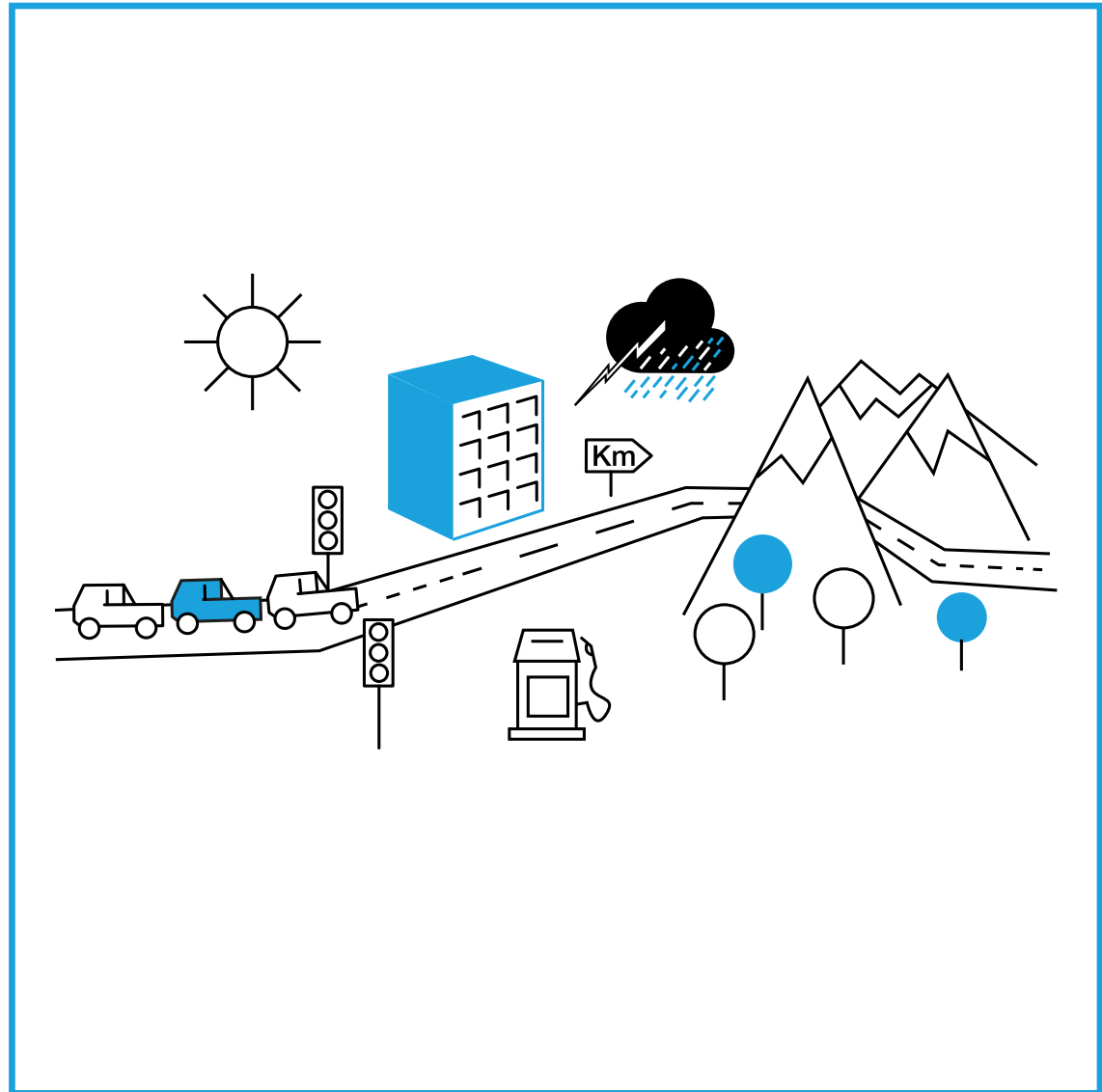
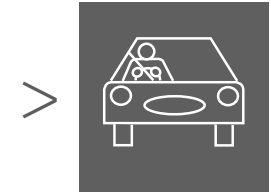
Plan your journey

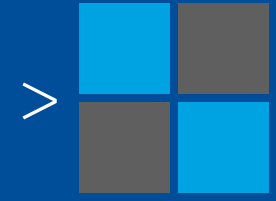
Check traffic,
road and weather
conditions

Plan rest stops

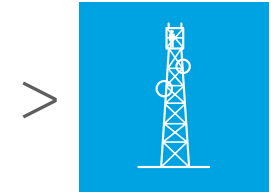
Know the
security risks

Plan fuel stops





- Are you well and fit to drive?
- Is the vehicle checked and good to drive?
- Did you plan your journey?
- Any questions?



Work at Height

FASTEN

<**F**it to work>

<**A**rrangements>

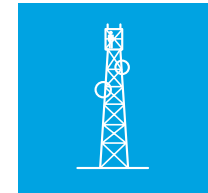
<**S**upervision>

<**T**raining>

<**E**quipment>

<**N**on-negotiable>

Work at Height (FASTEN)



Are you fit
to do the job
today?

Fit to work

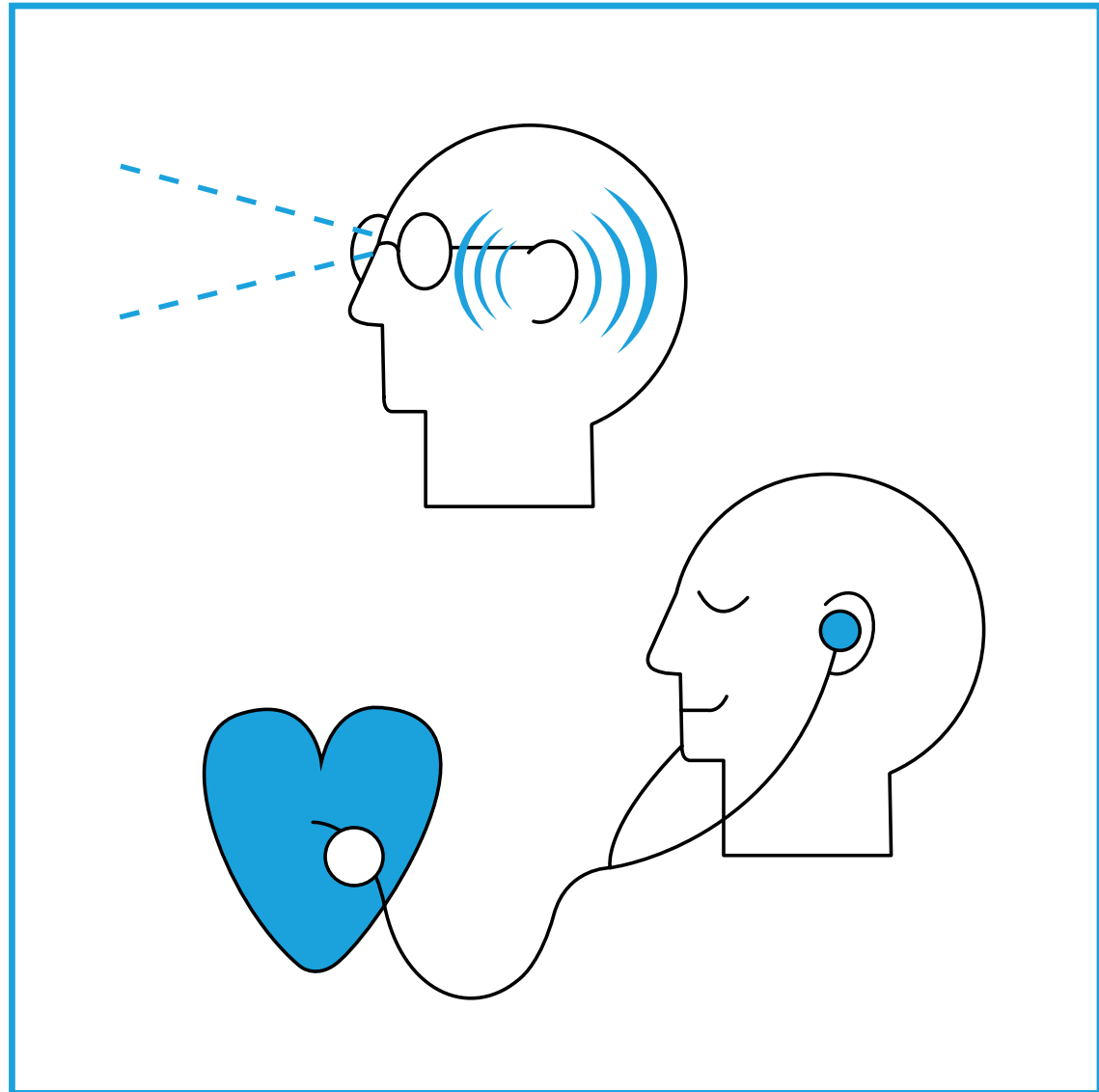
Arrangements

Supervision

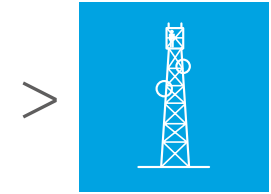
Training

Equipment

Non-negotiable



Work at Height (FASTEN)



Don't come
to work after
having taken
drugs or
alcohol

Fit to work

Arrangements

Supervision

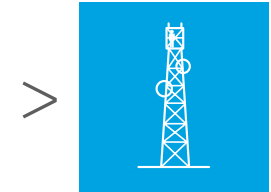
Training

Equipment

Non-negotiable



Work at Height (FASTEN)



Are you:

- Well rested?
- Well hydrated?
- Feeling strong and free of injuries?

Fit to work

Arrangements

Supervision

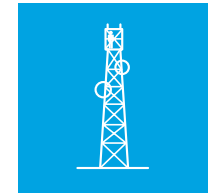
Training

Equipment

Non-negotiable

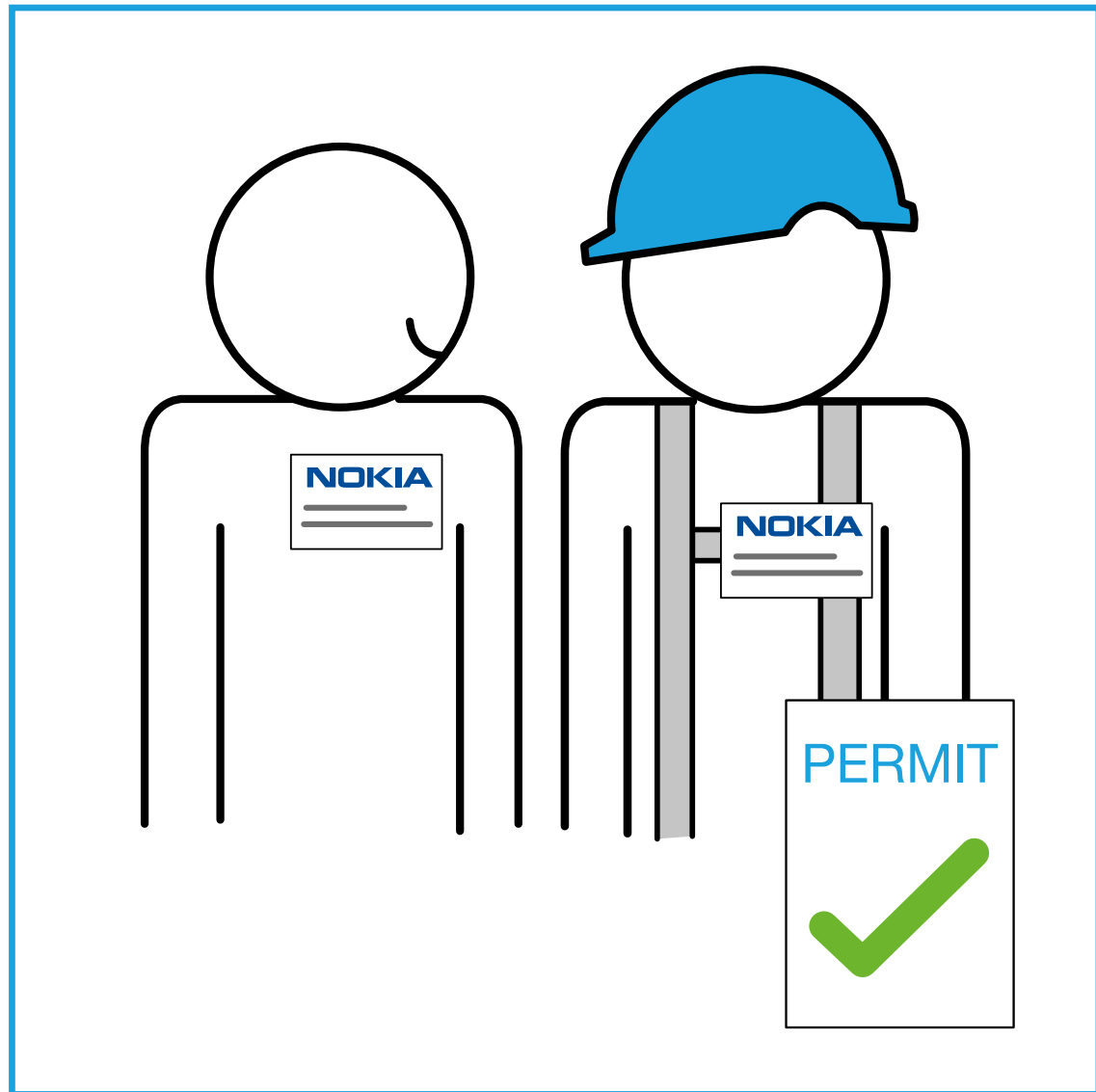


Work at Height (FASTEN)

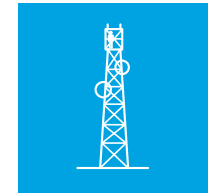


Is everyone
authorised
to work here
today?

