

Safe every day

NOKIA

Supervisor's
Toolkit

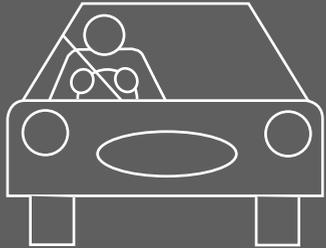
Version 1.1



Contents



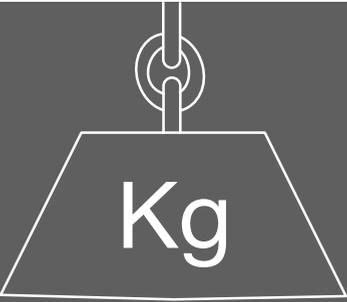
Life Saving Rules



Road Safety



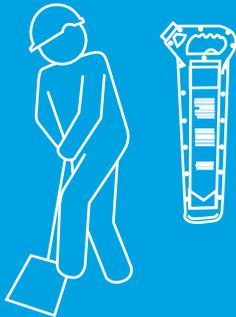
Work at Height



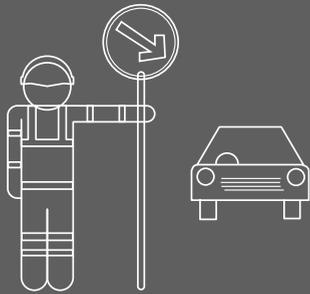
Rigging and Lifting



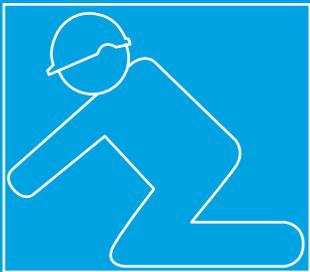
Electrical



Below Ground

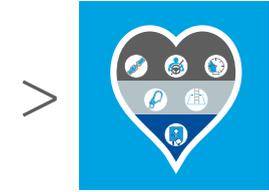


Street Works



Confined Space





Life Saving Rules

- > Driving
- > Work at Height
- > Electrical

NOKIA Life Saving Rules

ROAD SAFETY

WORK AT HEIGHT

ELECTRICAL

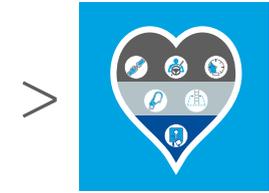
These six rules are the minimum standards we all follow so we get home safe

We look out for each other and step in if others fail to follow the rules

FOLLOW THEM - OR STOP WORK AND SPEAK UP

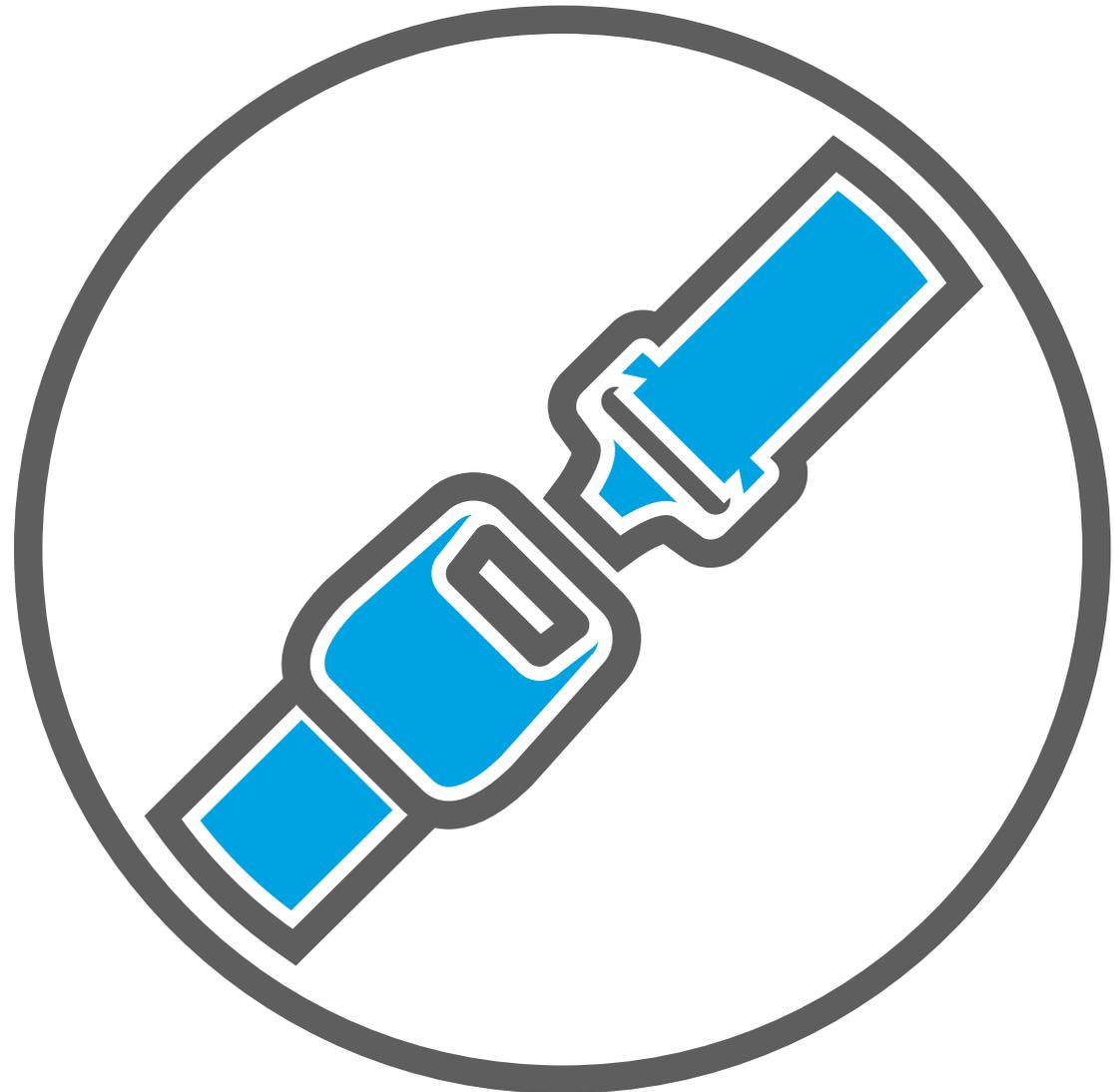


Life Saving Rules

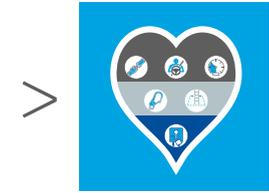


Driving

Always wear
a seat
belt in ANY
vehicle



Life Saving Rules

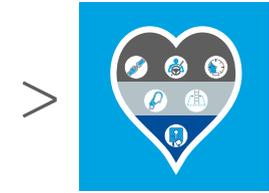


Driving

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



Life Saving Rules



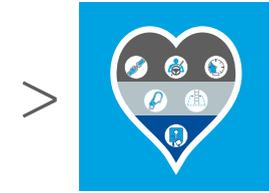
Driving

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

Do not exceed the speed limit



Life Saving Rules

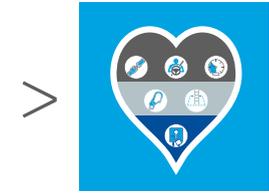


Work at Height

Always attach yourself and your equipment when working at height

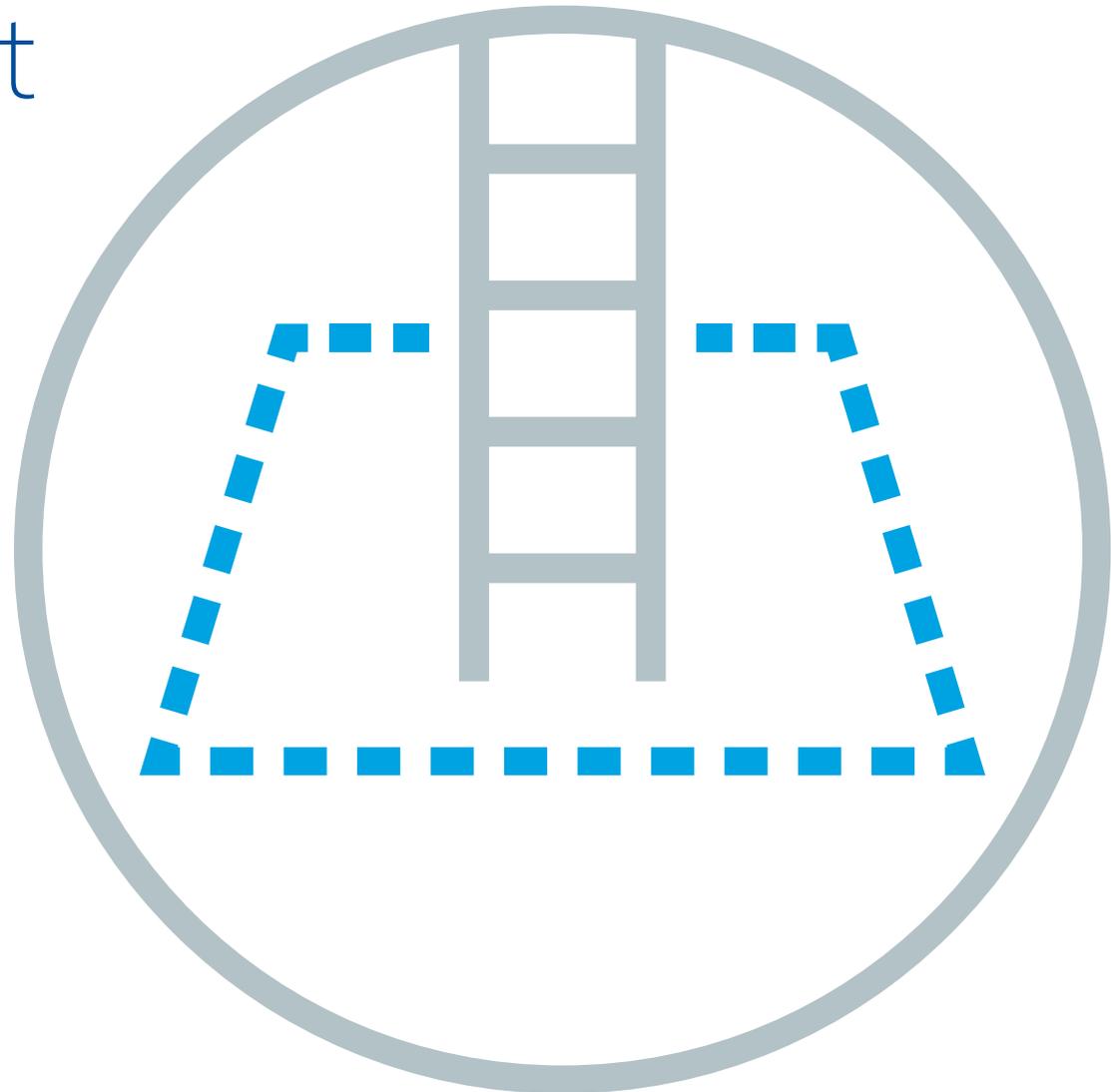


Life Saving Rules



Work at Height

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

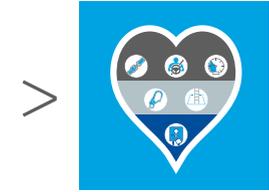


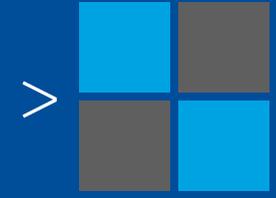
Life Saving Rules

Electrical

Do not
work live

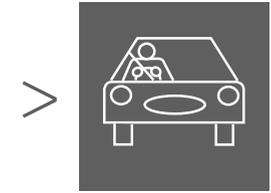
Do not
work on
any electrical
system unless
you are trained





- 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>

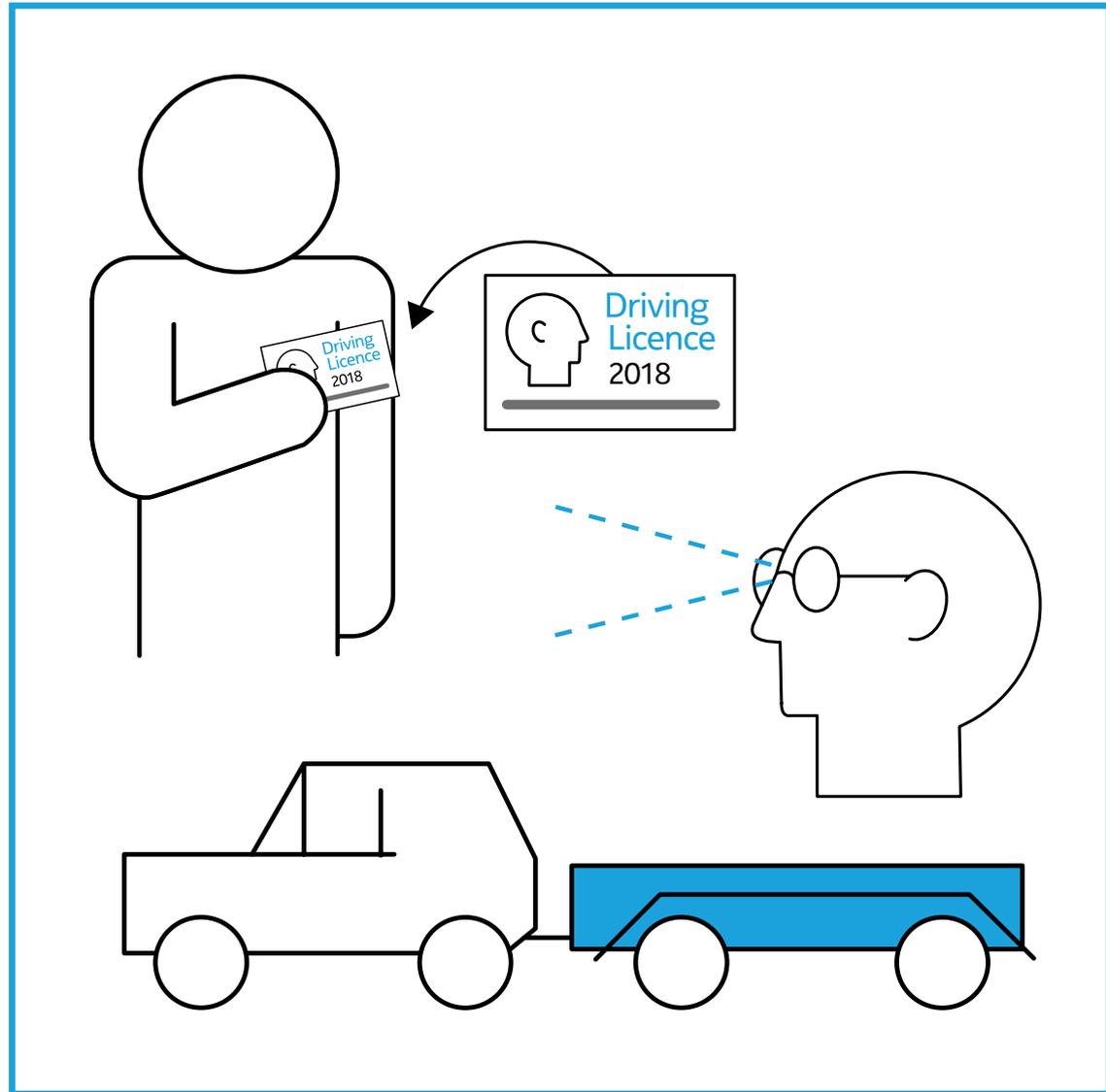
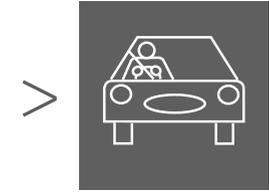
<Journey>



