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NEW CANDIDATE WELCOME PACK

1. PAYROLL & TIMESHEET DEADLINES

Timesheet Deadline is 17:00 every Monday.

All timesheets are submitted through our portal. You will be given unique login credentials on the day of your first assignment with OSS. Timesheets will need to be completed online for the client to approve.

It is your responsibility and not the clients to ensure that your fully completed and approved timesheet is submitted to the system by the deadline.

Any timesheets received after the deadline will not be processed until the following week and sub payments will also not be made on these.

Please direct any issues with your timesheets to your contact at OSS. or directly to the Administration and Payroll team at the following email address:

timesheets@optimasitesolutions.com

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WORKER GUIDANCE

Conduct

Please ensure you work to the job specification and duties that you have been engaged to do at all times. Please ensure you follow and carry out the agreed work to do.

Personal Protective Equipment

Please ensure that you wear ALL the appropriate PPE at all times:

- Hard Hat
- Steel toe cap footwear
- Safety Gloves & Eye Protection
- High visibility vest

You will not:

- Arrive late
- Arrive smelling of alcohol
- Swear or use any foul language
- Spit
- Shout unnecessarily
- Throw or leave litter on site
- Regularly use your mobile
- Smoke (unless in permitted smoking areas)
- Be sexist in ANY shape or form
- Be racist in ANY shape or form
- Be ageist in ANY shape or form

Welfare & Hygiene

Please ensure:

- You wash thoroughly when you finish work – take a shower if necessary
- You wear clean clothes to work each day
- You wash your hands after using toilet and before eating
- You help keep the toilets provided for your welfare, as you found them in a clean and tidy condition.

Identification

Produce forms of your identification. This is a legal requirement. I.D that represents you must be produced to the Site Manager/Supervisor. The acceptable forms of ID are:

- Your original passport (this must not be expired). OR if you do not have a passport
- Take your original Birth certificate and your original photo part “card” driving license.

Theft / Thieves

Please ensure you do not take, move, tamper with or disturb any property of the contractor or clients engaging your services. Please note it is many contractors/clients general policy to prosecute thieves.

Please:

- Do not steal
- Do not take what is not yours
- Do not move what is not yours

If you are caught on camera doing anything illegal it will result in your prosecution

Drugs & Alcohol Policy

Please ensure: when reporting to work, regardless of the time of day or night or the premises at which you are working, you must not be under the influence of drugs or alcohol. If you are suspected of being on any type of illegal drug or under the influence of alcohol – the site manager(s) will instruct you to leave. Your services will then not be engaged again for any future project from then on.

Timesheet Fraud

Do not fraudulently try to claim more hours or days worked than you have actually worked to complete the job, whether on any clocking in system, trying to amend the agreed price, or on any timesheet for site attendance record purposes. If you are found guilty of this you will not be paid by OSS and will be prosecuted for fraud.

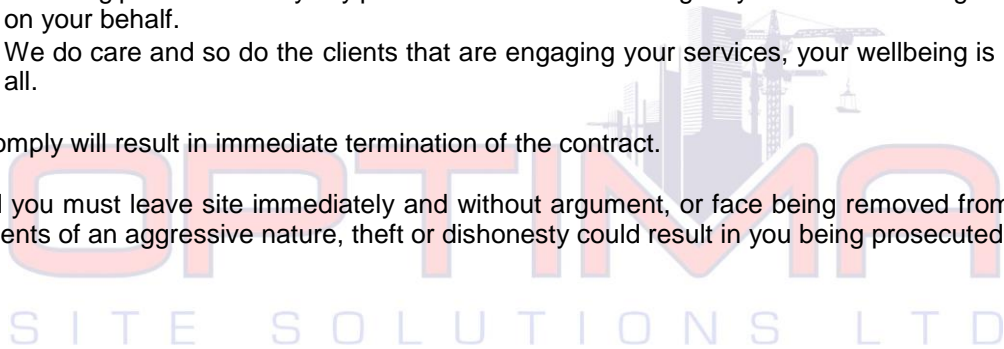
Make sure you understand ALL your obligations.

Please read - we care about your well-being.

- Please ensure that you report to OSS any experience whilst working on site immediately where you have
- Felt bullied, intimidated, acts of violence towards you or you feel victimised in anyway - so we can investigate appropriately on your behalf with the necessary parties and come back to you. Also if you see this happening to anyone else.
- Additionally, if you believe you are being asked to carry out work in a dangerous environment, or are being put at risk in anyway please call as a matter of urgency so we can investigate accordingly on your behalf.
- We do care and so do the clients that are engaging your services, your wellbeing is important to all.