Fit to work
Arrangements
Supervision
Training
Equipment
Non-negotiable



Work at Height (FASTEN)

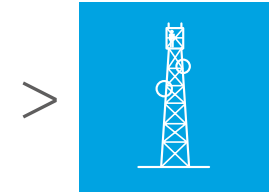


Plan for and
respond
to weather
conditions

Fit to work
Arrangements
Supervision
Training
Equipment
Non-negotiable

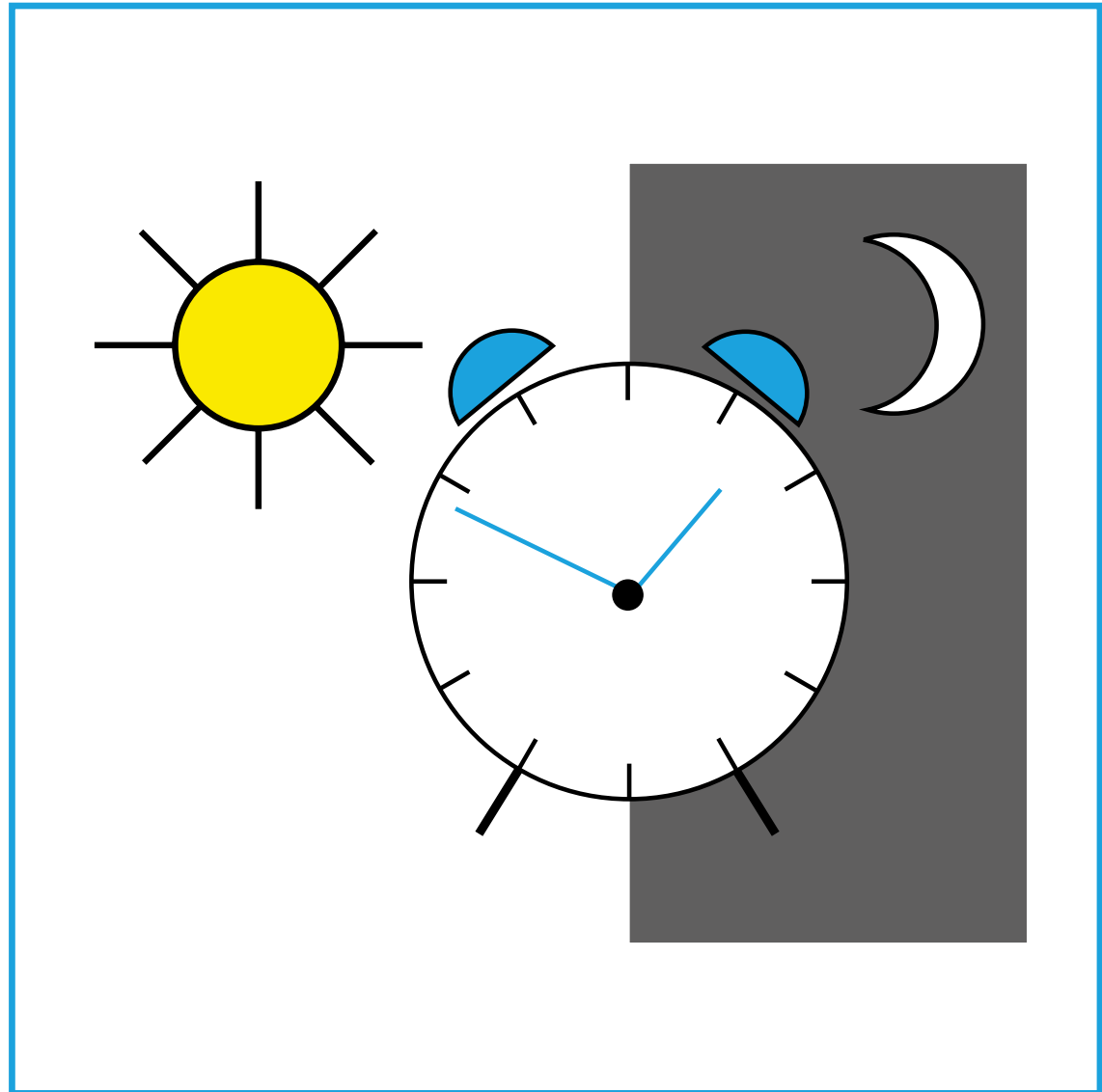


Work at Height (FASTEN)

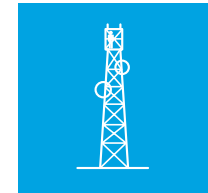


Can we finish
the work
before it
goes dark?

Fit to work
Arrangements
Supervision
Training
Equipment
Non-negotiable

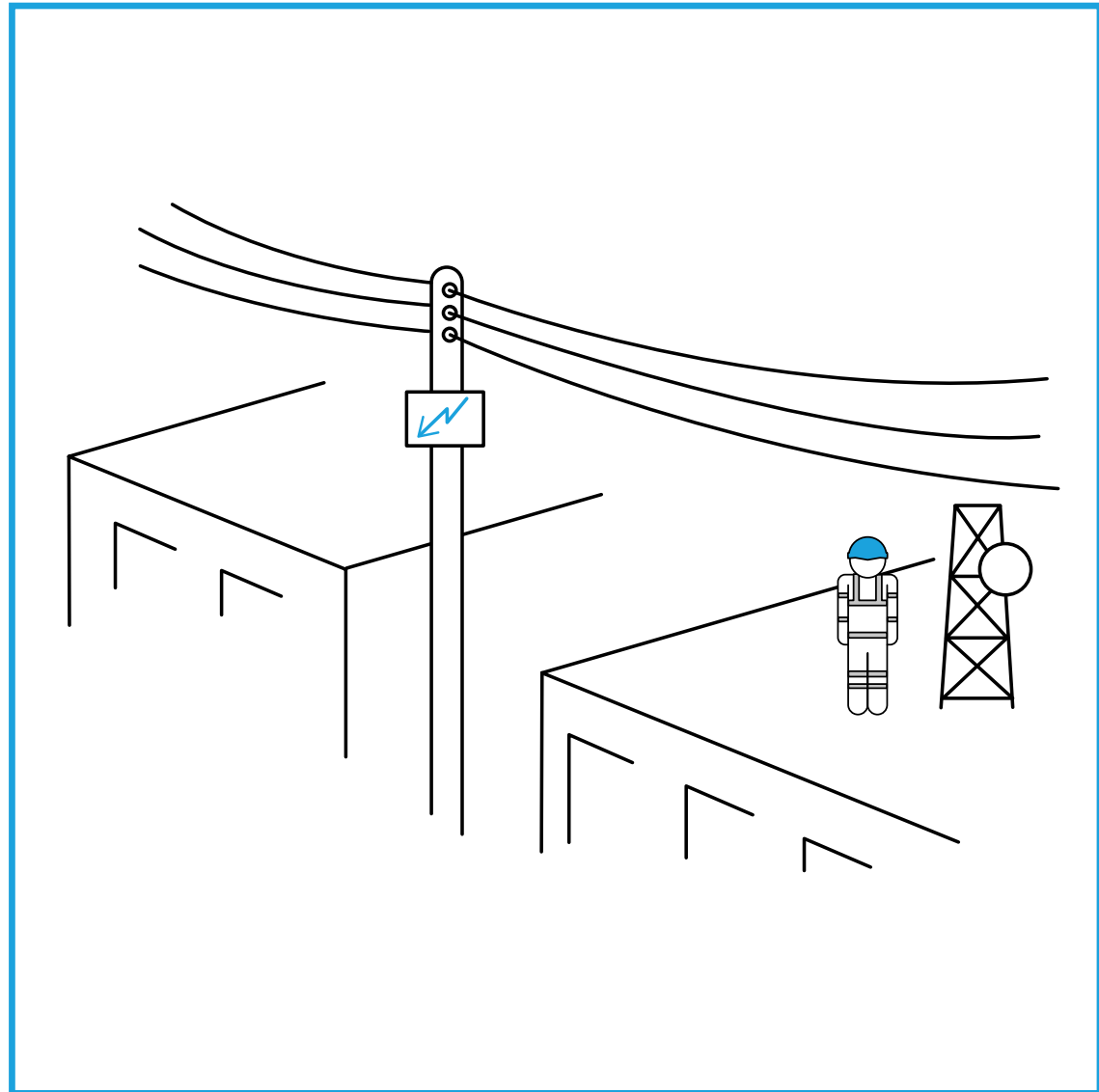


Work at Height (FASTEN)

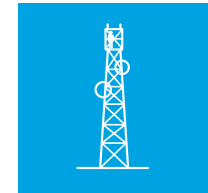


Do not work
near live
equipment

Fit to work
Arrangements
Supervision
Training
Equipment
Non-negotiable

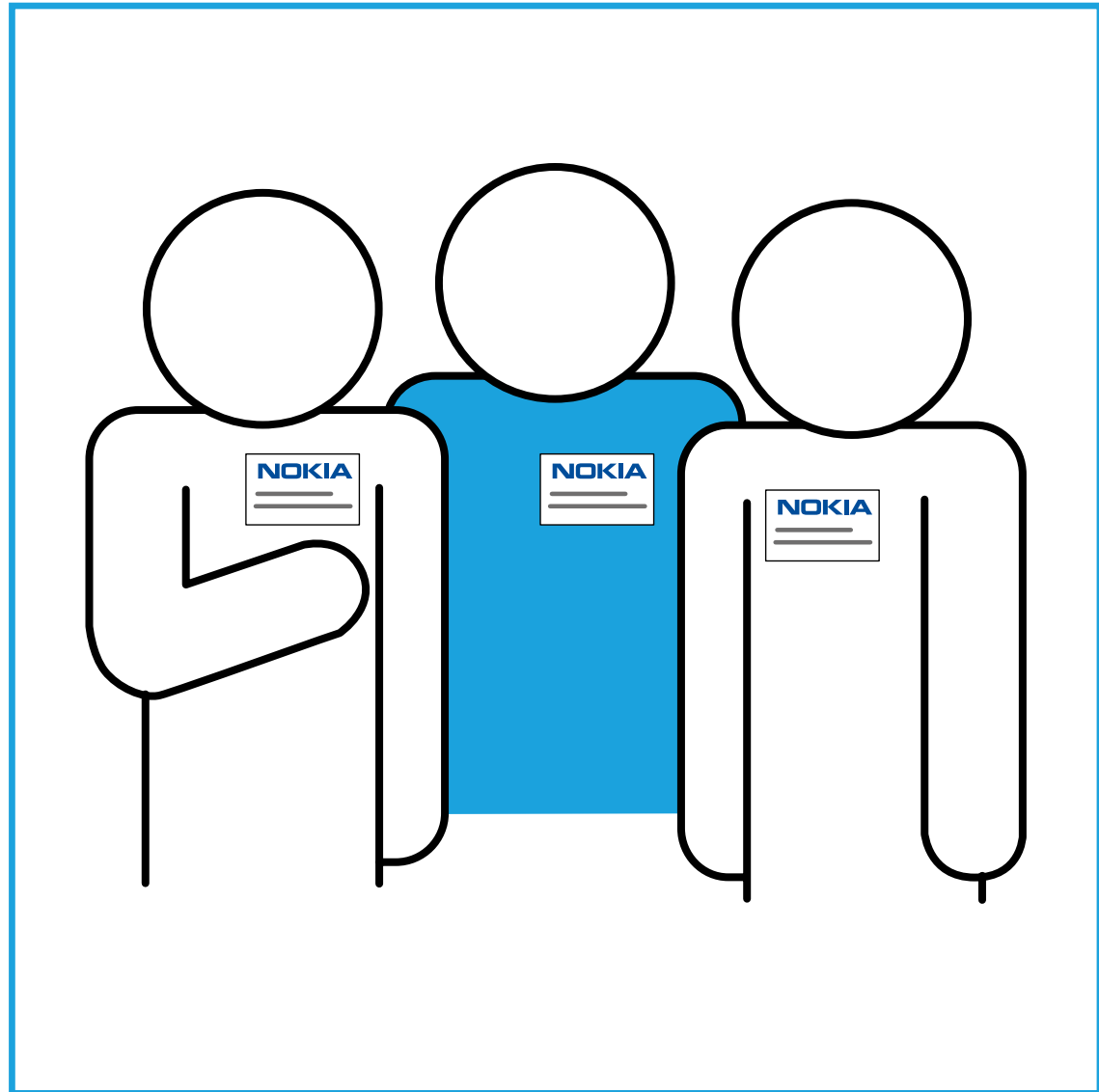


Work at Height (FASTEN)

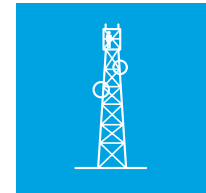


Have we
got enough
people?

Fit to work
Arrangements
Supervision
Training
Equipment
Non-negotiable

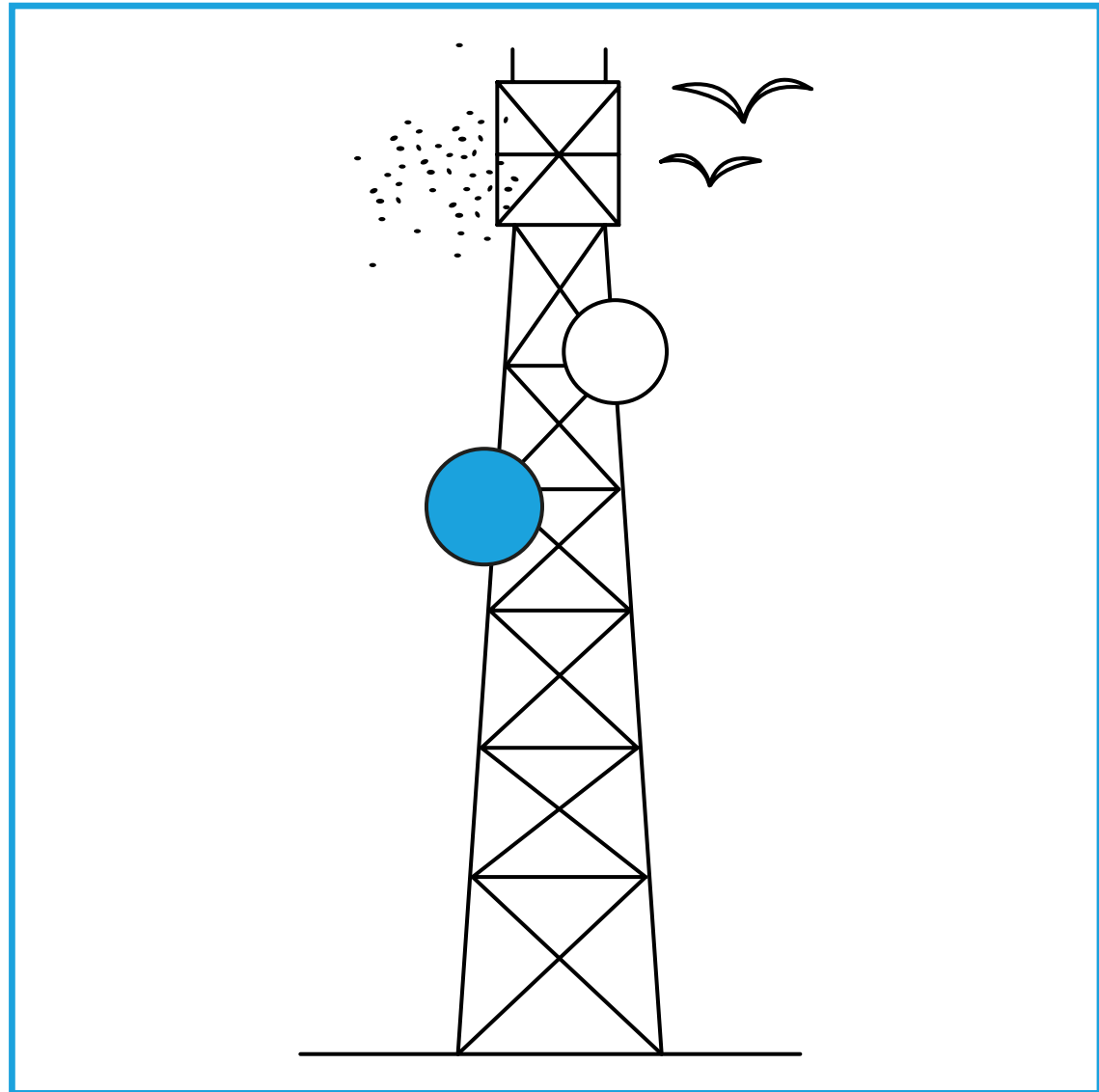


Work at Height (FASTEN)