Road Safety

Driver

Valid driver's license
Fit to work
Trained for the
vehicle including
4X4s and towing
trailers



Road Safety

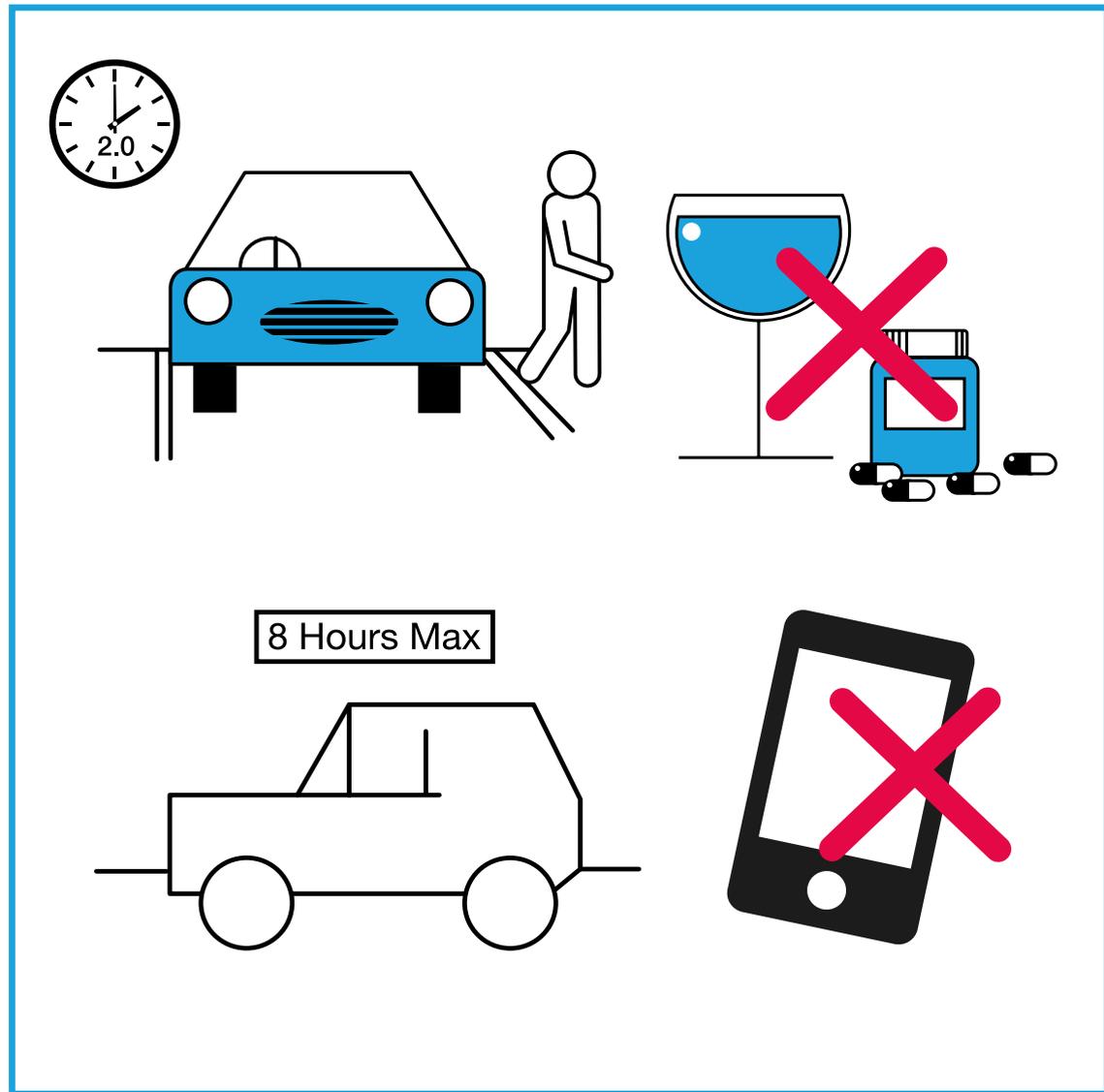
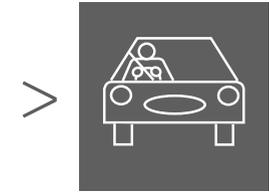
Driver

Take a break every 2 hours

Don't drive after having taken drugs or alcohol

Don't drive for more than 8 hours

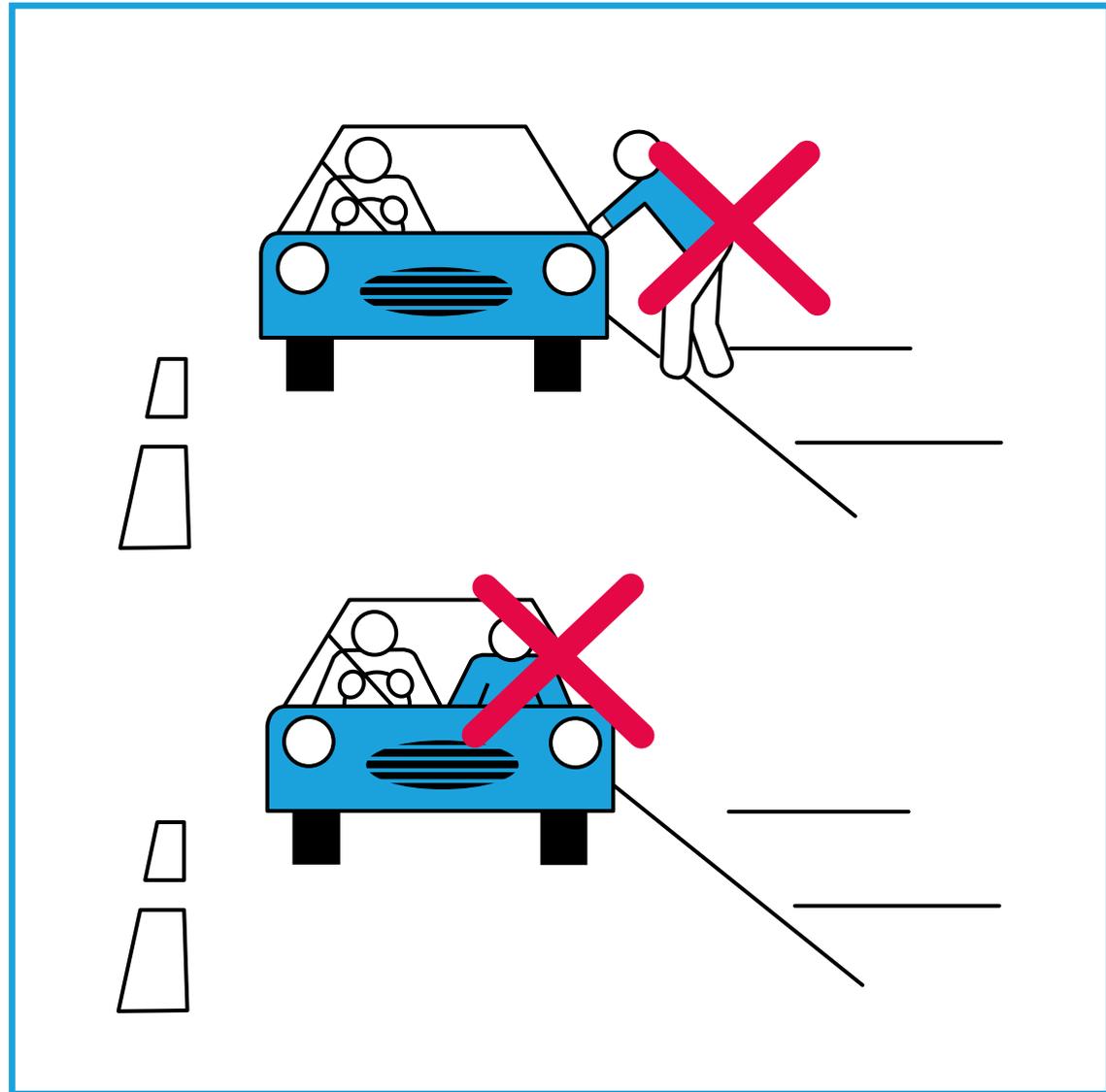
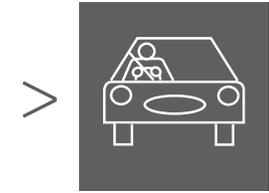
Don't use mobile phones while driving



Road Safety

Driver

Only transport
authorised people



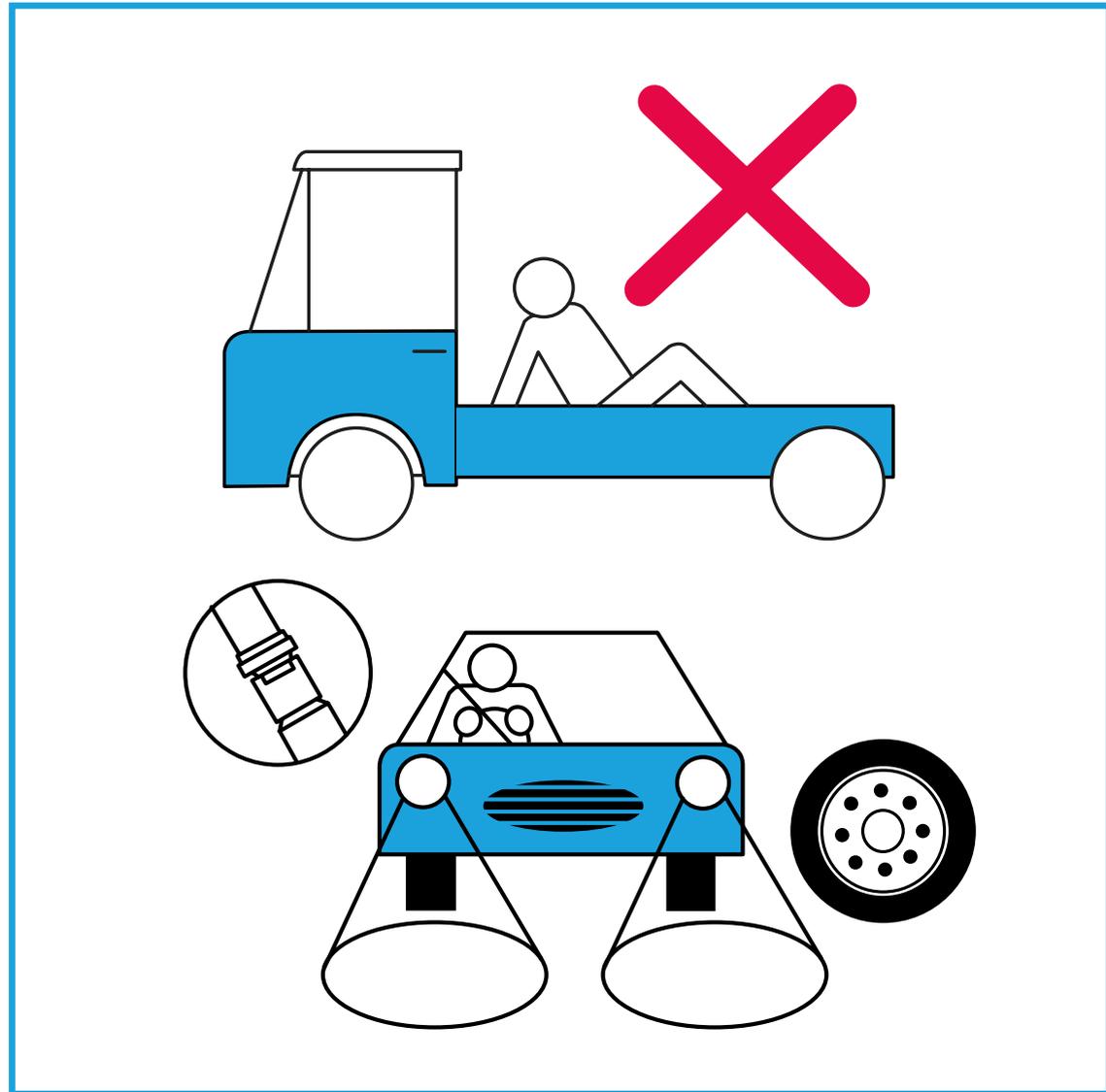
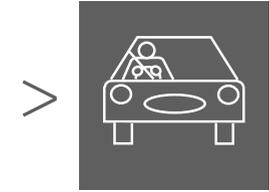
Road Safety