Failure to comply will result in immediate termination of the contract.

If dismissed you must leave site immediately and without argument, or face being removed from site by the police. Incidents of an aggressive nature, theft or dishonesty could result in you being prosecuted.





HEALTH AND SAFETY RULES FOR OPTIMA SITE SOLUTIONS LTD EMPLOYEES

This details the rules and standards, relating to all our employees at work. It is the responsibility of all to obey these rules whilst at work.

Deliberate contravention of these rules shall be considered a breach of contract and, at the discretion of the Management, shall lead to dismissal.

Contravention of the Health and Safety Legislation is a criminal offence and that a prosecution can be taken against the employee by the enforcing authority.

Working practices

- Understand and obey all hazard notices and instruction notices on site.
- All Safety equipment, signs, notices and facilities provided in the interests of Health Safety and Welfare are to be used or followed and must not be misused or willfully damaged.
- Protective clothing and Safety equipment is to be stored in the areas designated by site.
- The work area is to be kept clean and tidy at all times.
- All waste is to be disposed of in the area designated by site.
- All liquid spillages are to be cleaned up immediately.
- All emergency procedures relevant to your work area are to be adhered to.
- Emergency exits and equipment must be kept clear and available at all times.
- Any use or damage to fire equipment is to be reported immediately.
- Prompt medical assistance must be sought for any injury received at work and the injury must be reported as soon as possible to the site and documented.
- No operative is to attend site under the influence of alcohol or non-prescription drugs.
- Ensure all written instructions are read and understood prior to using all substances.
- All substances are to be stored in accordance with the written instructions and are to be returned to the storage after use.
- No person can operate a machine item of plant or equipment, unless they have been trained and are authorised to do so
- Ensure all machine guarding is to be in place and correctly adjusted, prior to machinery being used.
- Any fault, defect, including damage, or malfunction in any item of machinery plant, equipment, tool or guard must be reported immediately.
- No machine plant or equipment is to be left unattended or cleaned whilst in motion without permission.
- No repairs, maintenance or adjustments to machine plant or equipment are to be carried out, unless you are authorised to do so
- The client will provide you with a Site Health & Safety Induction, provide their company Health & Safety policy, grievance, disciplinary and accident reporting procedures.

BEFORE SITE & ON SITE:

Before arriving on site

- Ensure that you have had a sufficient amount of sleep beforehand (especially if working unusual shifts).
- Ensure you do not arrive to work with any alcohol or drugs still in your system.
- If you are on any prescription medication which may affect your safety at work then this must be reported to the Optima Site Solutions management team and a written response received.
- Ensure you have the correct card type for the work you are doing (e.g. CSCS, JIB etc.) and that it is in date.
- During the coronavirus pandemic, it is essential that if you are showing symptoms, or any of the people

- in your household are self-isolating, that you do not endanger others by turning up to work.
- If possible travel to site must be made individually (e.g. walk, bicycle, single occupant car etc.) and public transport should be avoided during busy periods in order to minimise chances of possible coronavirus infection.
 - During the coronavirus pandemic, you must prepare and bring your own food and a reusable water bottle to site. Purchasing food in the site canteen or from nearby shops is not permitted due to the risk of contagion.
 - Prepare and inspect your minimum 5 point PPE (hard hat, gloves, boots, safety glasses and hi vis vest). If your risk assessments require you to wear extra PPE you must prepare and inspect that too.
 - Be aware of the risks on the site and read and understand the toolbox talks shown here: <https://www.hse.gov.uk/construction/resources/toolboxtalks.htm>

Upon arrival to site

- If arriving by vehicle then ensure that this is parked legally and responsibly.
- During the coronavirus pandemic ensure that, if there is a queue to enter the site, that you keep at least 2m away from the next person. Whilst on site, unless unavoidable, you must keep at least 2m from all other persons. All work should be organised and coordinated to ensure 2m distance. If this is not the case, raise this with the site manager and the OSS management team.
- You must receive a suitable site induction from the site management team before entering the working areas of the site. If you do not receive one, ask for one from the site manager.
- Whilst on site, you must report any H&S issues of concern to the site manager and the OSS management team. Do not simply walk past!