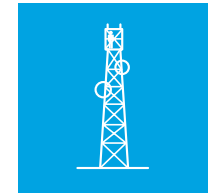


Check for
wild animals
and insects

Fit to work
Arrangements
Supervision
Training
Equipment
Non-negotiable

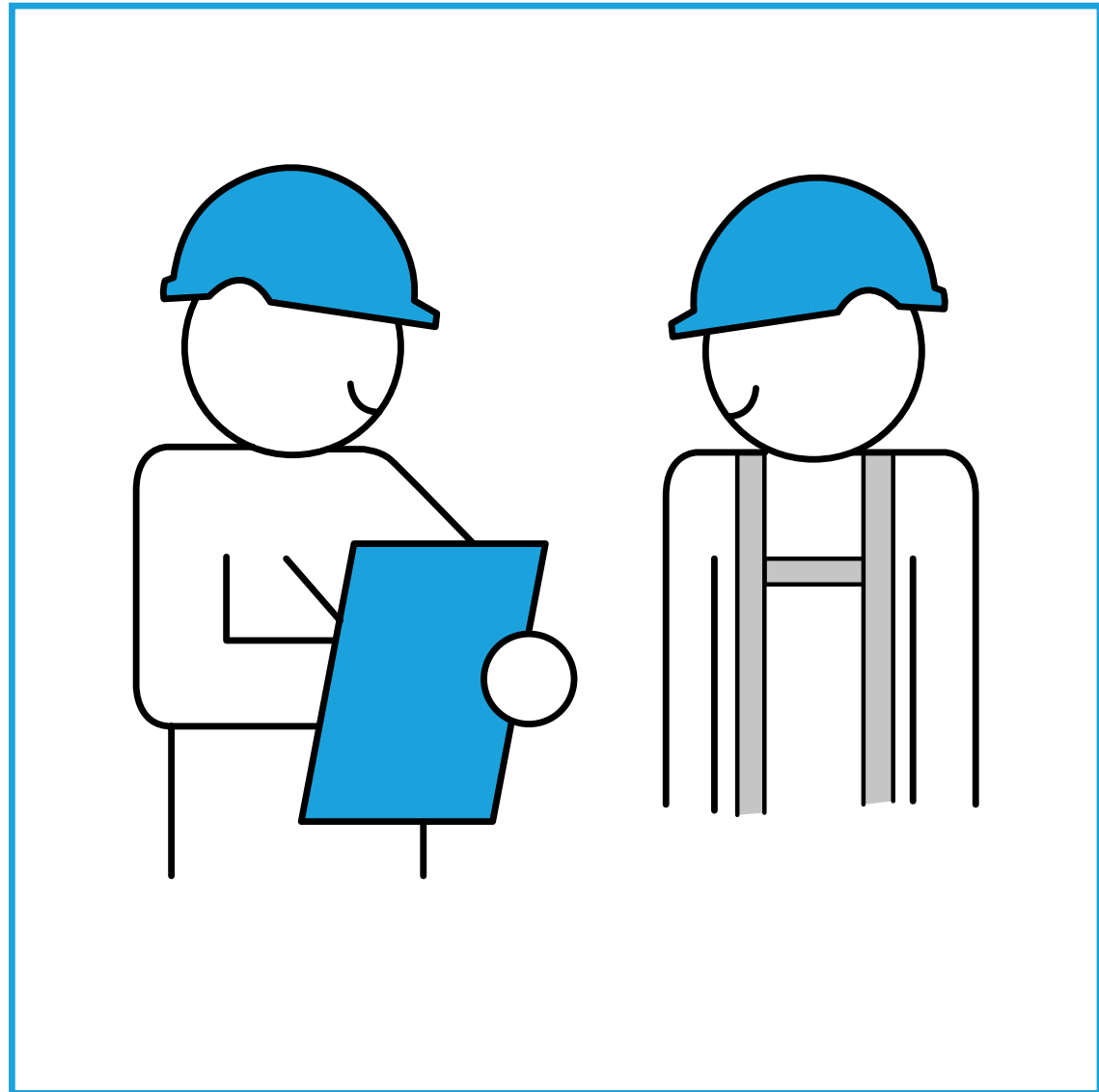


Work at Height (FASTEN)

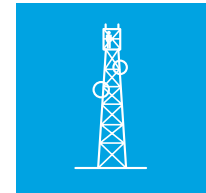


I am a supervisor today and if I am not here then the job stops.

Fit to work
Arrangements
Supervision
Training
Equipment
Non-negotiable

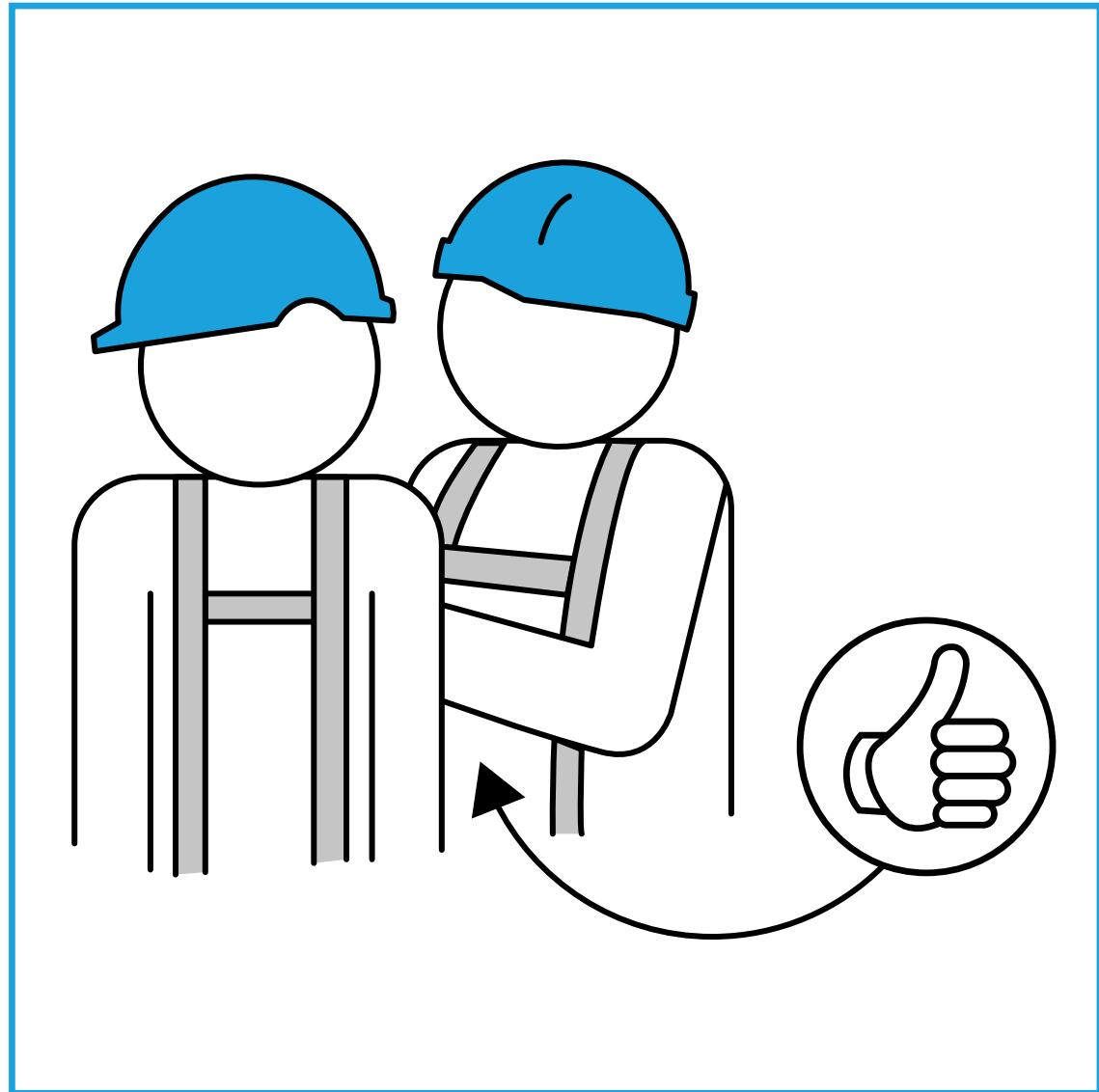


Work at Height (FASTEN)

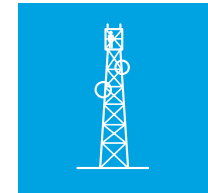


We need to
take care of
each other.

Fit to work
Arrangements
Supervision
Training
Equipment
Non-negotiable

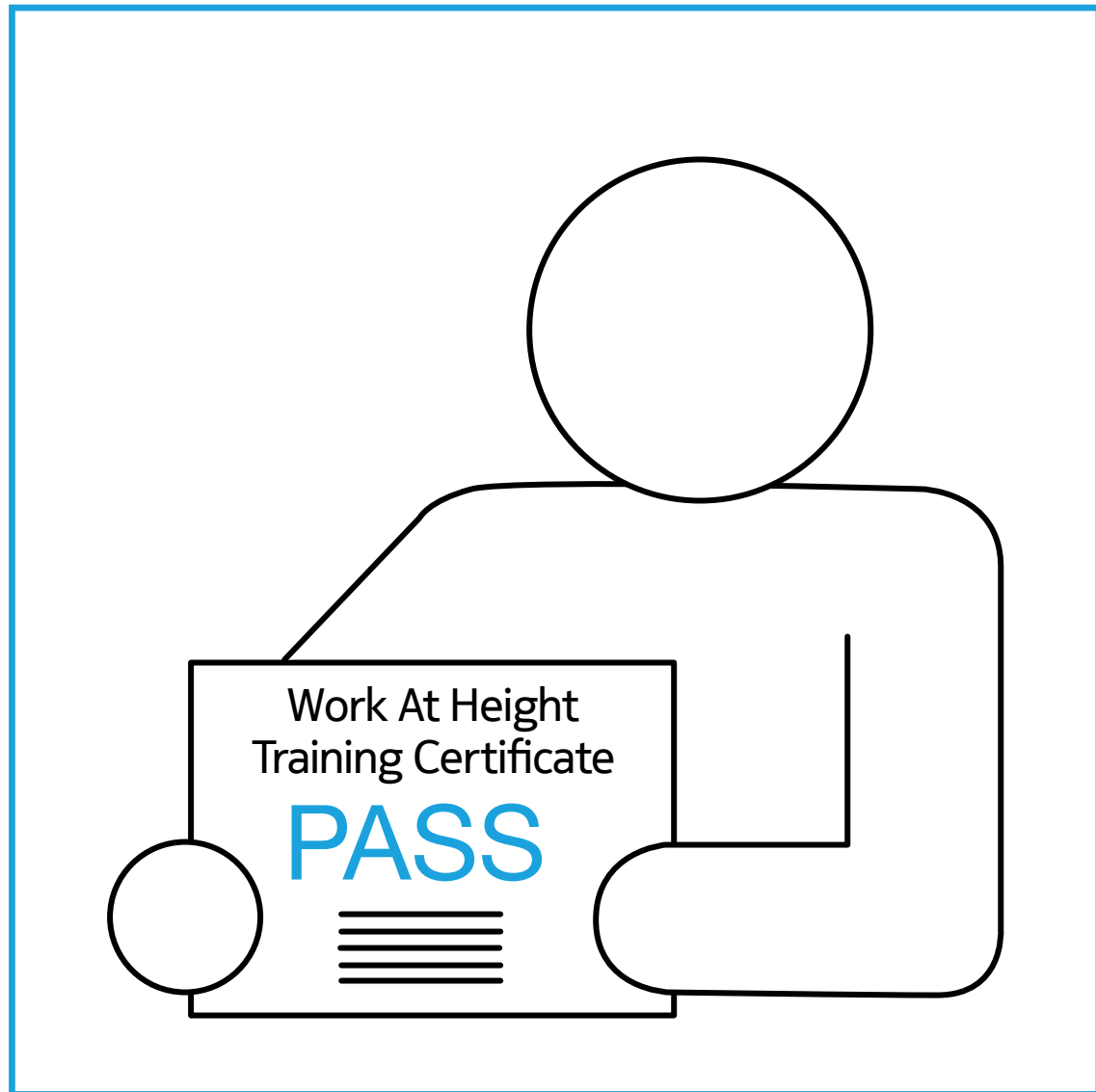


Work at Height (FASTEN)

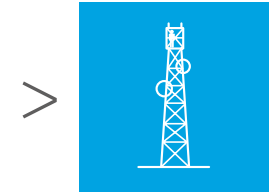


Only do what
you are trained
to do.

Fit to work
Arrangements
Supervision
Training
Equipment
Non-negotiable

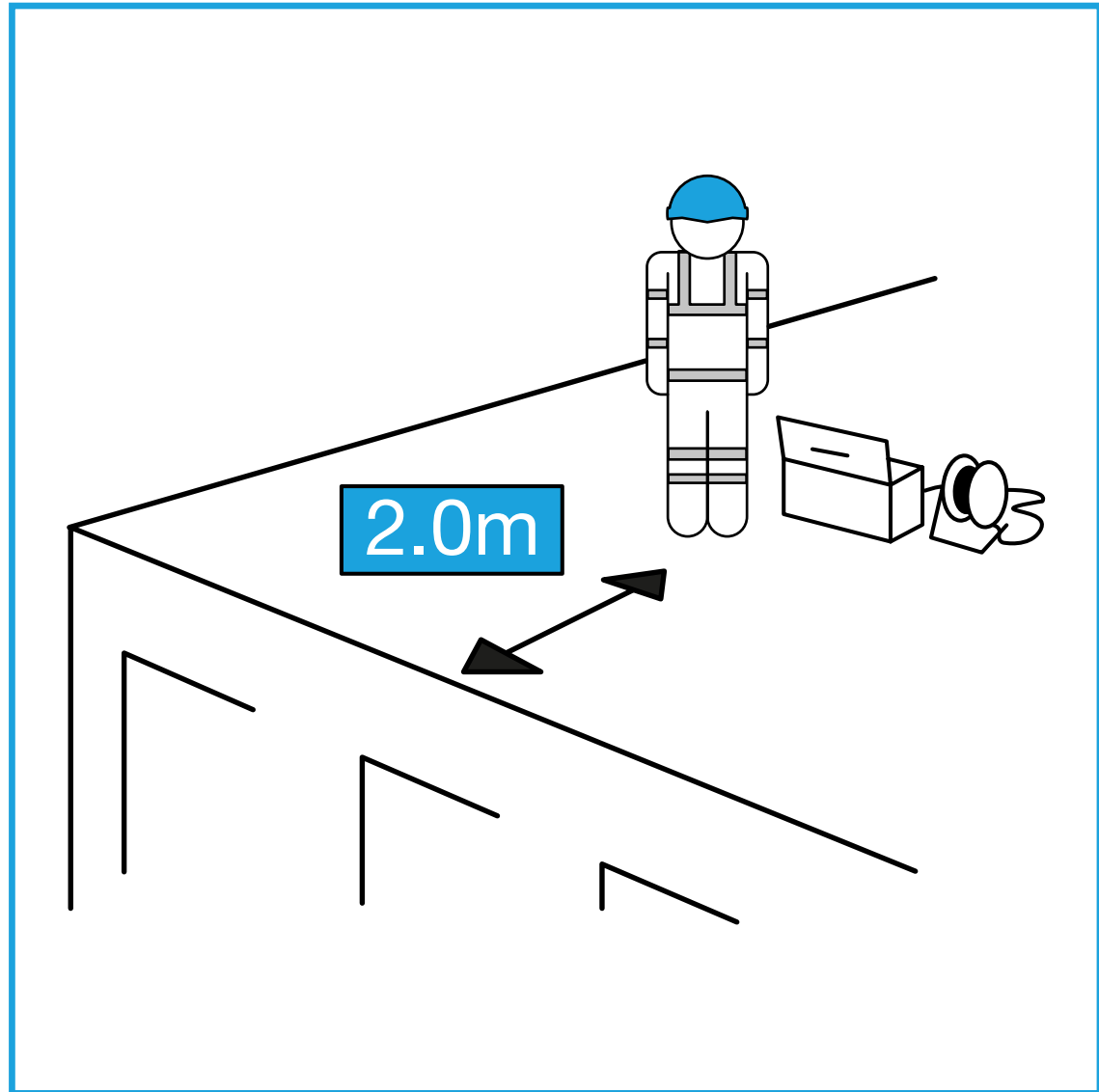


Work at Height (FASTEN)

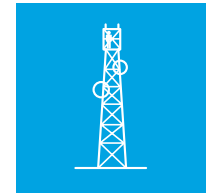


Always keep
2m from any
unprotected
edge.