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

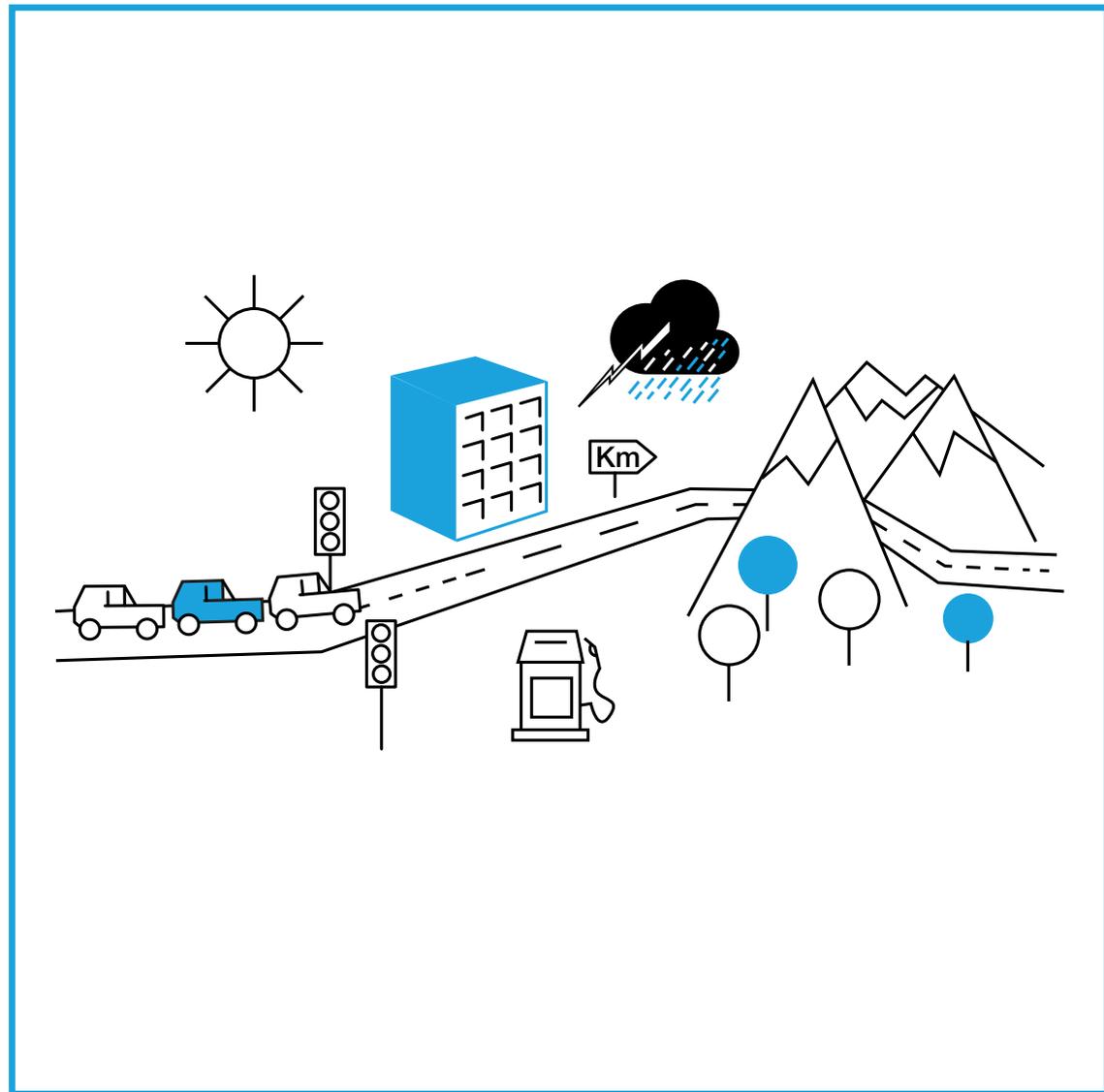
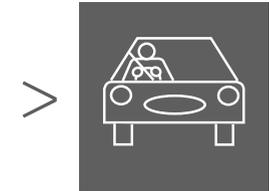
Plan your journey

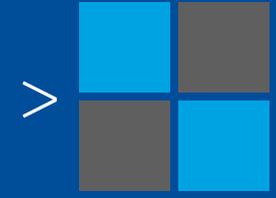
Check traffic,
road and weather
conditions

Plan rest stops

Know the
security risks

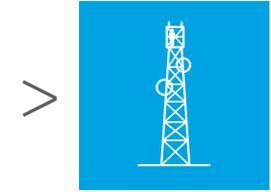
Plan fuel stops





- 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>

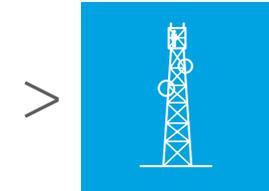
<**T**raining>

<**E**quipment>

<**N**on-negotiable>

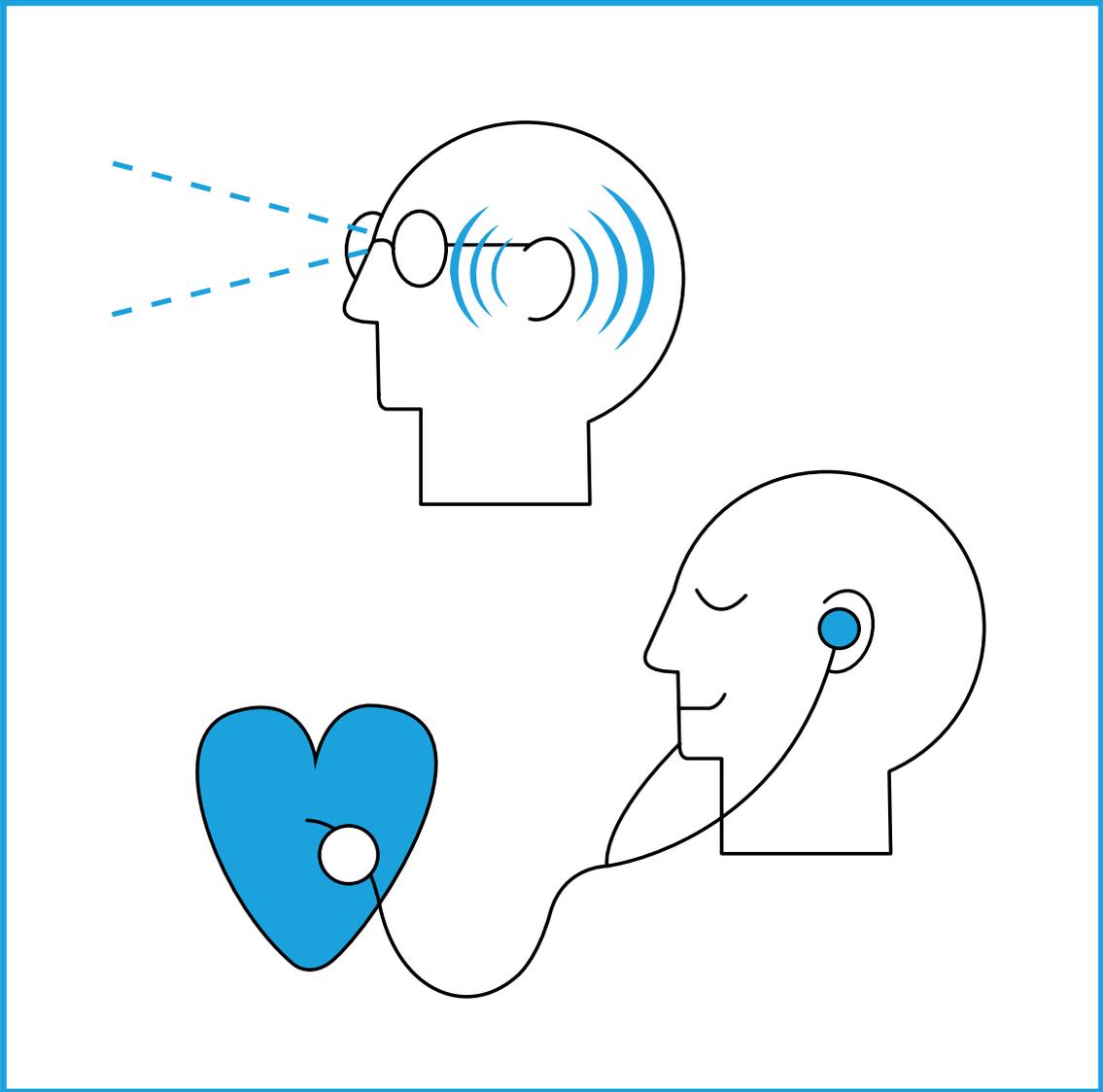


Work at Height (FASTEN)

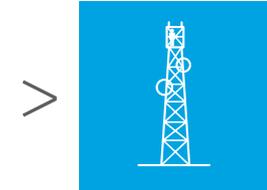


Are you fit to do the job today?

- Fit to work
- Arrangements
- Supervision
- Training
- Equipment
- Non-negotiable



Work at Height (FASTEN)

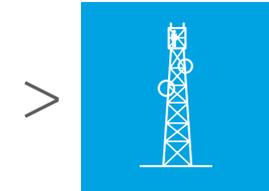


Don't come to work after having taken drugs or alcohol

- 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

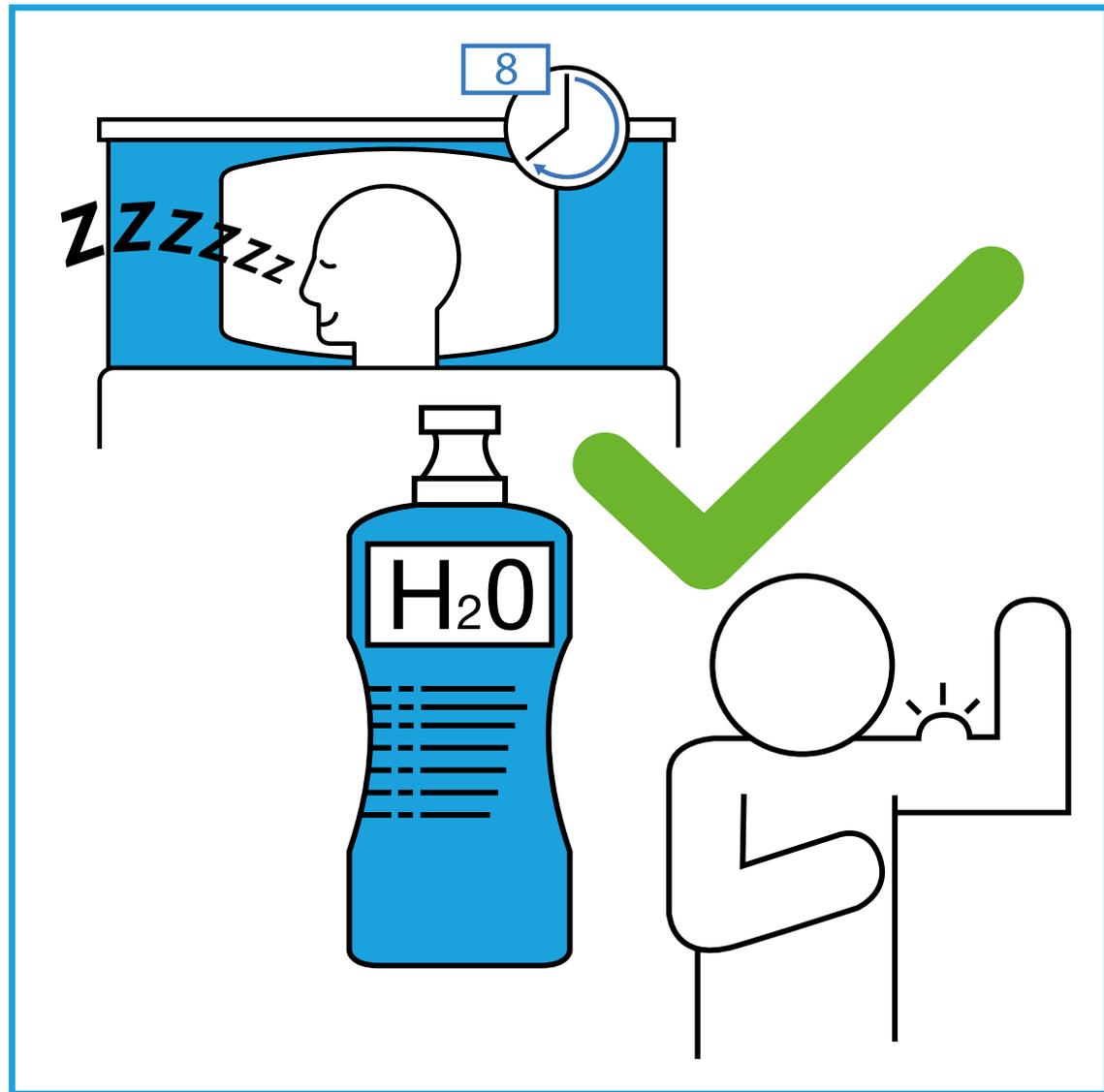
Arrangements

Supervision

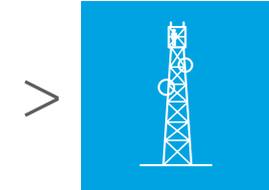
Training

Equipment

Non-negotiable

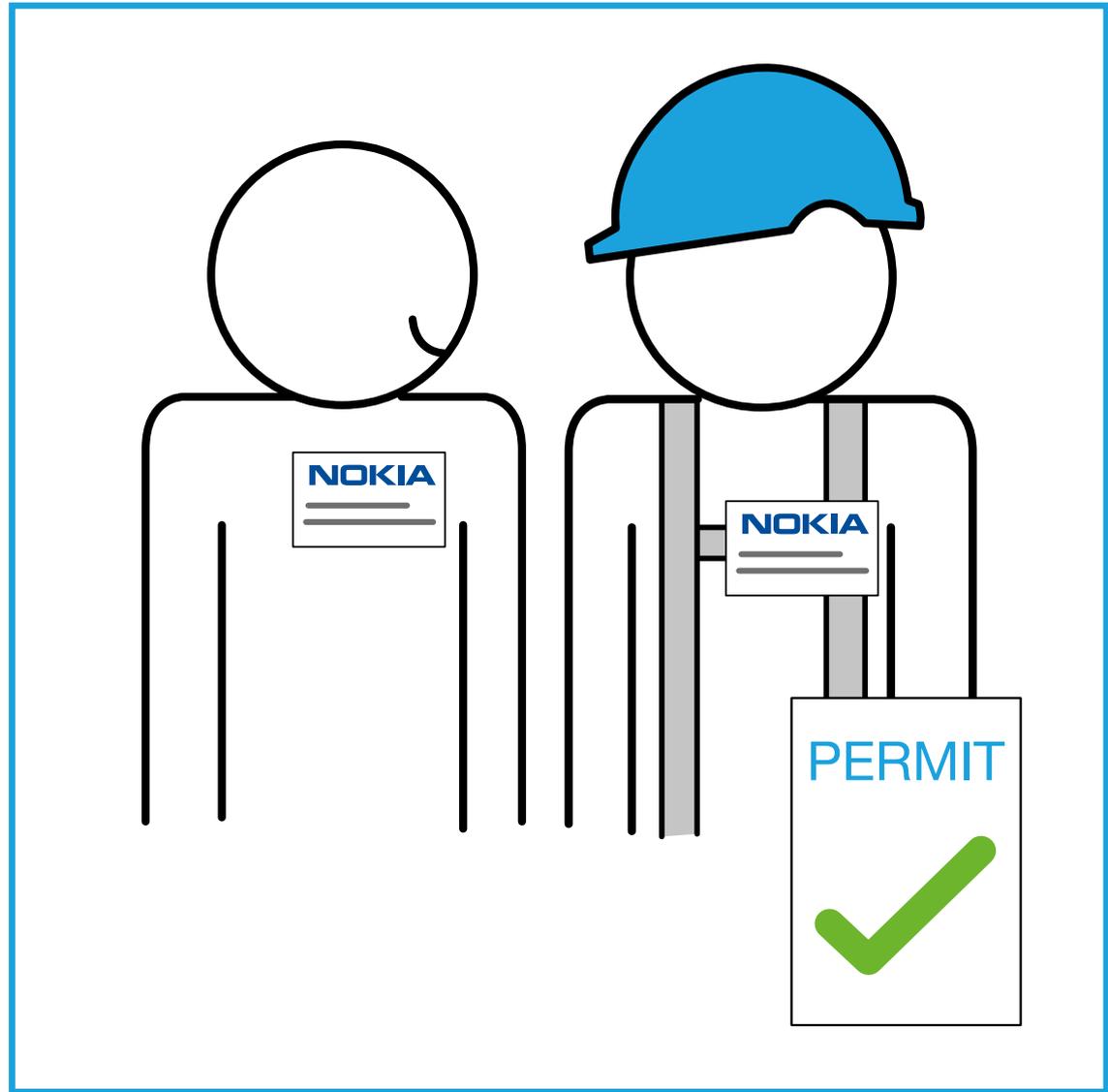


Work at Height (FASTEN)

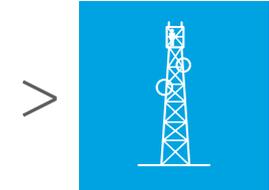


Is everyone authorised to work here today?

- Fit to work
- Arrangements
- Supervision
- Training
- Equipment
- Non-negotiable

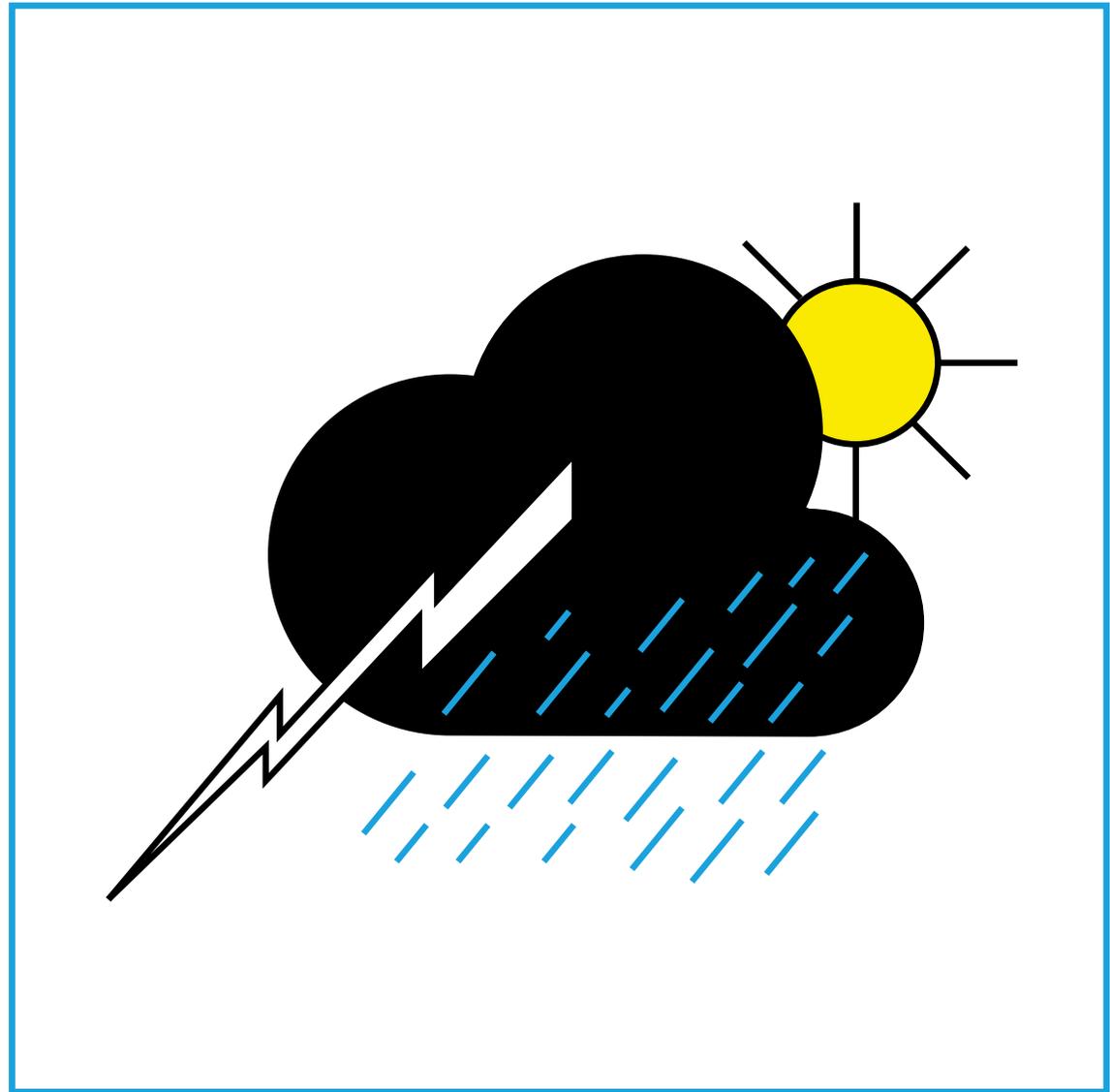


Work at Height (FASTEN)

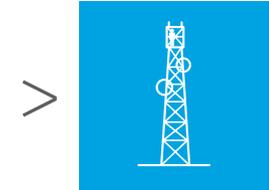


Plan for and respond to weather conditions

- Fit to work
- Arrangements
- Supervision
- Training
- Equipment
- Non-negotiable

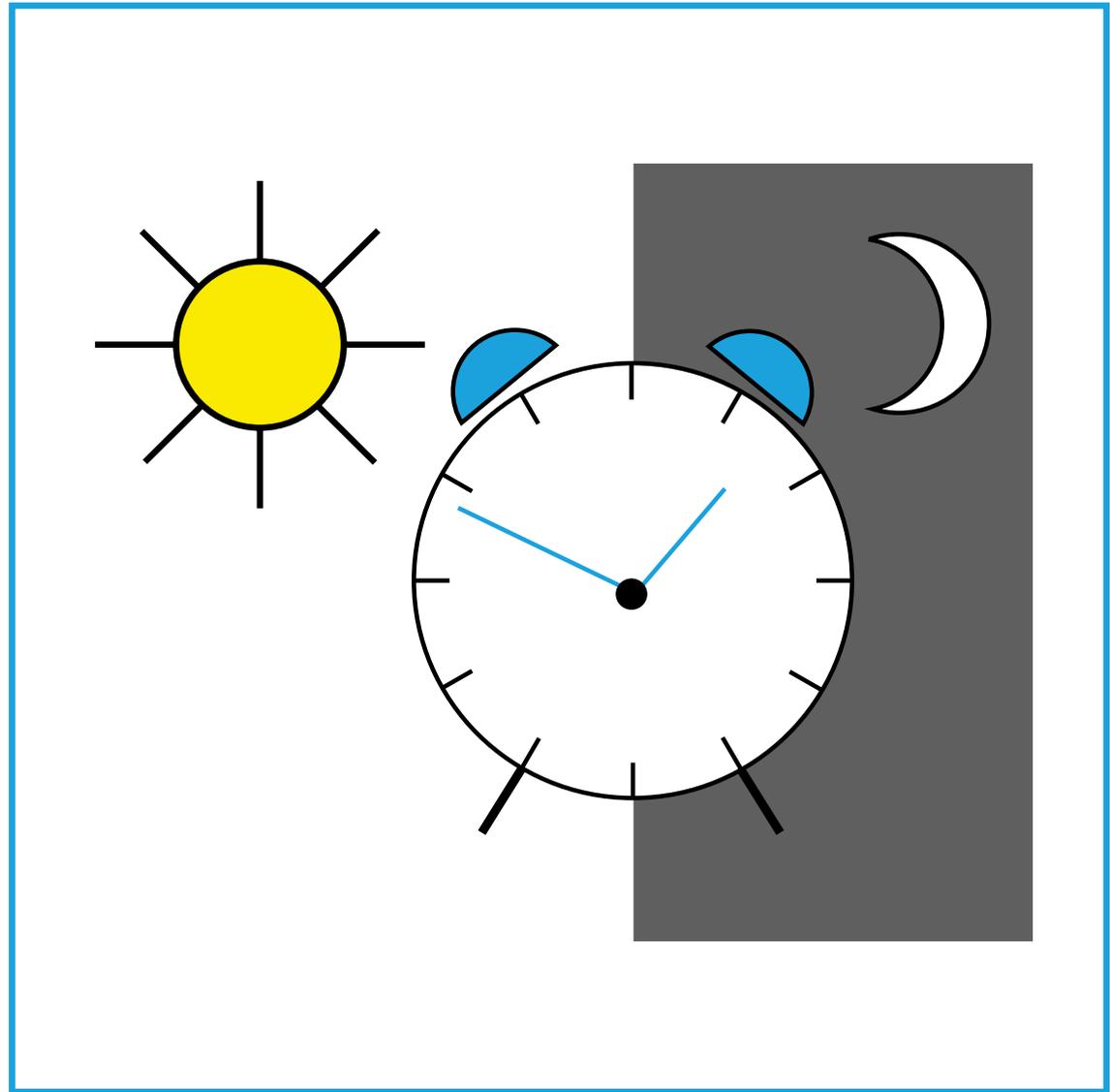


Work at Height (FASTEN)

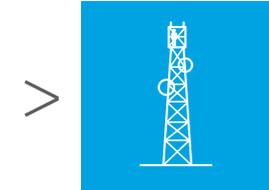


Can we finish the work before it goes dark?

- Fit to work
- Arrangements
- Supervision
- Training
- Equipment
- Non-negotiable

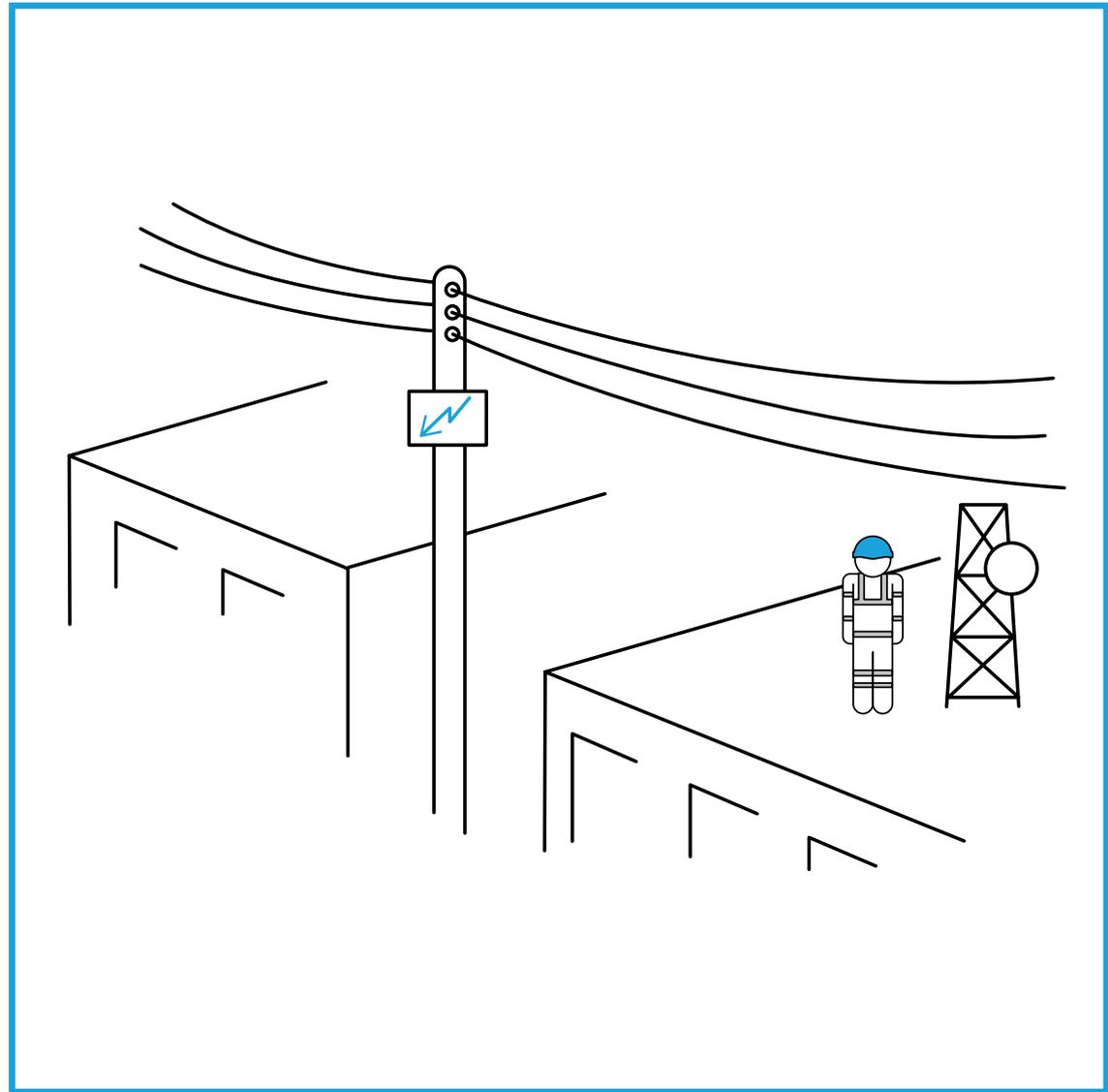


Work at Height (FASTEN)