Fit to work
Arrangements
Supervision
Training
Equipment
Non-negotiable

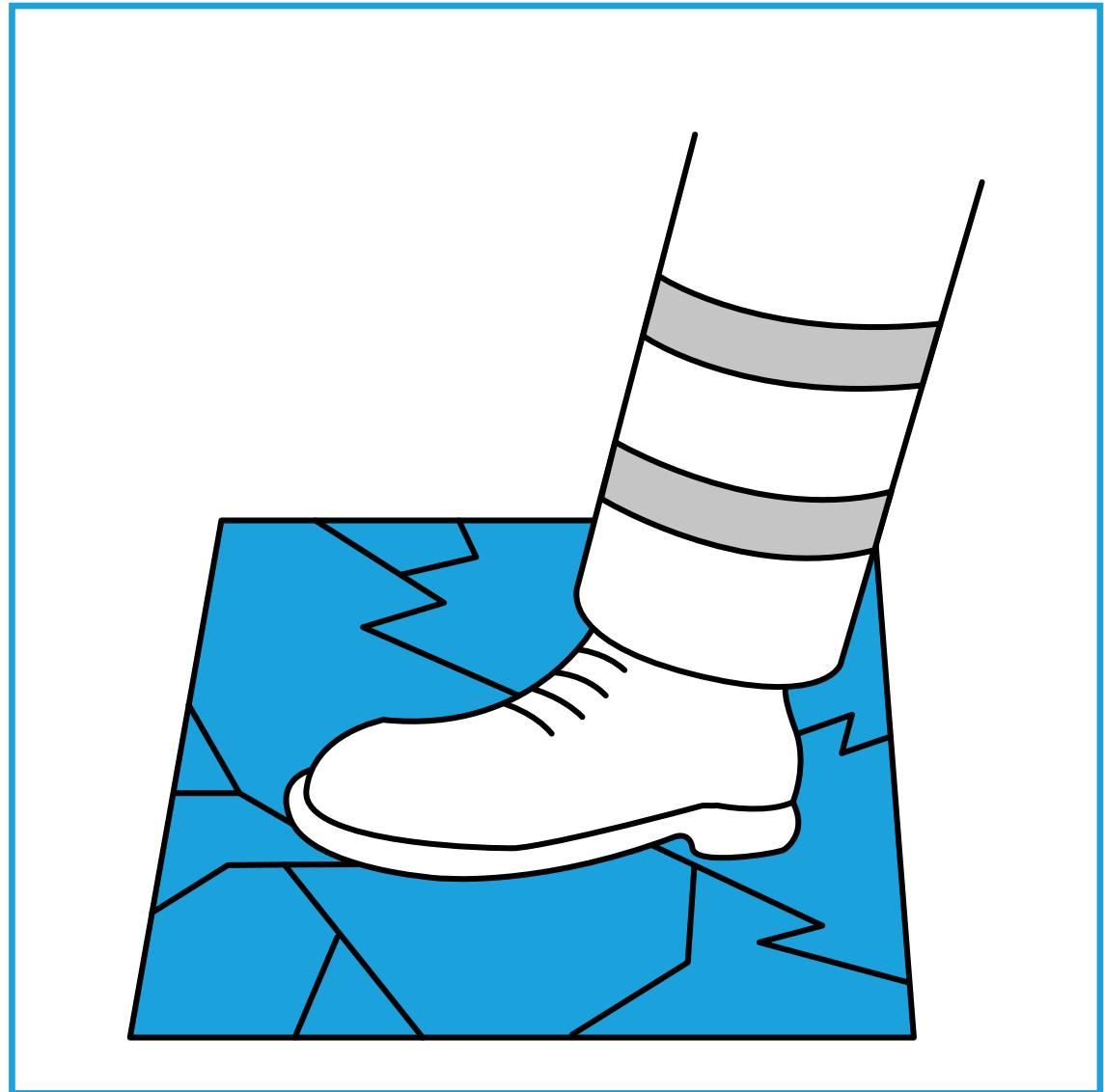


Work at Height (FASTEN)

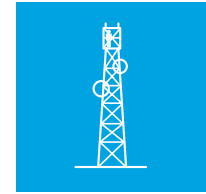


Look out for
and don't
walk on fragile
surfaces.

Fit to work
Arrangements
Supervision
Training
Equipment
Non-negotiable

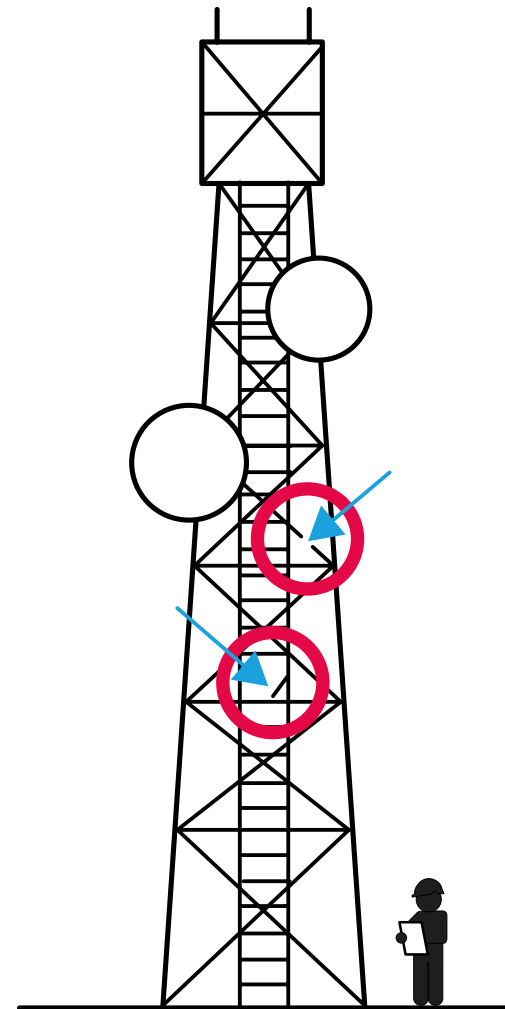


Work at Height (FASTEN)

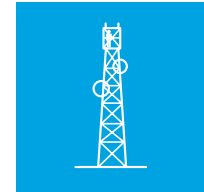


Check for
structural
issues. Don't
climb if
dangerous.

Fit to work
Arrangements
Supervision
Training
Equipment
Non-negotiable

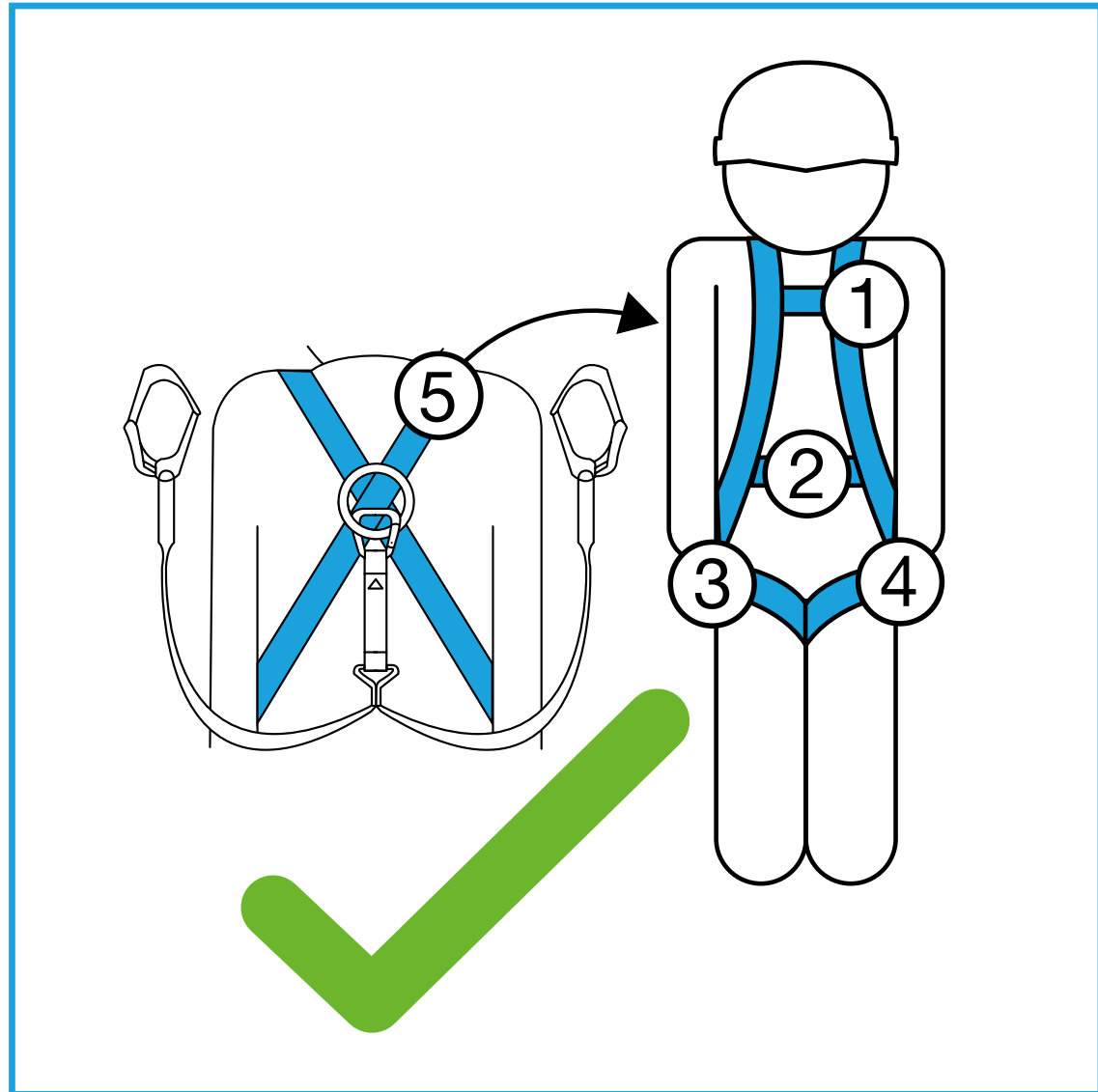


Work at Height (FASTEN)

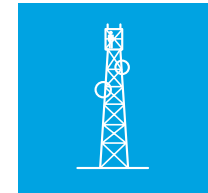


Only use a 5 point harness and a double lanyard.

Fit to work
Arrangements
Supervision
Training
Equipment
Non-negotiable

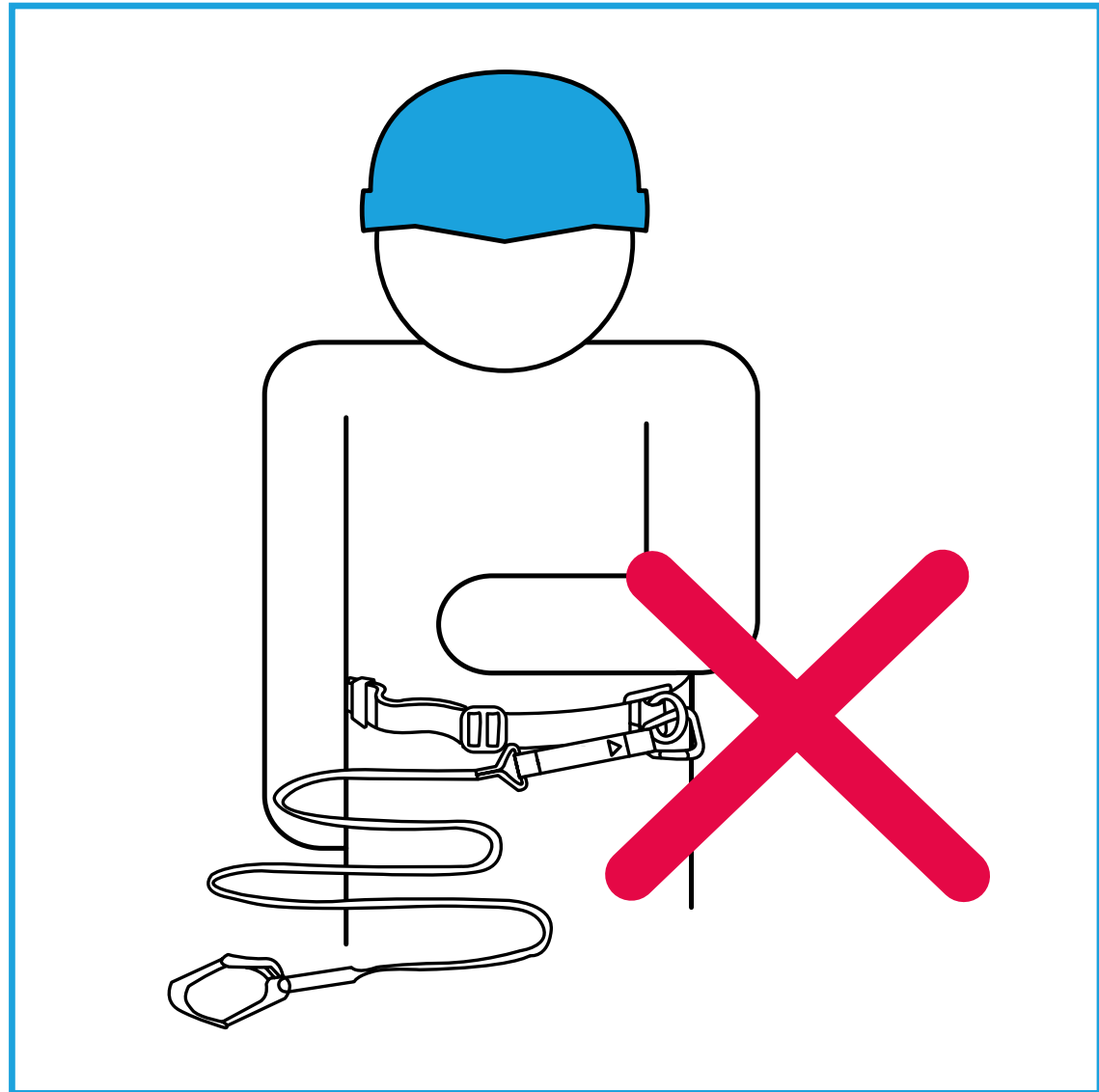


Work at Height (FASTEN)

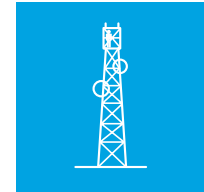


Do not
use this
equipment.