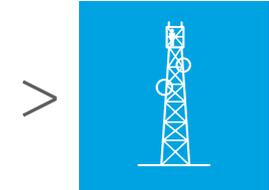


Do not work near live equipment

- Fit to work
- Arrangements
- Supervision
- Training
- Equipment
- Non-negotiable

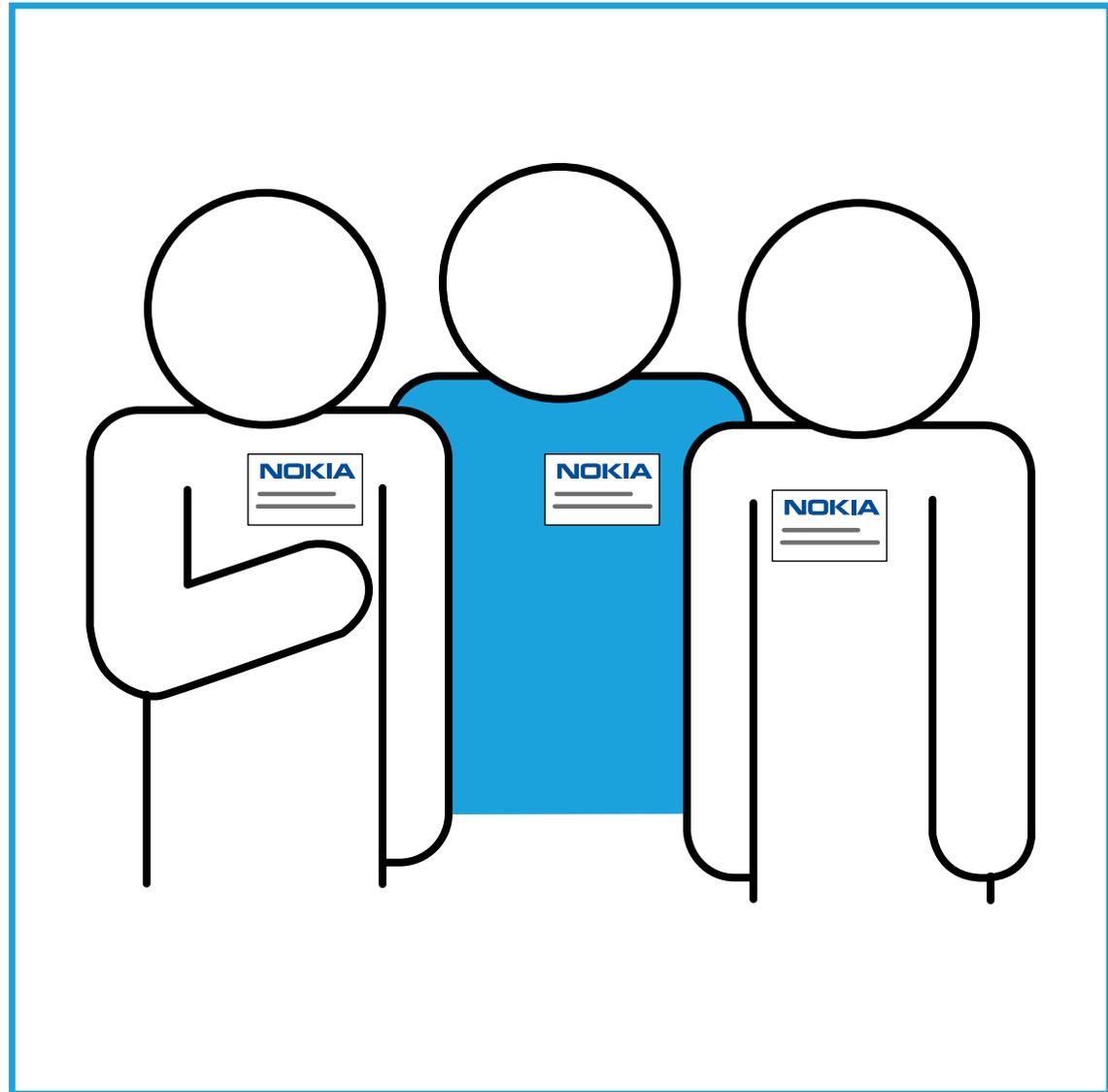


Work at Height (FASTEN)

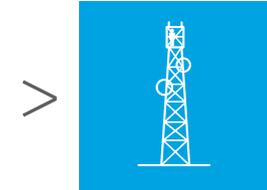


Have we
got enough
people?

Fit to work
Arrangements
Supervision
Training
Equipment
Non-negotiable

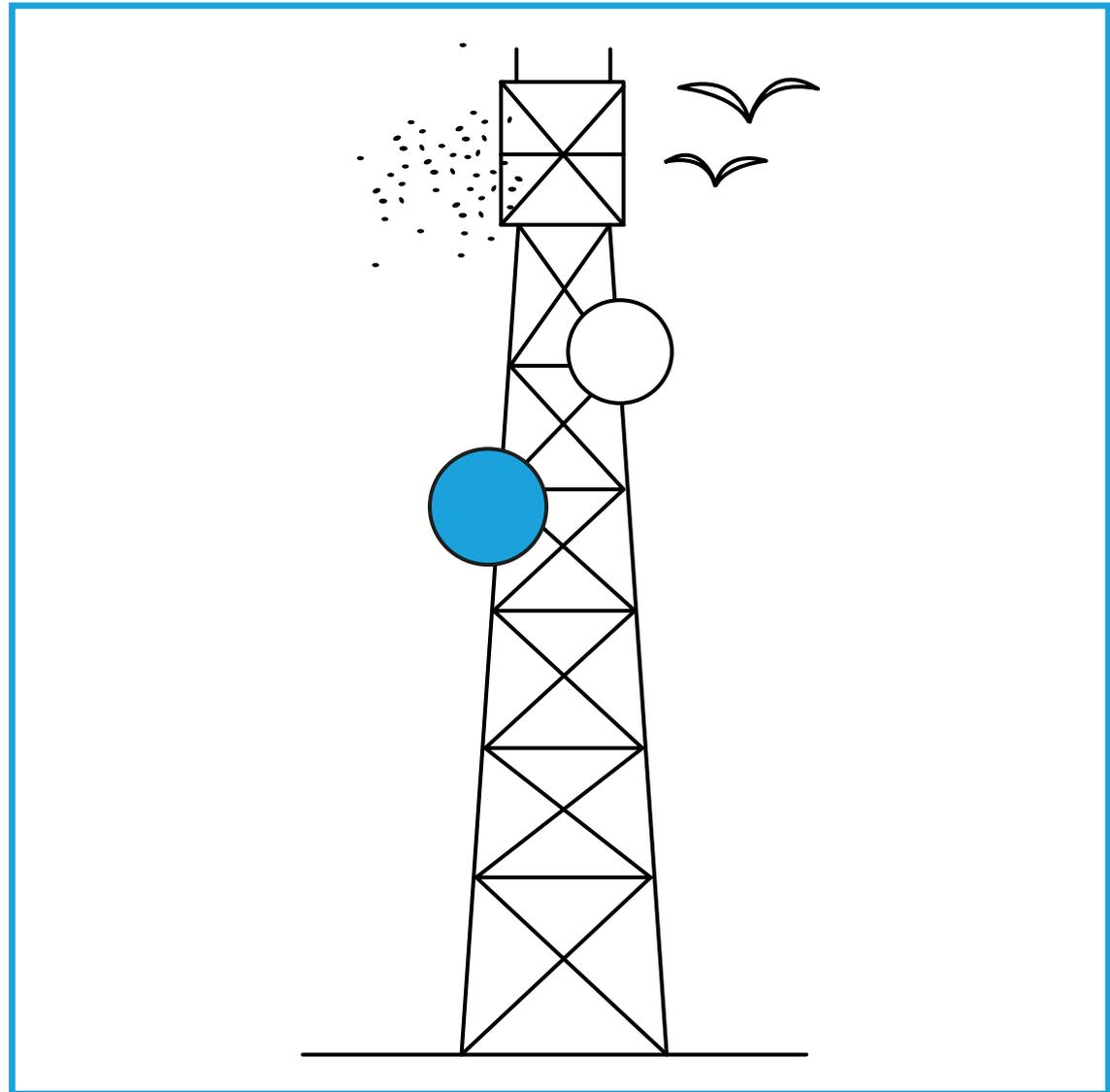


Work at Height (FASTEN)

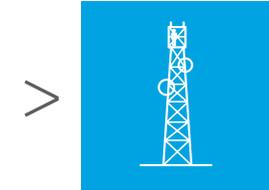


Check for
wild animals
and insects

Fit to work
Arrangements
Supervision
Training
Equipment
Non-negotiable

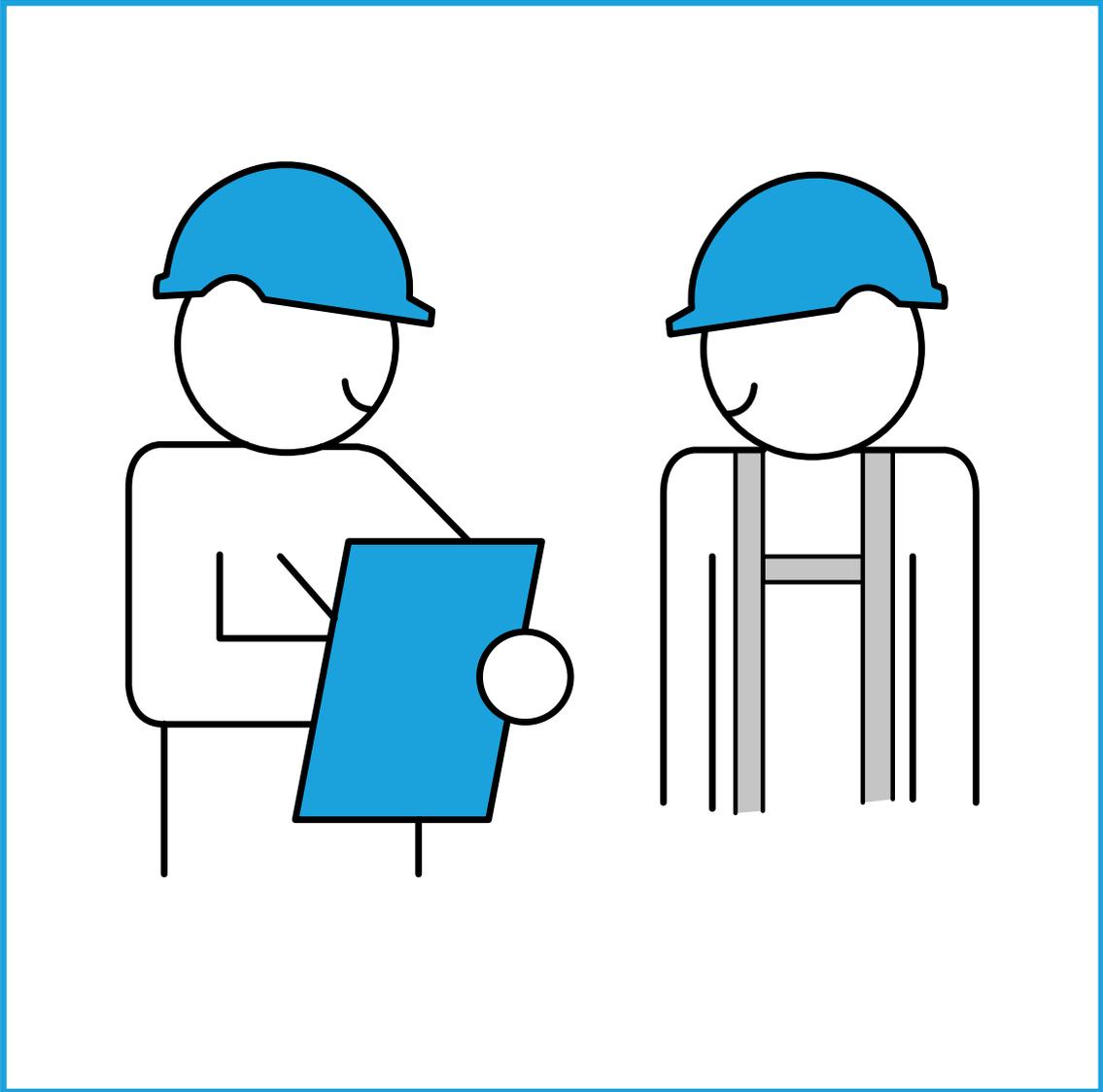


Work at Height (FASTEN)