Fit to work
Arrangements
Supervision
Training
Equipment
Non-negotiable



Work at Height (FASTEN)



Use all
equipment
required

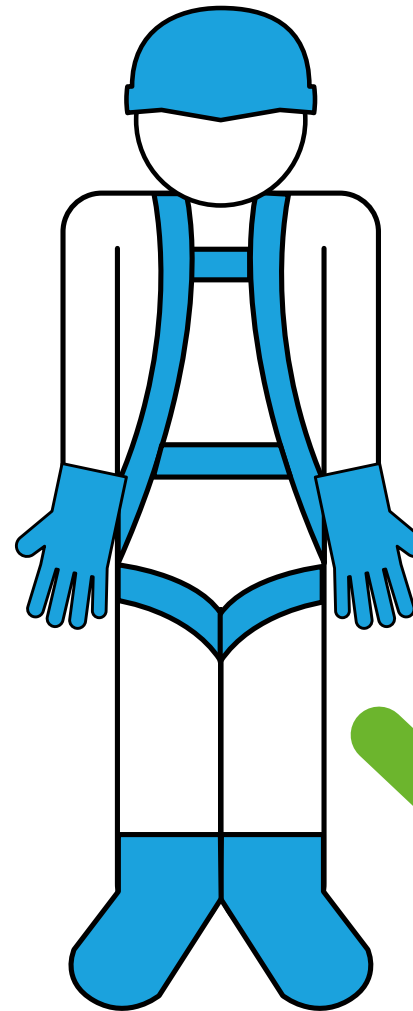
Fit to work
Arrangements
Supervision
Training
Equipment
Non-negotiable

Safety
helmet

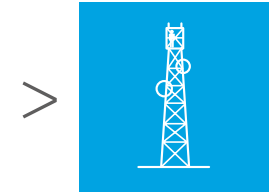
Safety
harness
for work
at height

Safety
gloves

Safety
boots

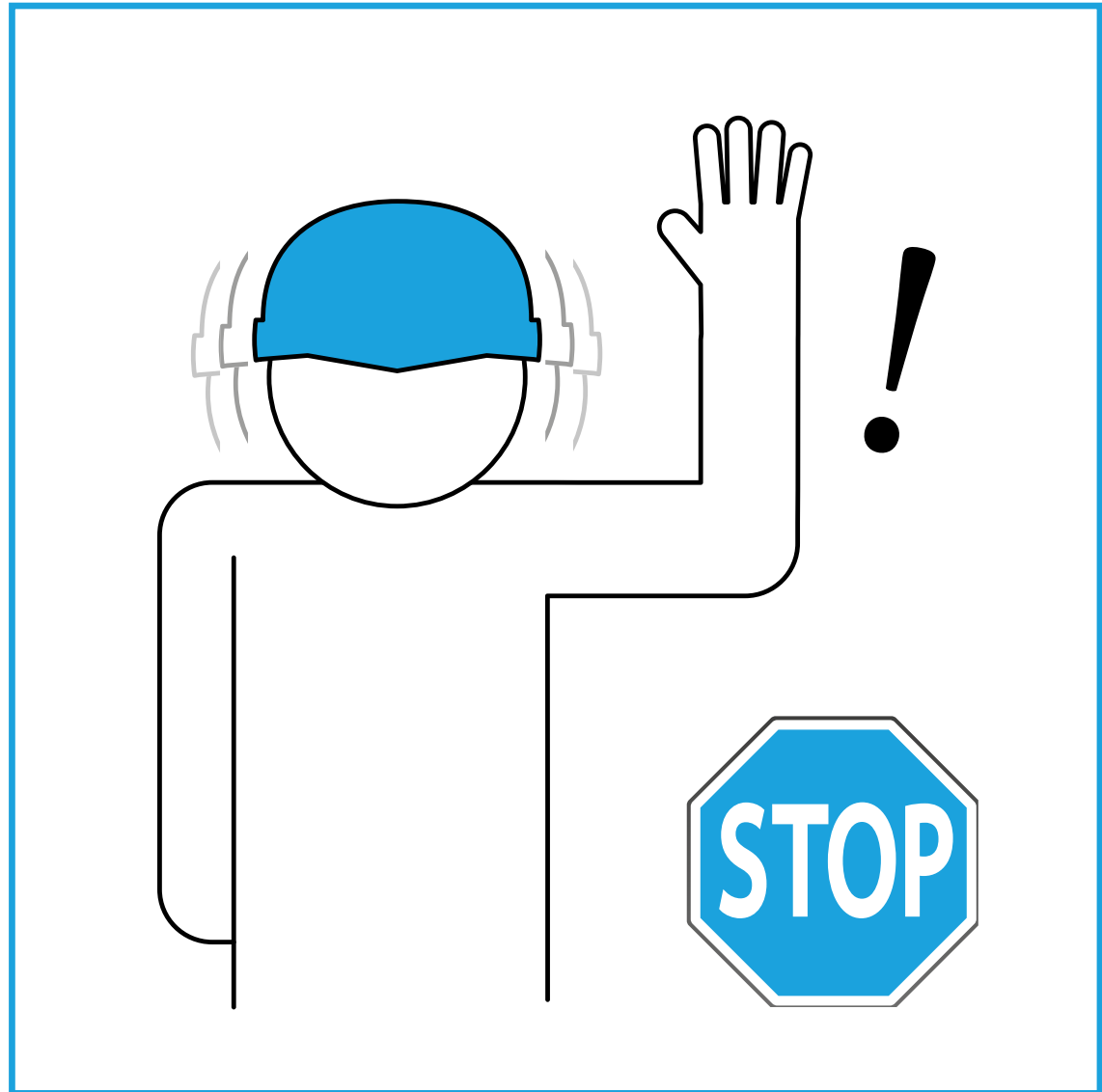


Work at Height (FASTEN)

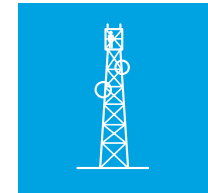


All these Nokia requirements are non-negotiable

Fit to work
Arrangements
Supervision
Training
Equipment
Non-negotiable

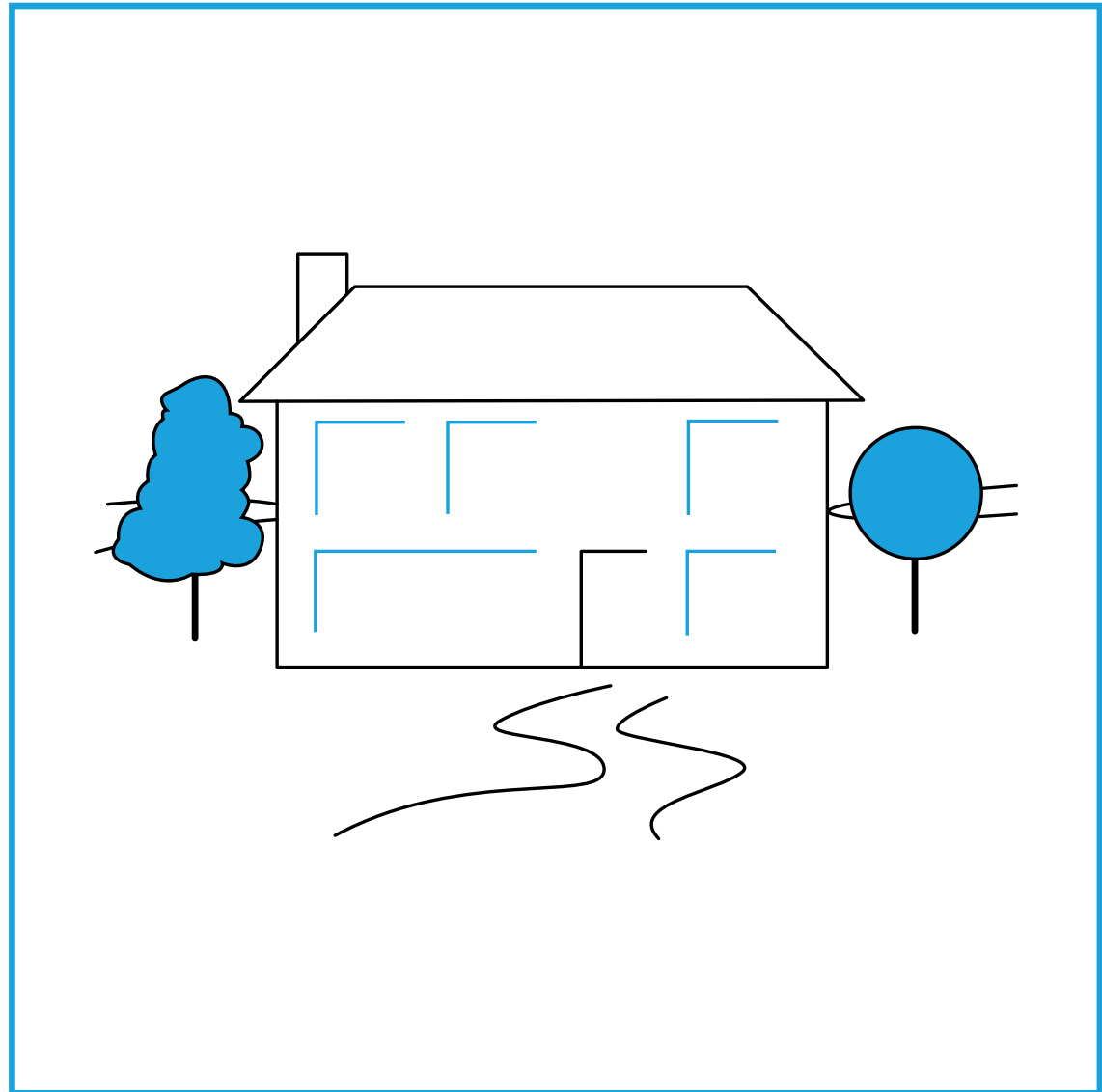


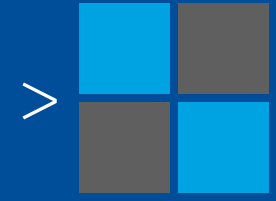
Work at Height (FASTEN)



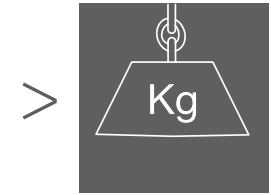
Follow these non
negotiables and
go home safely

Fit to work
Arrangements
Supervision
Training
Equipment
Non-negotiable





- Is everyone fit and well?
- Is everyone clear on what they are doing?
- Is everyone happy with their role?
- Do we have the right tools and equipment?
- Any questions?



Rigging and Lifting

<Up to 6kg>

<6-10kg>

<10-20kg>

<20-50Kg>

<50-100Kg>

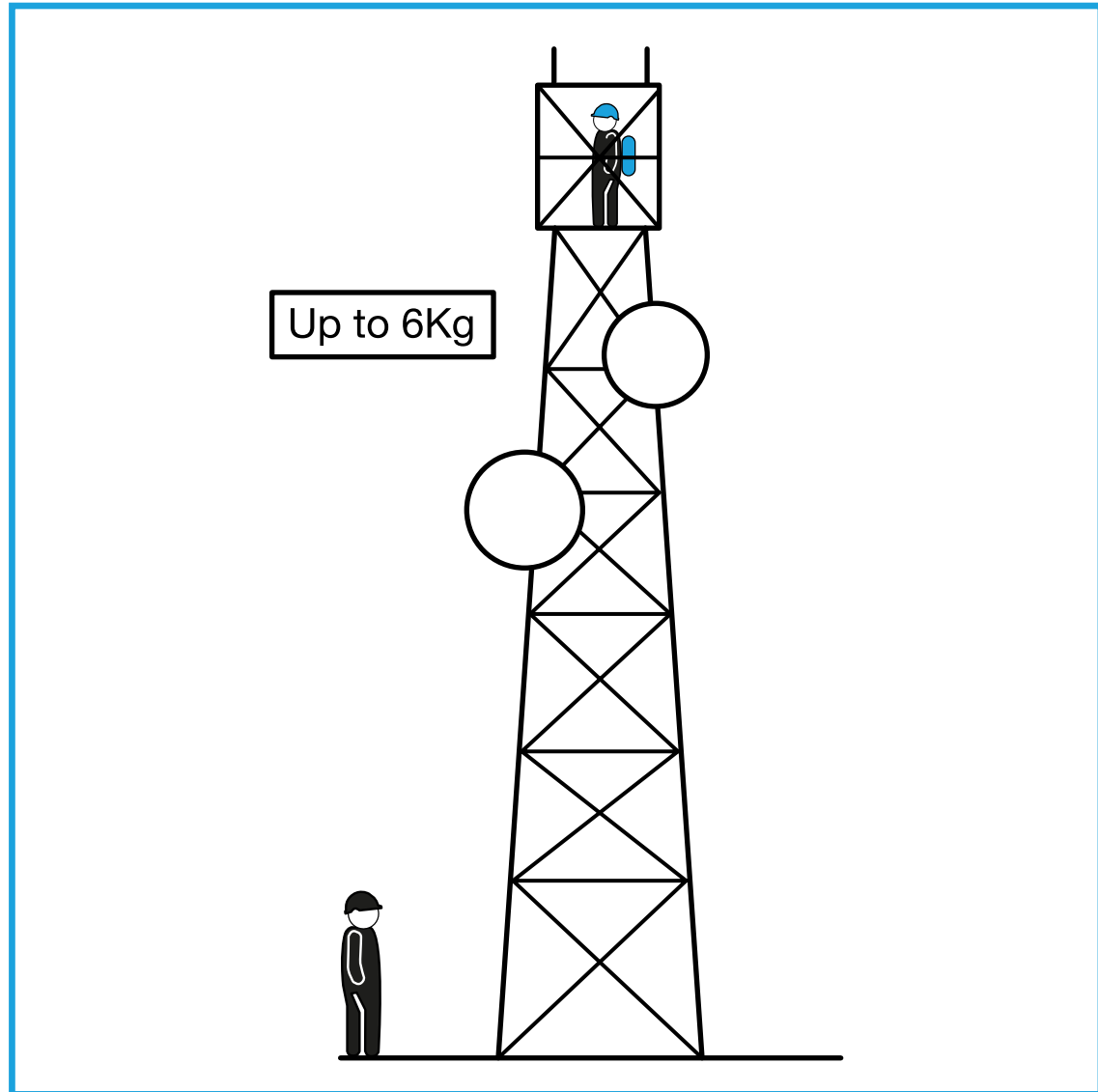
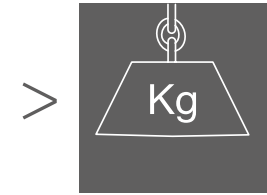
Rigging and Lifting

Up to 6Kg

Ensure you have enough people and the right equipment to lift safely

Upto 6 kg - 1 person backpack

No lone working when working at height



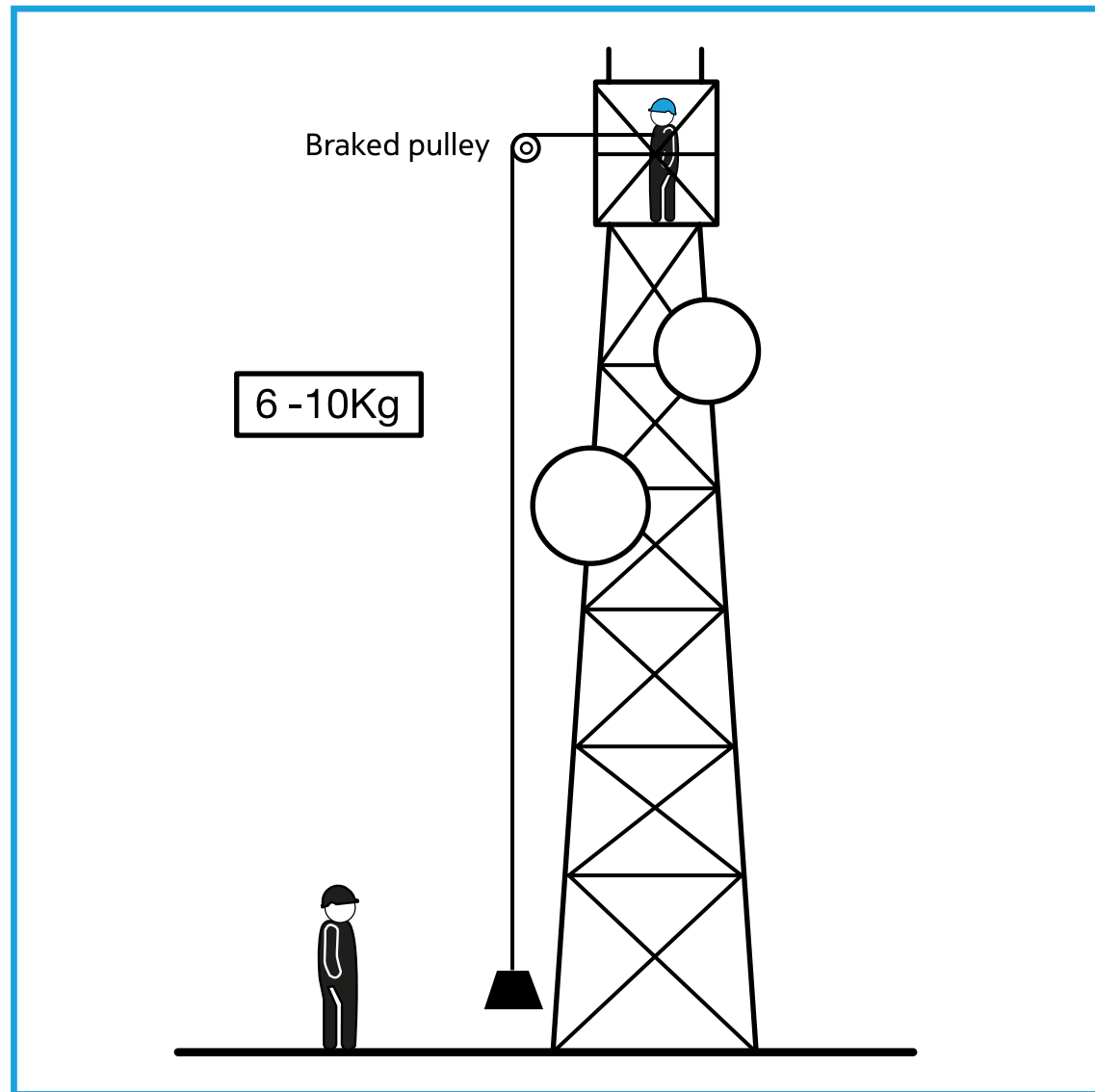
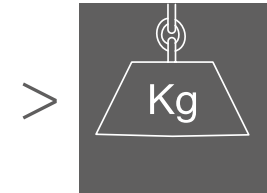
Rigging and Lifting

6-10Kg

Ensure you have enough people and the right equipment to lift safely

6-10kg - 1 person, rope and pulley

No lone working when working at height

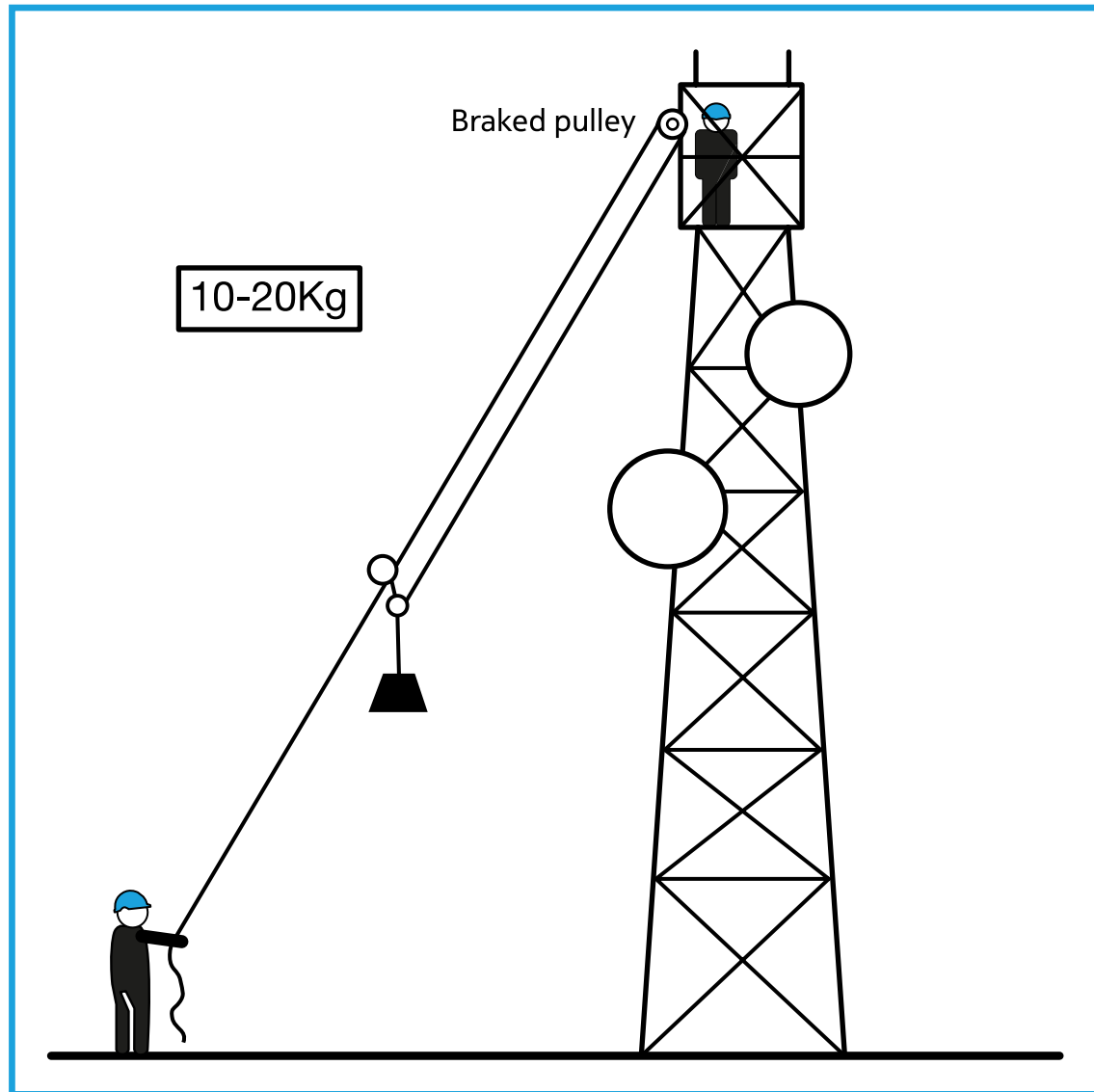
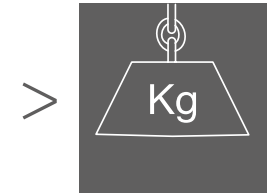


Rigging and Lifting

10-20Kg

Ensure you have enough people and the right equipment to lift safely

Rope and pulley - 2 people

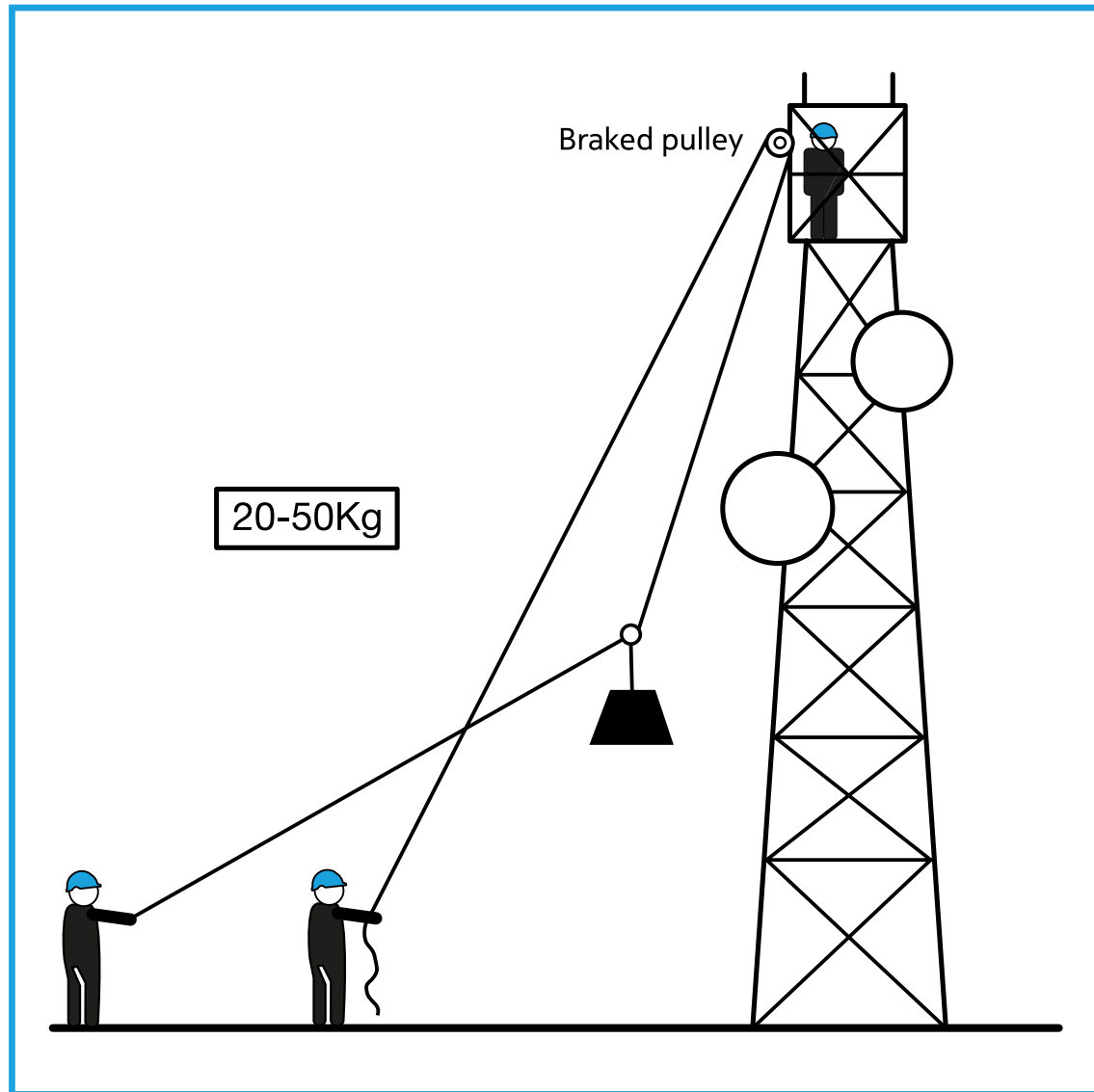
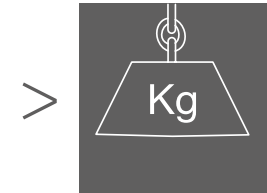


Rigging and Lifting

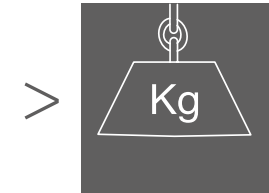
20-50Kg

Ensure you have enough people and the right equipment to lift safely

Rope, pulley, guide rope and non-return device – 3 people



Rigging and Lifting



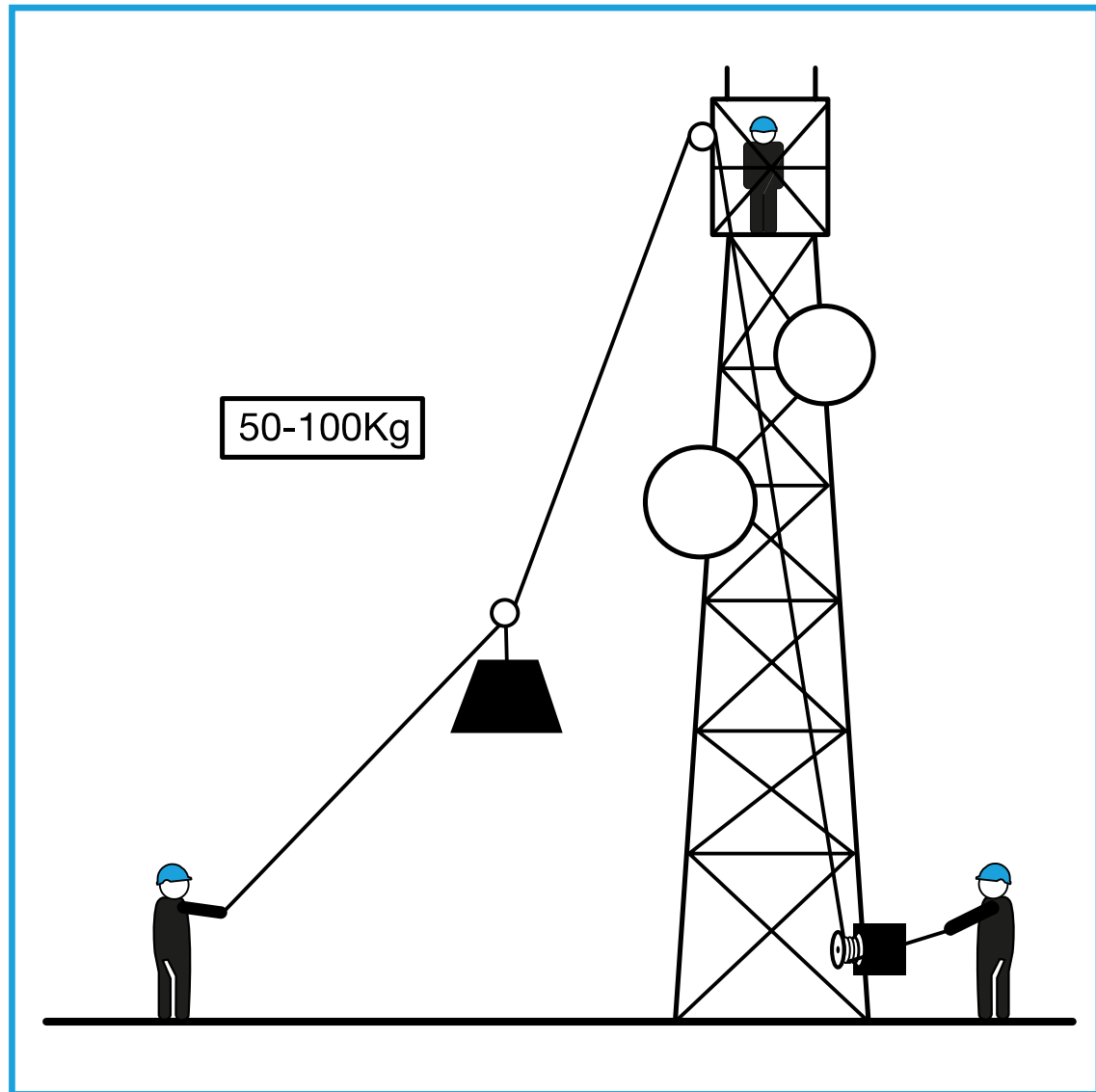
50-100Kg

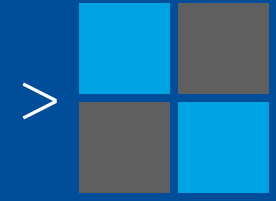
Ensure you have enough people and the right equipment to lift safely

Rope, pulley, guide rope and Capstan Winch – 3 people

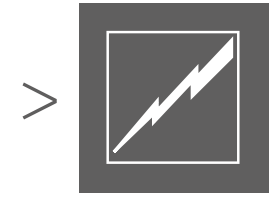
>100Kg

This is a heavy lift. You need special equipment and training.