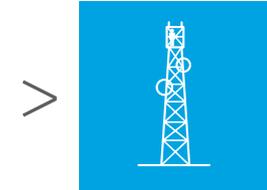


I am a supervisor today and if I am not here then the job stops

- Fit to work
- Arrangements
- Supervision**
- Training
- Equipment
- Non-negotiable

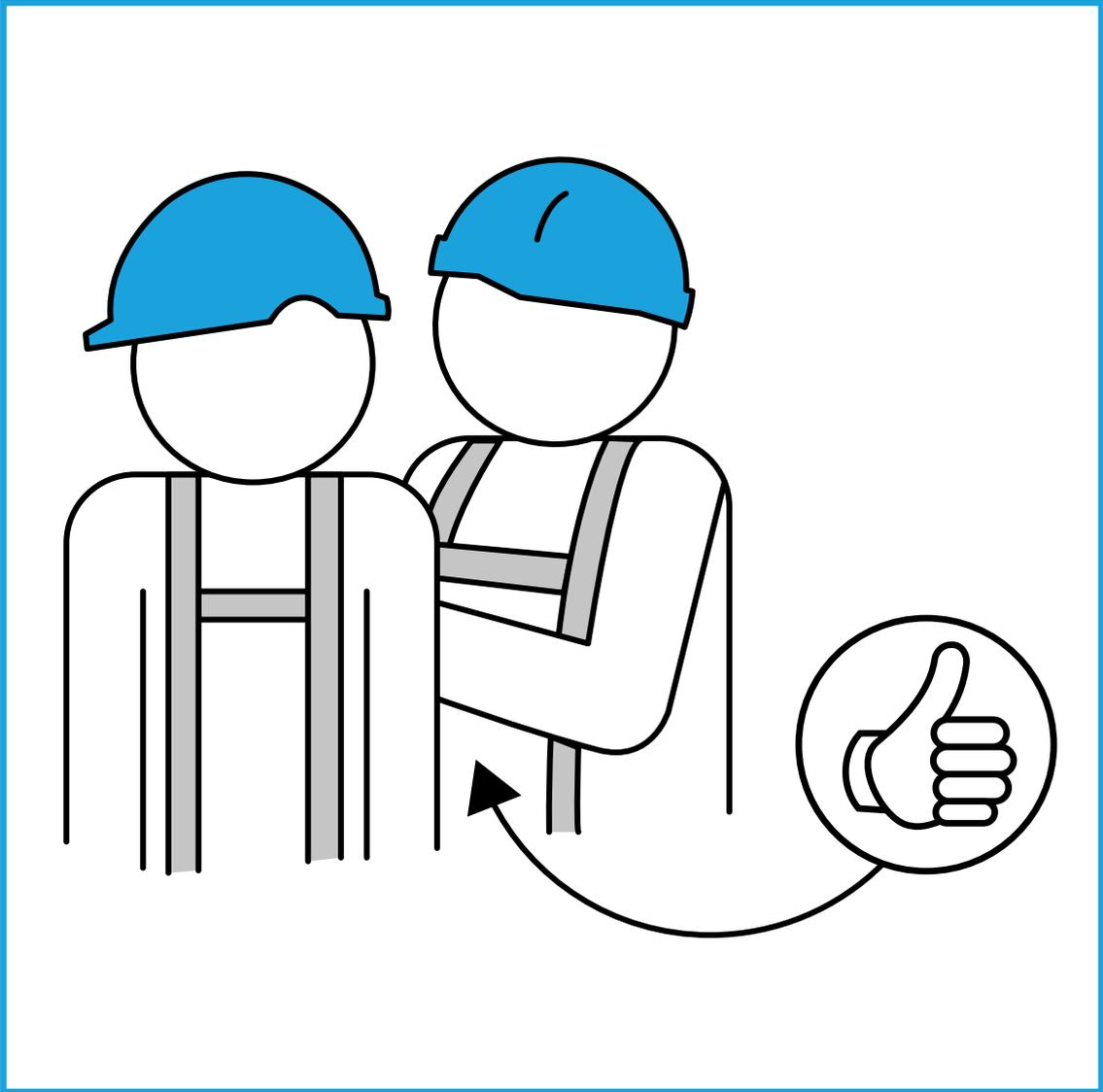


Work at Height (FASTEN)

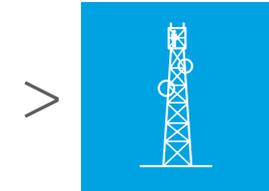


We need to take care of each other

- Fit to work
- Arrangements
- Supervision
- Training
- Equipment
- Non-negotiable

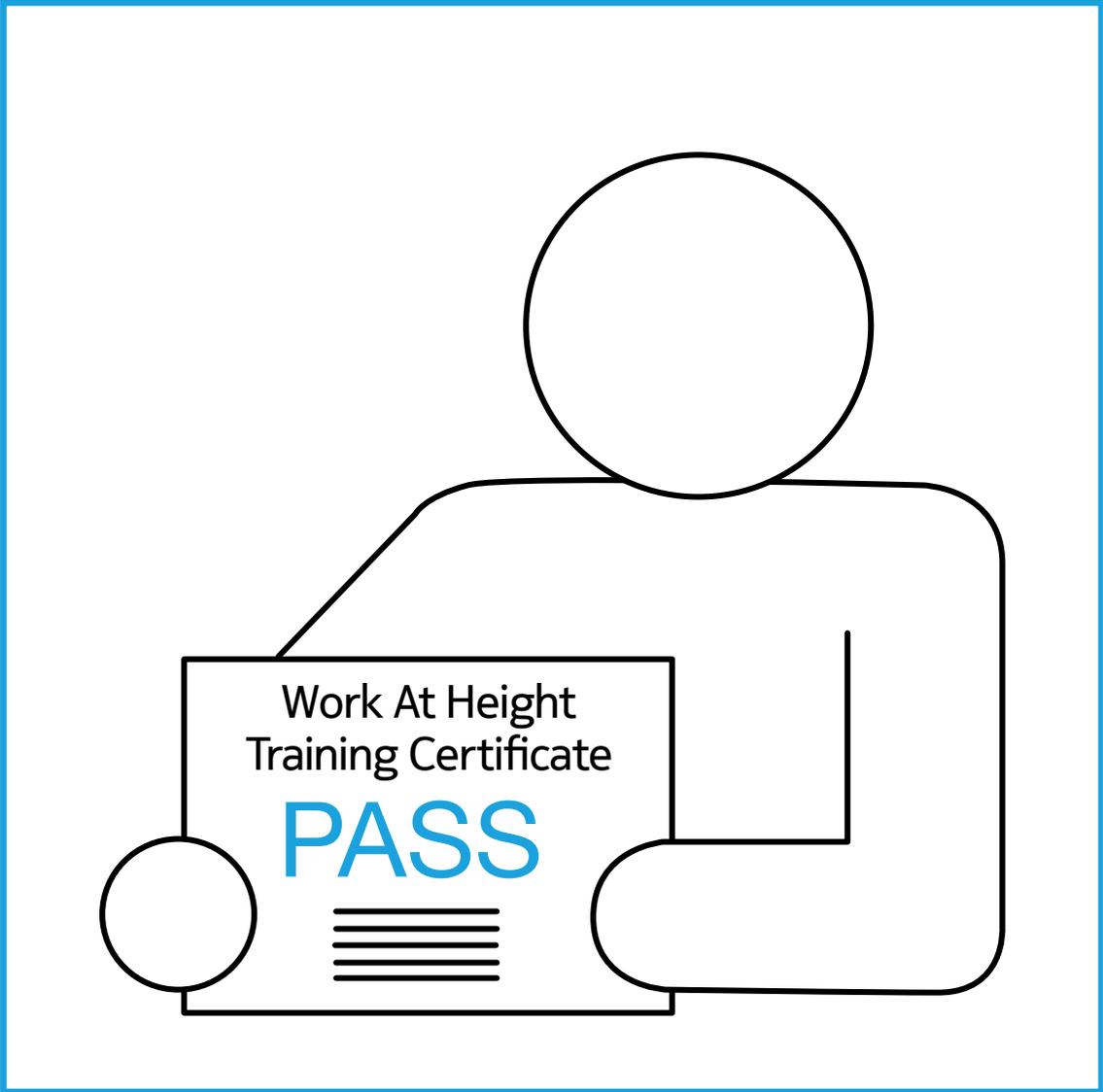


Work at Height (FASTEN)

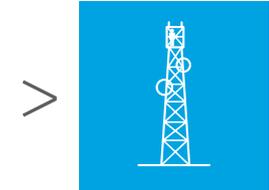


Only do what you are trained to do

- Fit to work
- Arrangements
- Supervision
- Training**
- Equipment
- Non-negotiable

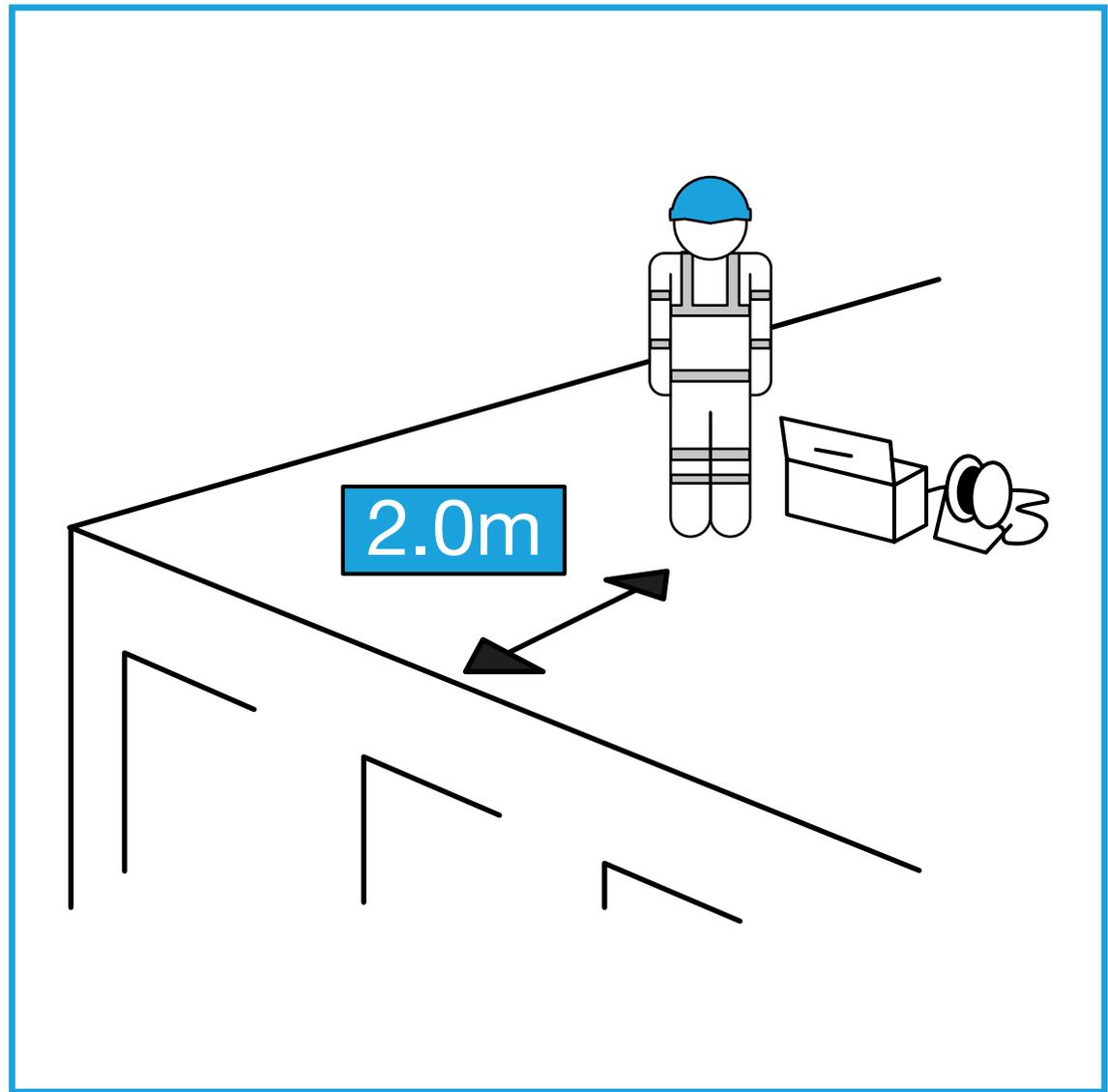


Work at Height (FASTEN)