- Is everyone fit and well?
- Is everyone clear on what they are doing?
- Is everyone happy with their role?
- Do we have the right tools and equipment?
- Any questions?



Electrical

<Training>

<Live Work>

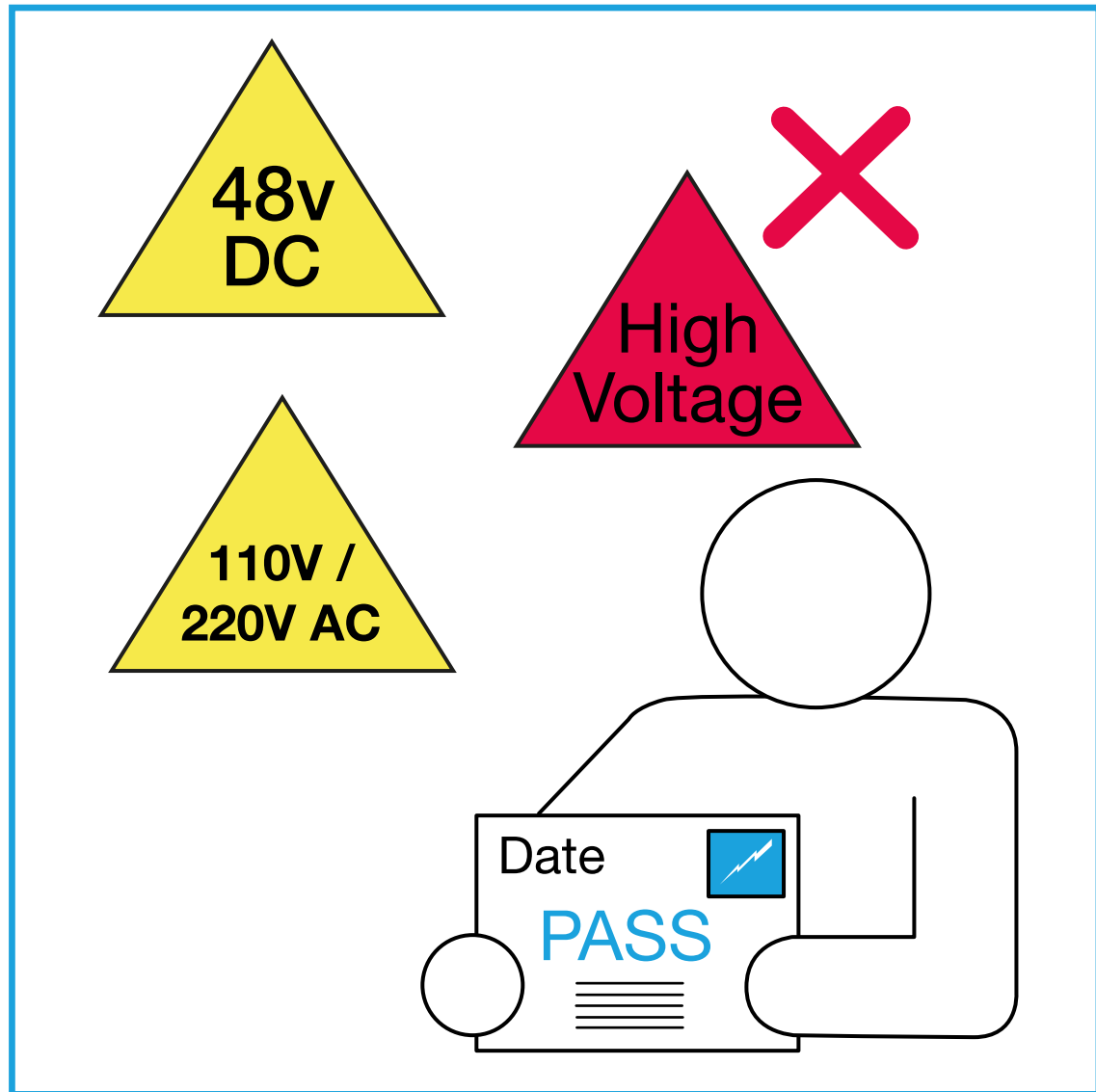
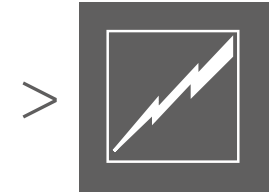
<Reporting Defects>

Electrical

Training

Only do work you are qualified and trained to do.

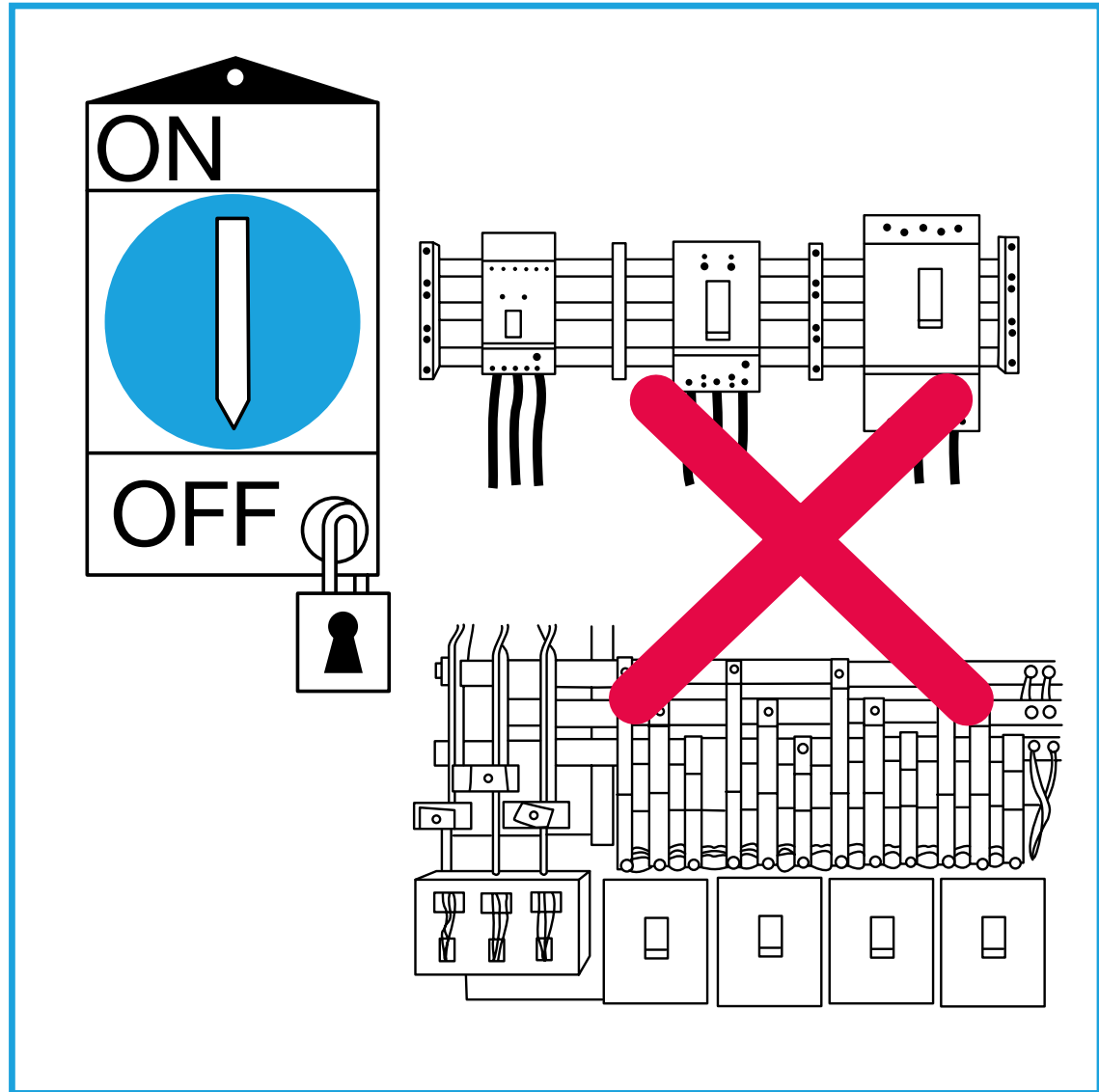
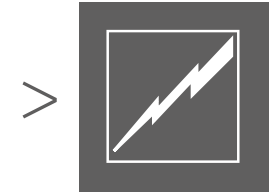
Do you know the different types of electrical systems?



Electrical

Live Work

Do not work live
Turn off and lock
out before you
start work
Make sure no
one can turn it
back on

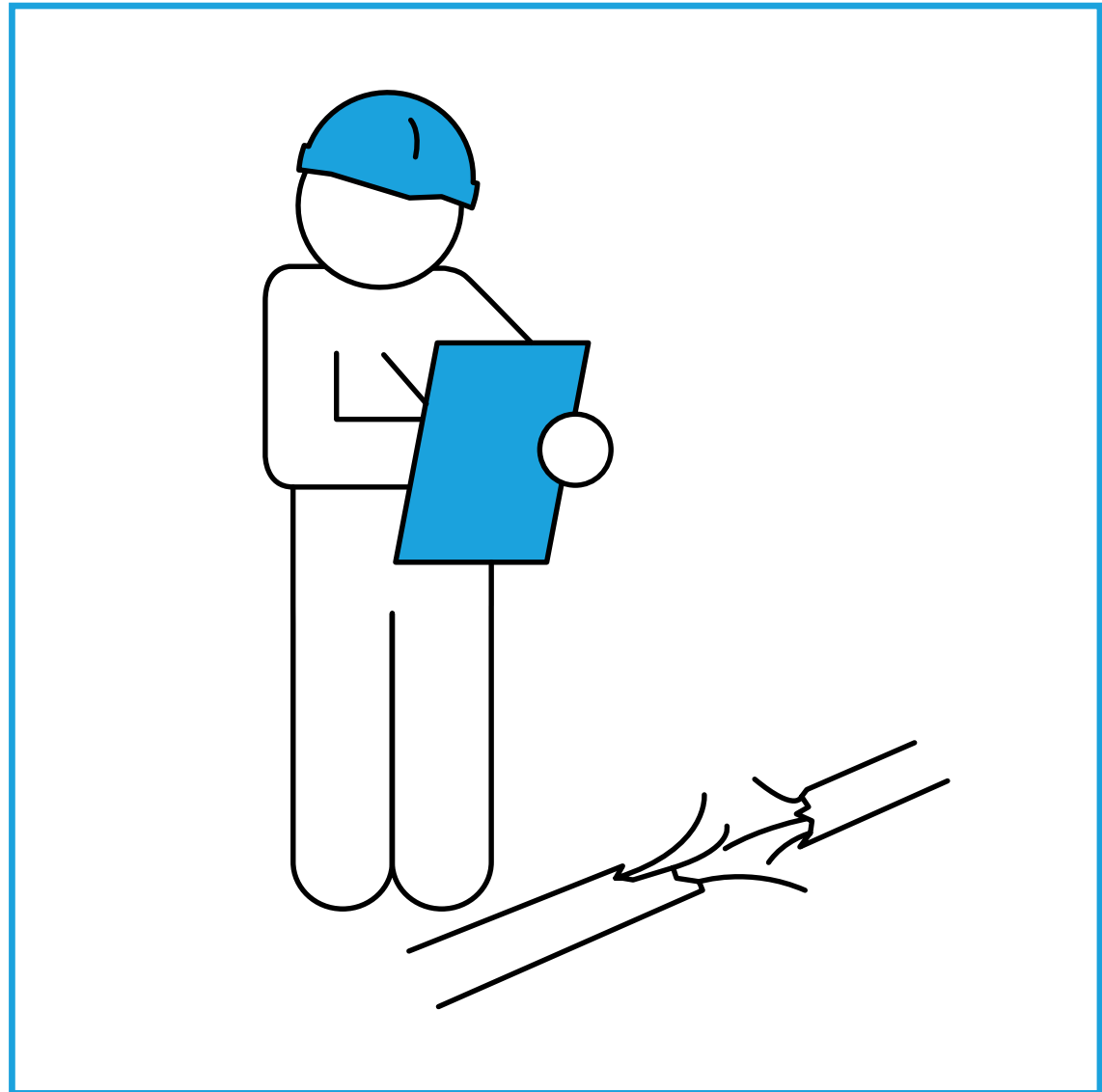
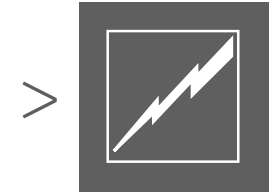


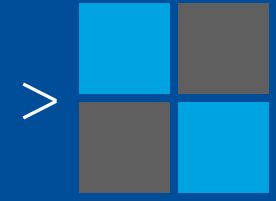
Electrical

Reporting Defects

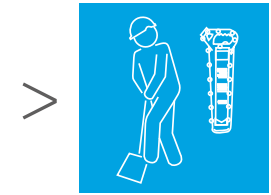
Do not use
defective
equipment

Report defects
and damage





- Is everyone qualified and trained to do electrical work?
- Do you understand that you should not work on live equipment?
- Do you have the right tools for the job?
- Any questions?

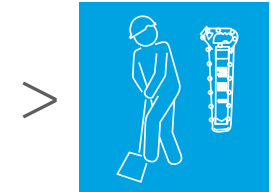


Below Ground

<Assets>

<Trenches>

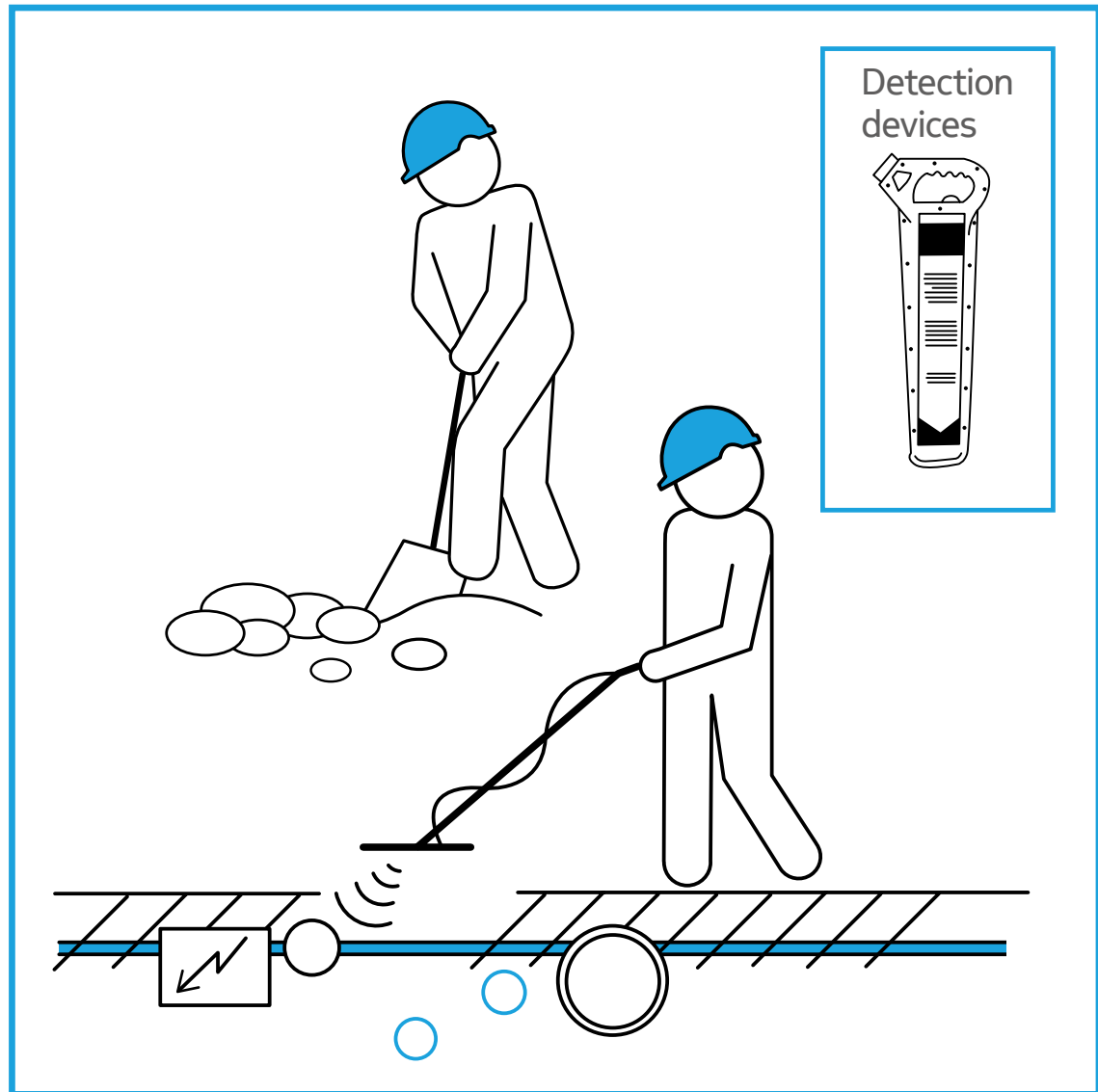
Below Ground



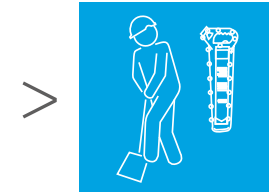
Assets

Know and avoid the location of underground hazards such as electric cables

Use hand tools such as shovels to uncover the hazards. Avoid pickaxes or other sharp tools