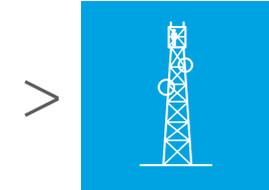


Always keep
2m from any
unprotected
edge

Fit to work
Arrangements
Supervision
Training
Equipment
Non-negotiable

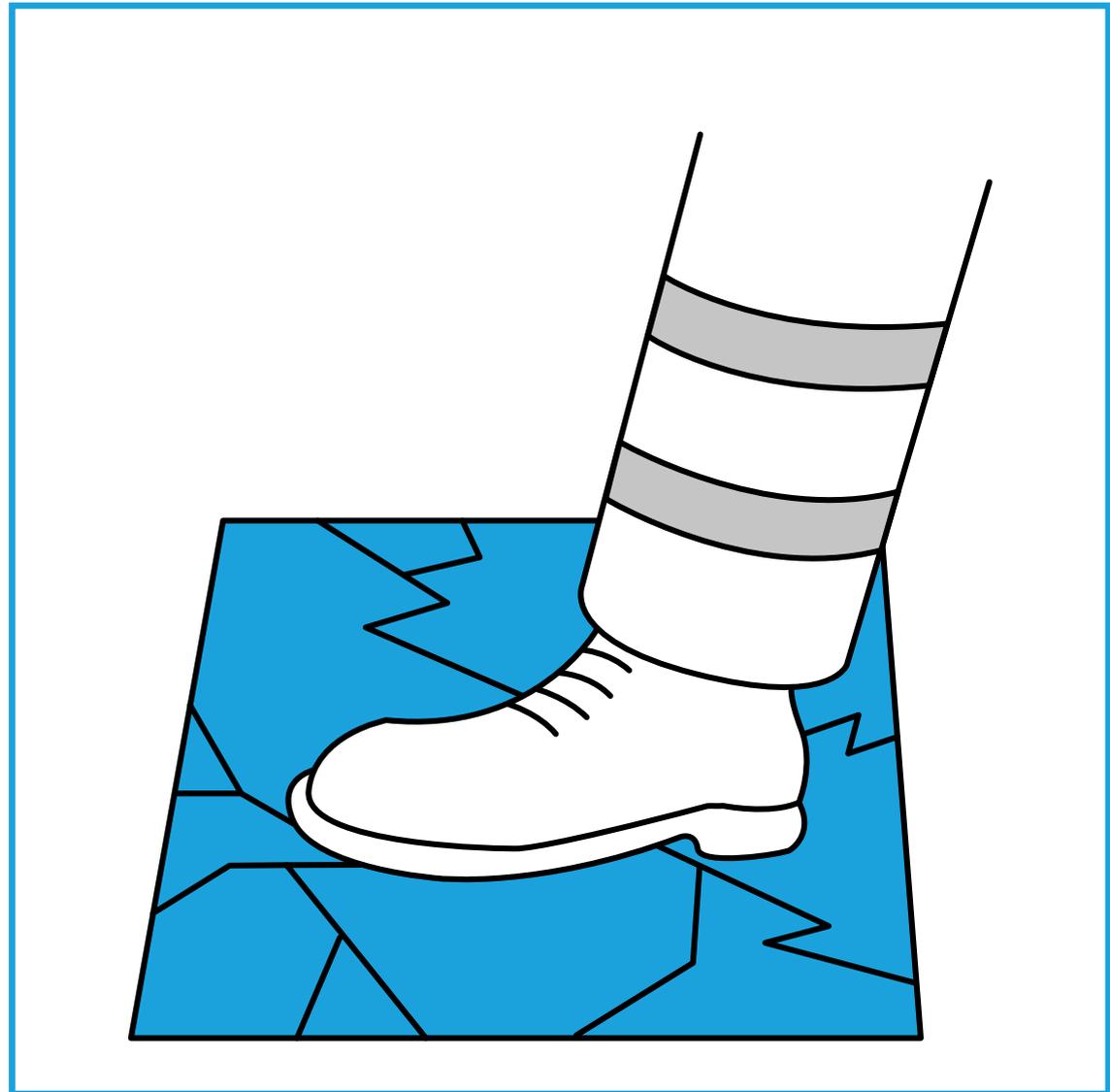


Work at Height (FASTEN)

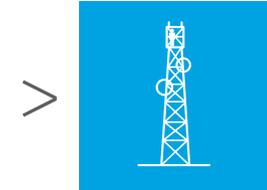


Look out for
and don't
walk on fragile
surfaces

Fit to work
Arrangements
Supervision
Training
Equipment
Non-negotiable

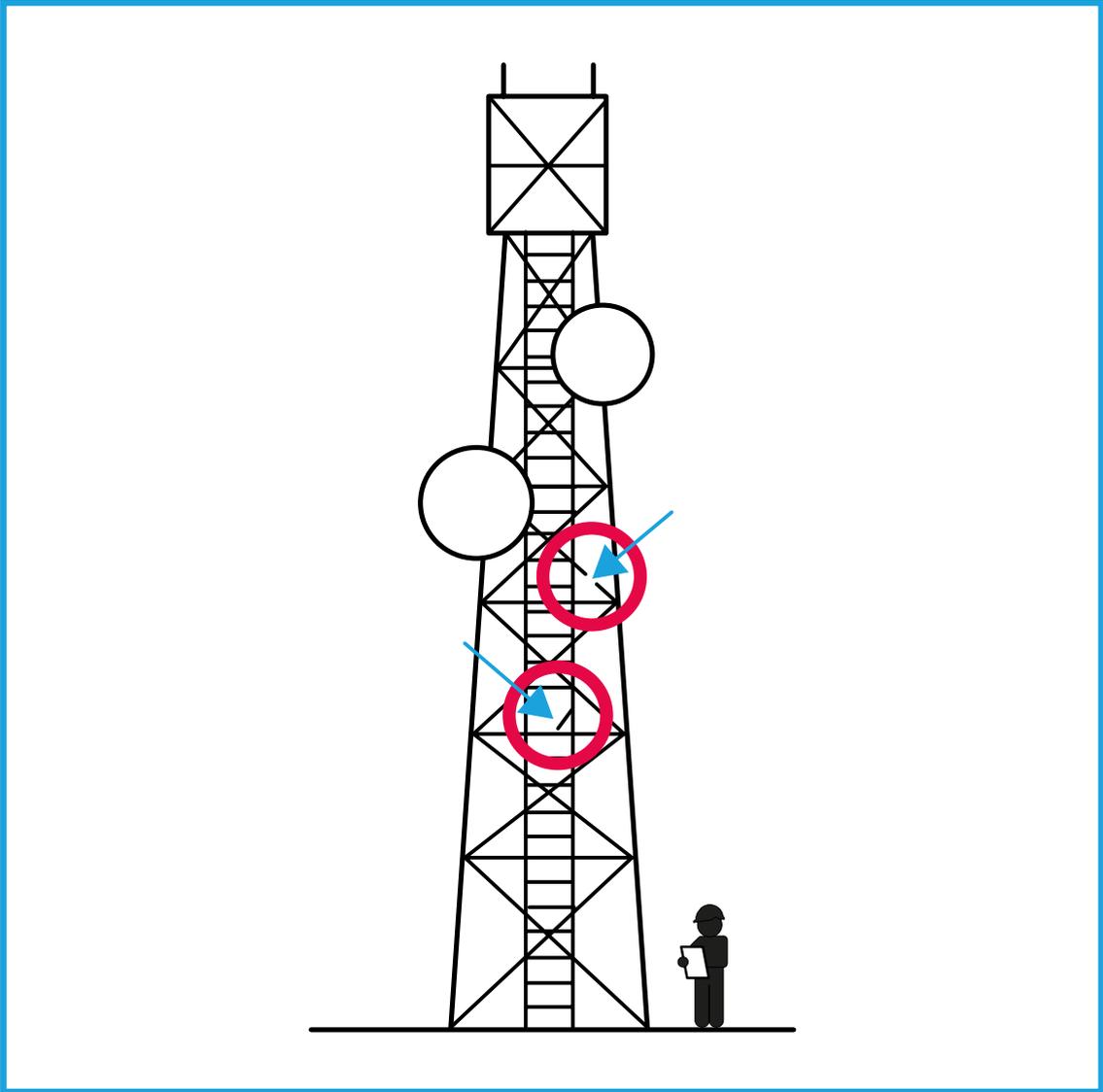


Work at Height (FASTEN)

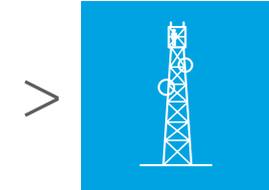


Check for structural issues. Don't climb if dangerous

- Fit to work
- Arrangements
- Supervision
- Training**
- Equipment
- Non-negotiable

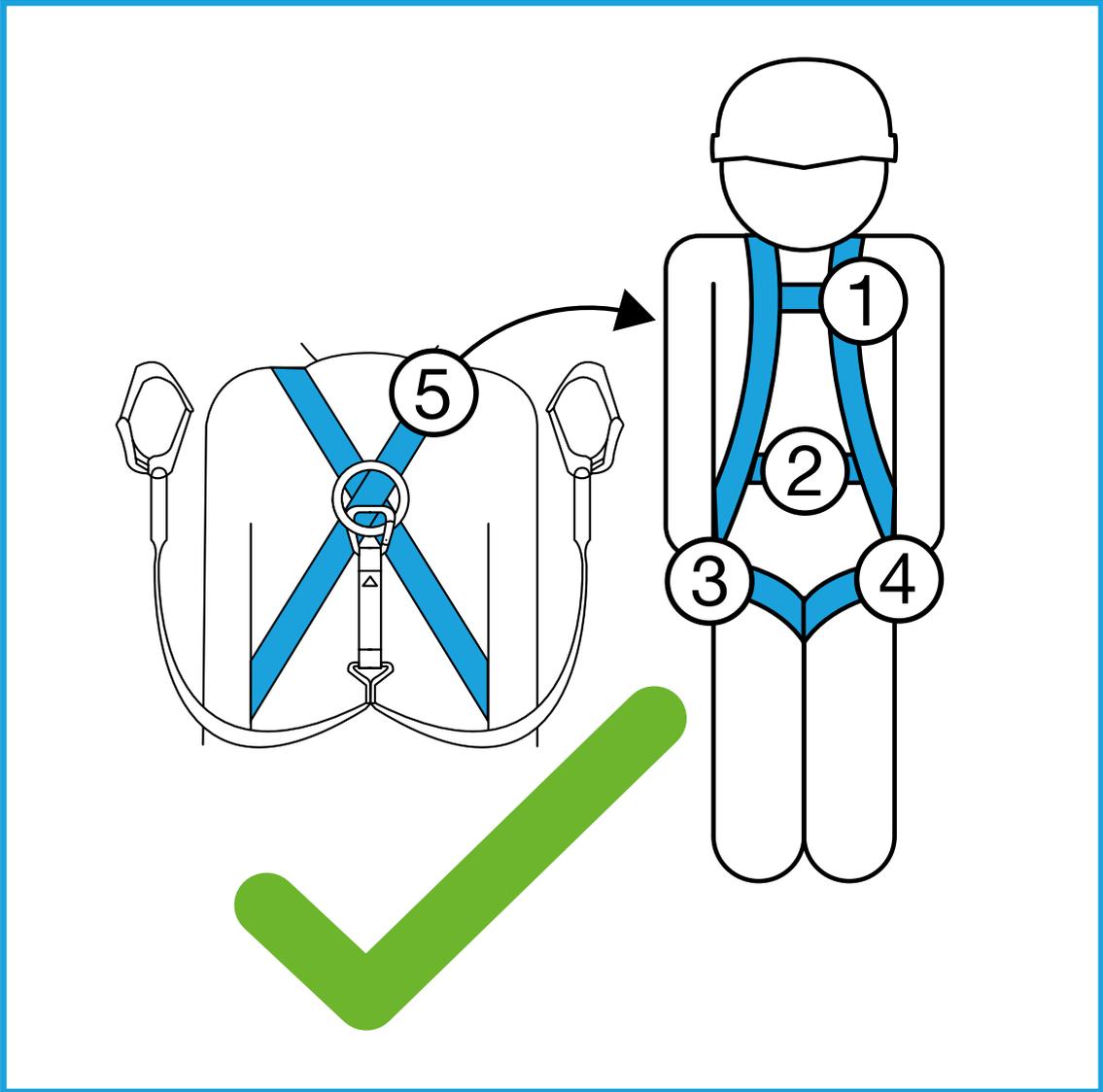


Work at Height (FASTEN)

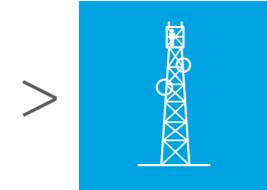


Only use a 5 point harness and a double lanyard

- Fit to work
- Arrangements
- Supervision
- Training
- Equipment**
- Non-negotiable

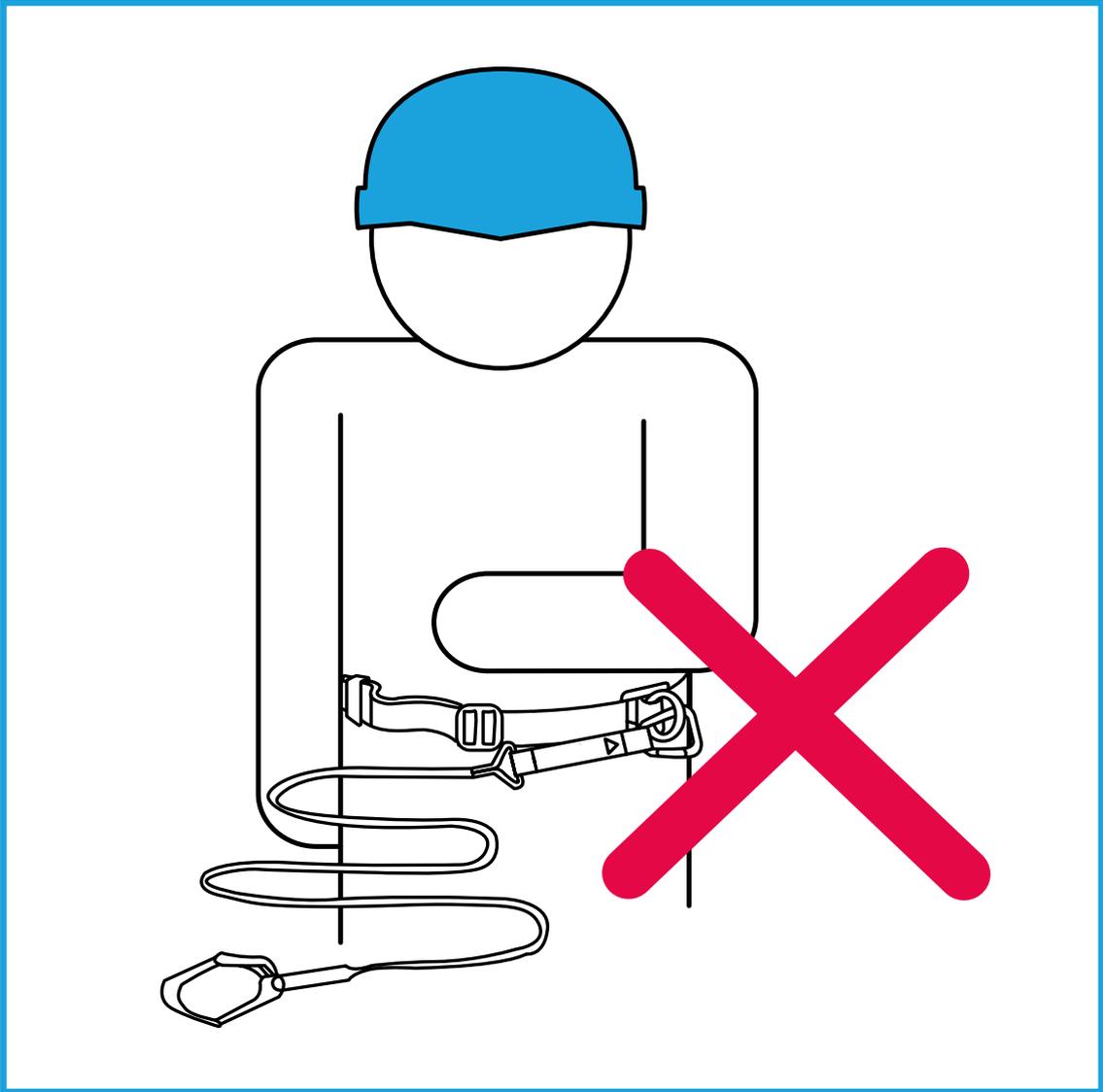


Work at Height (FASTEN)