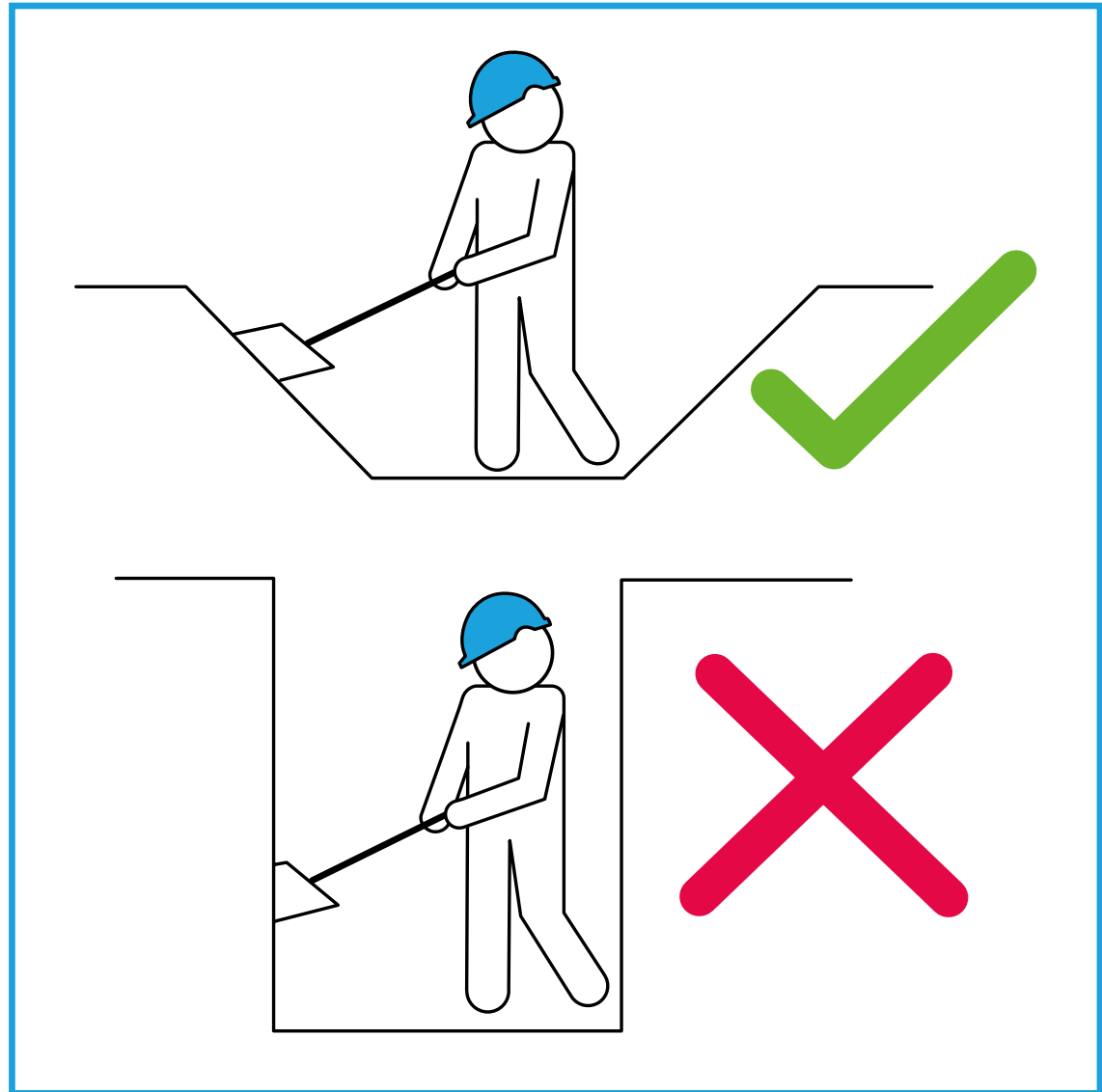


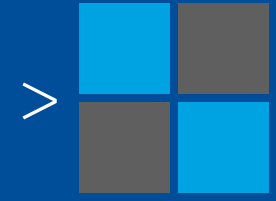
Below Ground



Trenches

Put the dug out material away from the slope edge of the trench





- Do you know what lies below ground before you dig?
- Do you understand that you need a slope side trench?
- Do you have the right tools?
- Any questions?

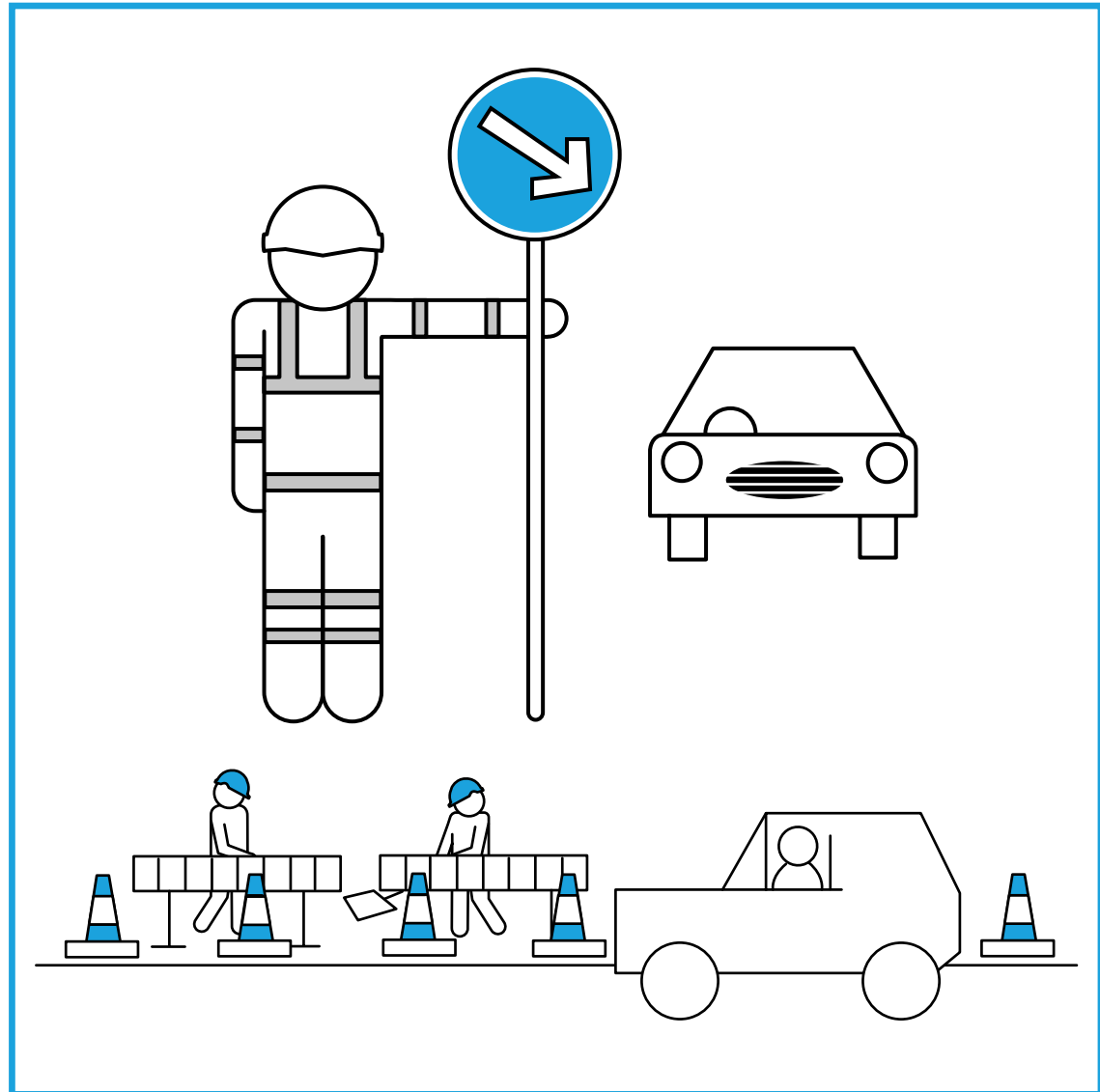
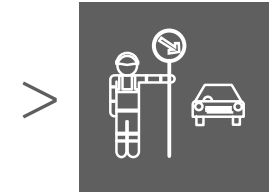
Street Works

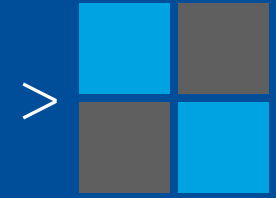
Traffic Management

Use appropriate signage

Wear high visibility clothing

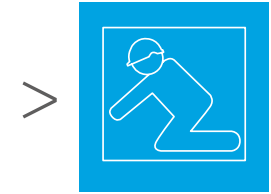
Adapt to changing weather and traffic conditions



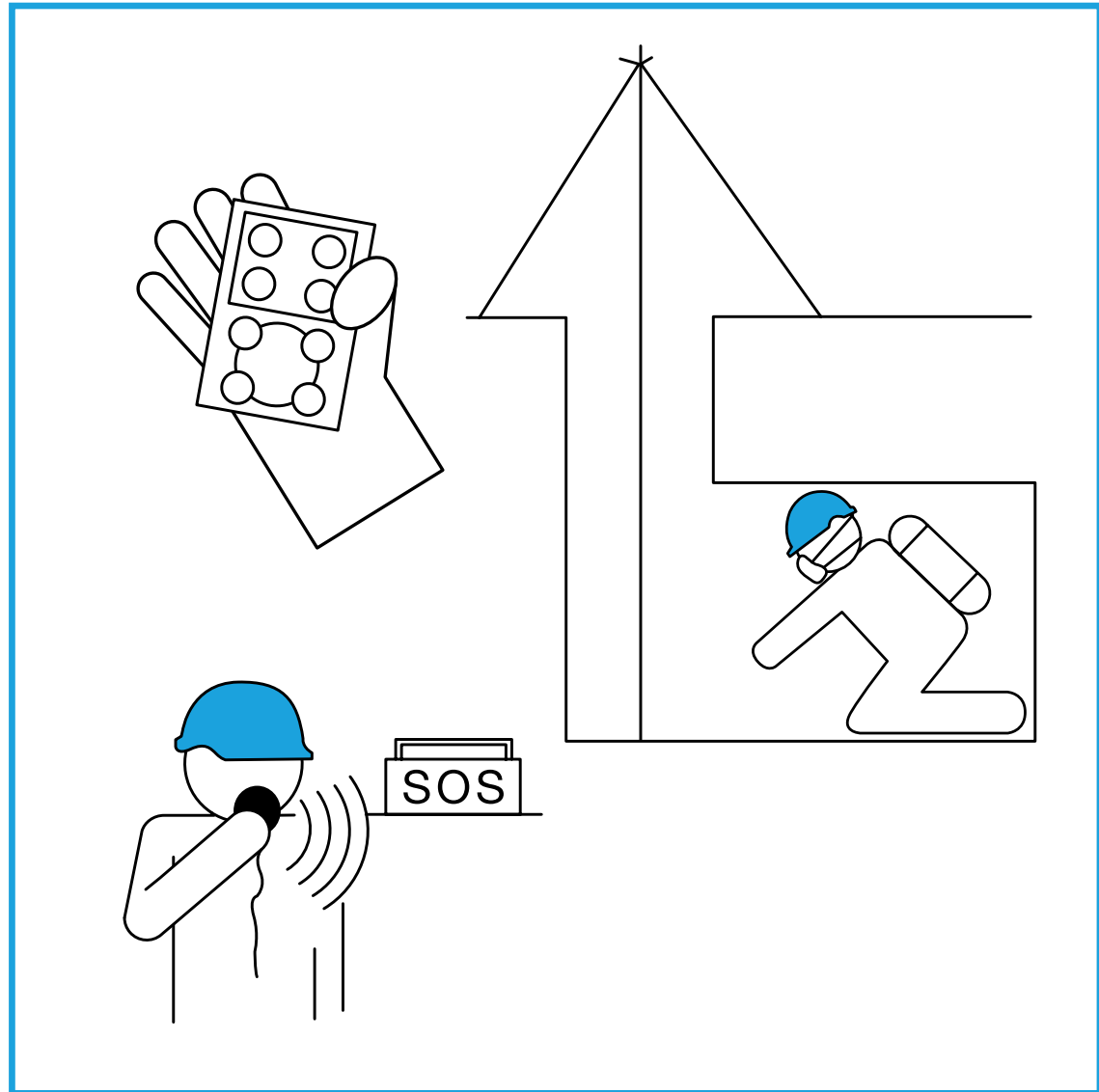


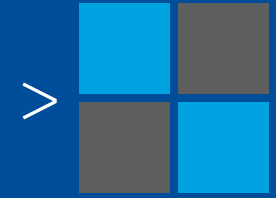
- Is everyone clear on what they are doing?
- Any questions?

Confined Space



Check for gas
No lone working
Have rescue
equipment and
plans in place





- Is everyone clear on what they need to do?
- Do you have the right tools?
- Any questions?

**Nokia**

P.O.Box 226,
FI-00045
Finland

© Nokia 2017

About us

Nokia is a global leader innovating the technologies at the heart of our connected world. Powered by the research and innovation of Nokia Bell Labs, we serve communications service providers, governments, large enterprises and consumers, with the industry's most complete, end-to-end portfolio of products, services and licensing.

From the enabling infrastructure for 5G and the Internet of Things, to emerging applications in virtual reality and digital health, we are shaping the future of technology to transform the human experience.

www.nokia.com

CID: 202335