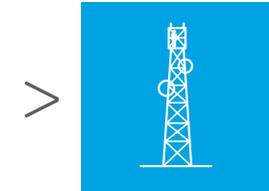


Do not use this equipment

- Fit to work
- Arrangements
- Supervision
- Training
- Equipment
- Non-negotiable

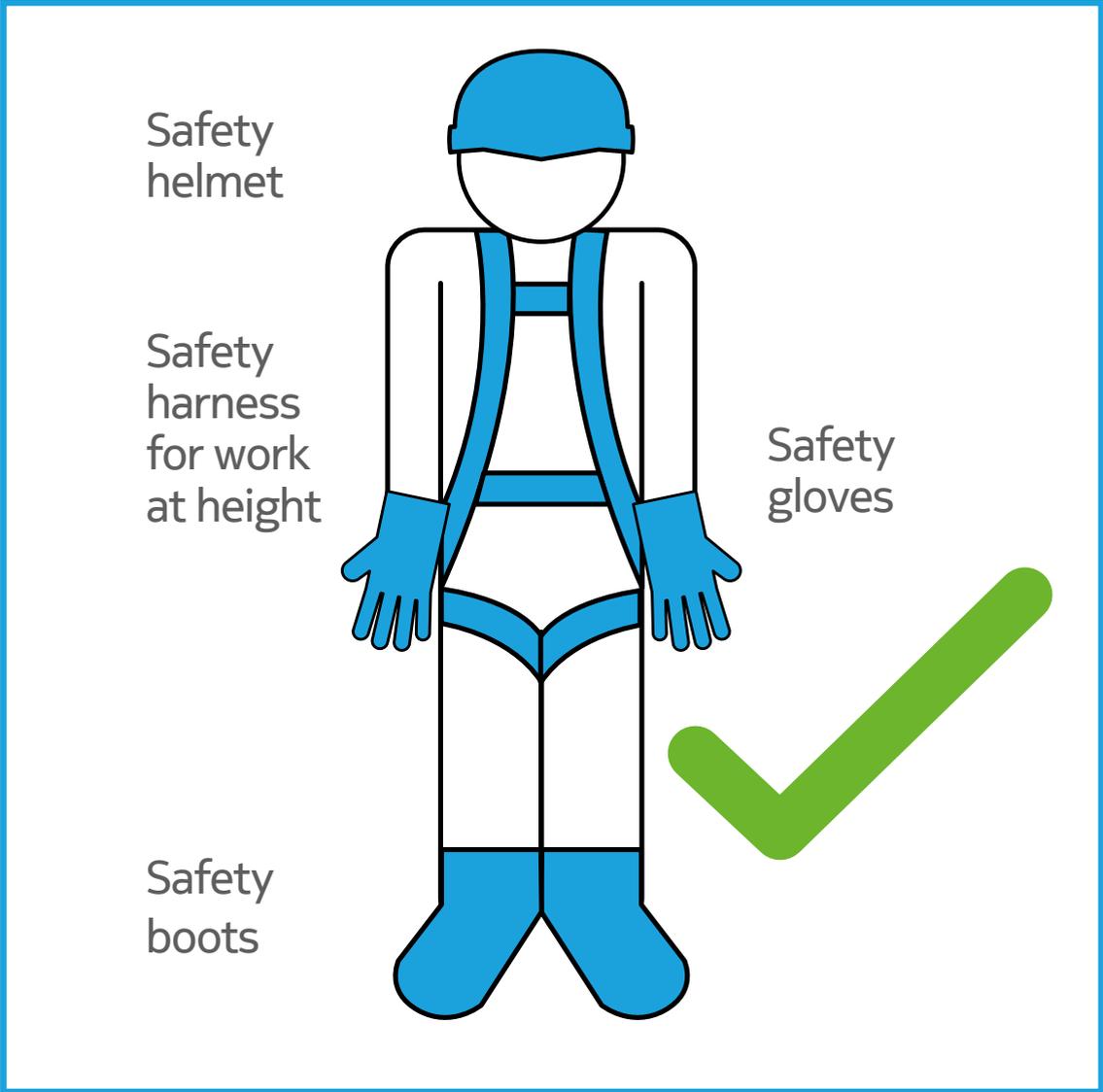


Work at Height (FASTEN)

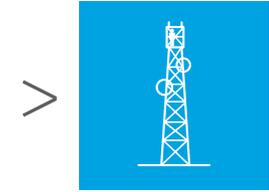


Use all equipment required

Fit to work
Arrangements
Supervision
Training
Equipment
Non-negotiable

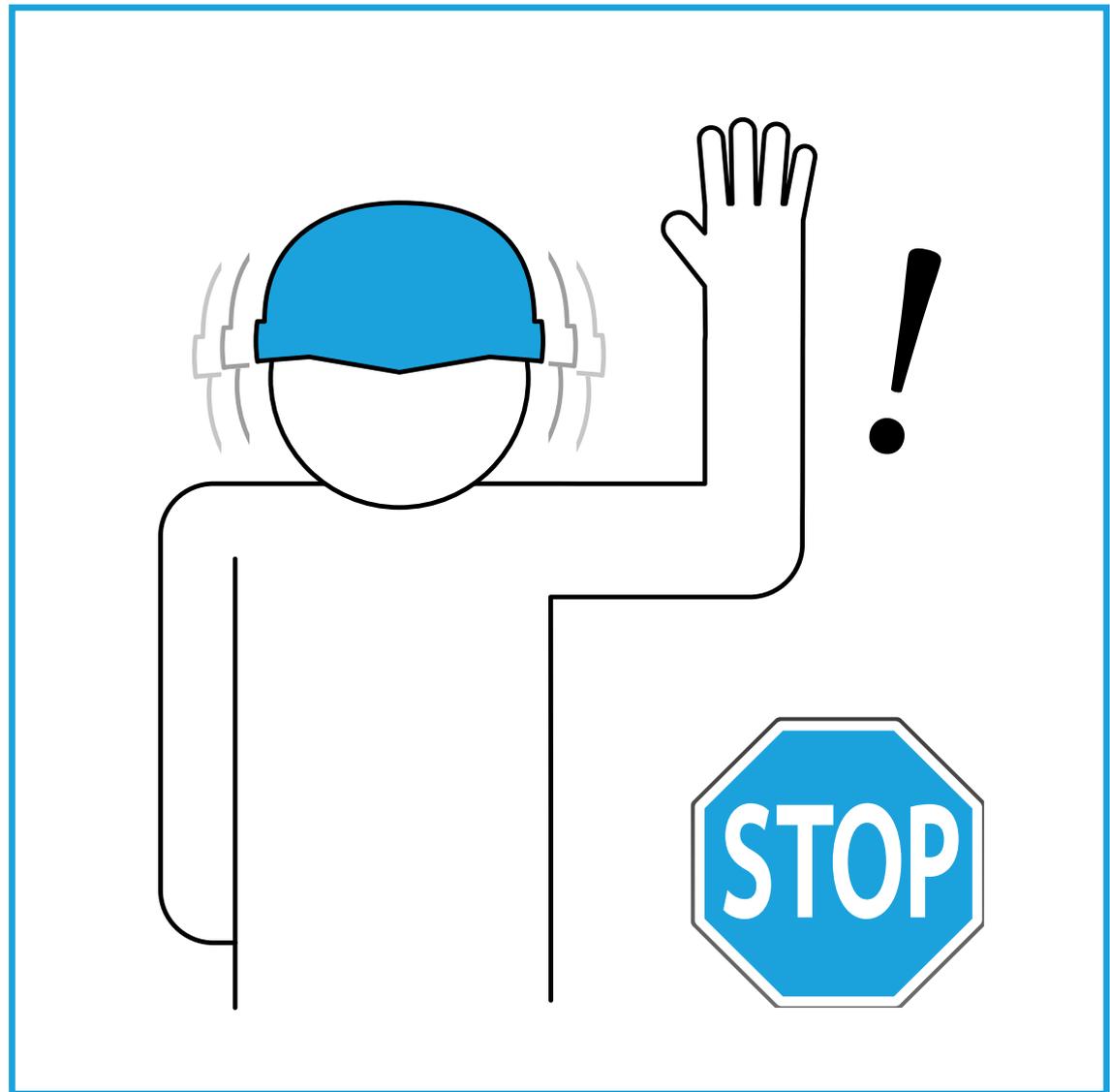


Work at Height (FASTEN)

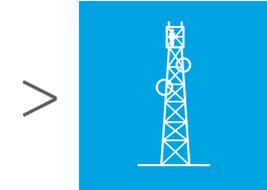


All these Nokia requirements are non-negotiable

- Fit to work
- Arrangements
- Supervision
- Training
- Equipment
- Non-negotiable

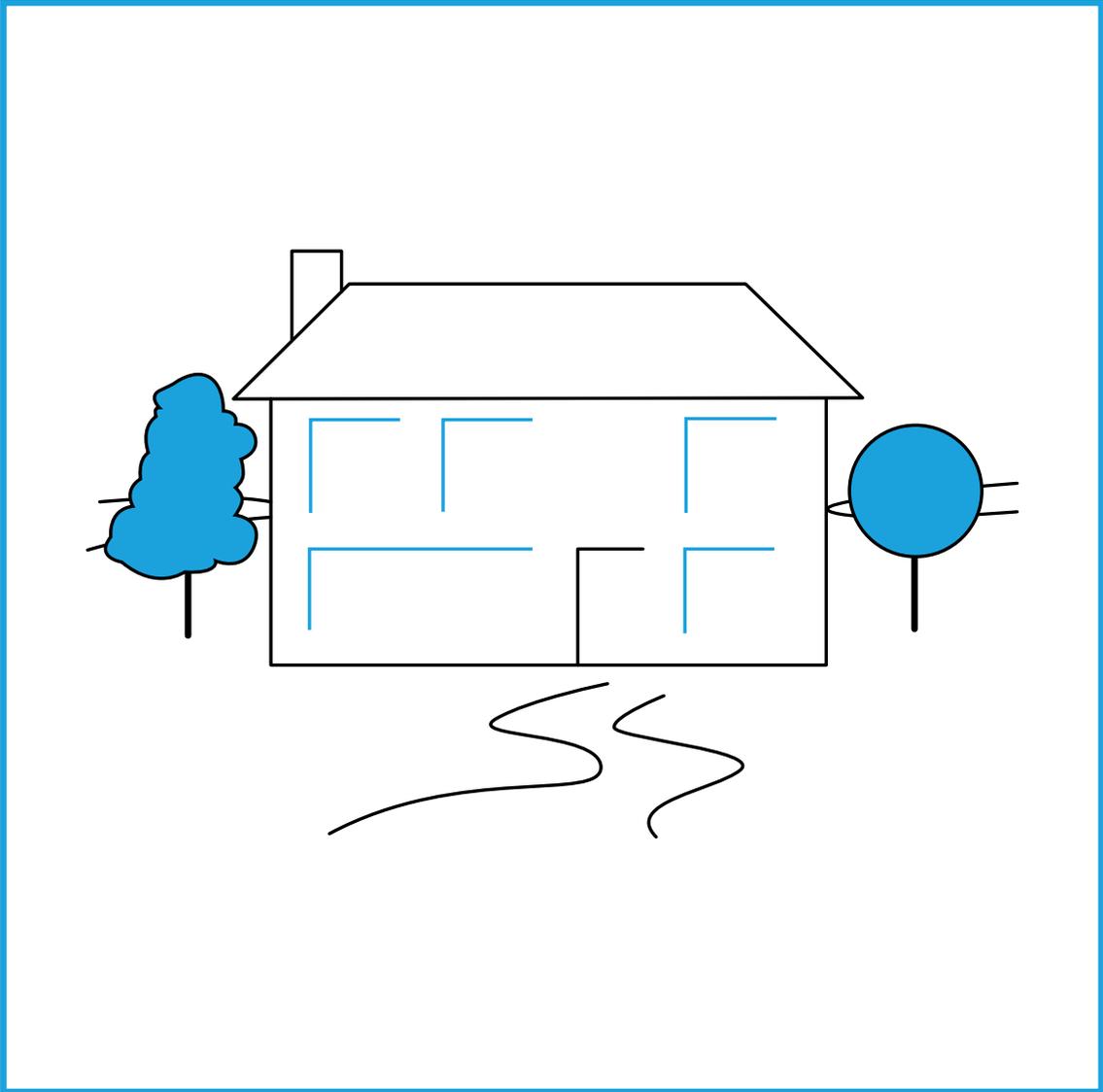


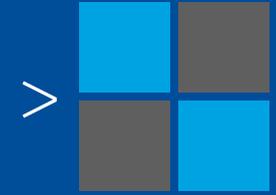
Work at Height (FASTEN)



Follow these non negotiables and go home safely

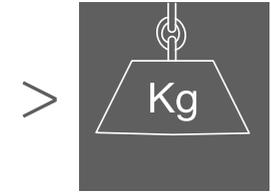
- Fit to work
- Arrangements
- Supervision
- Training
- Equipment
- Non-negotiable





- 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>



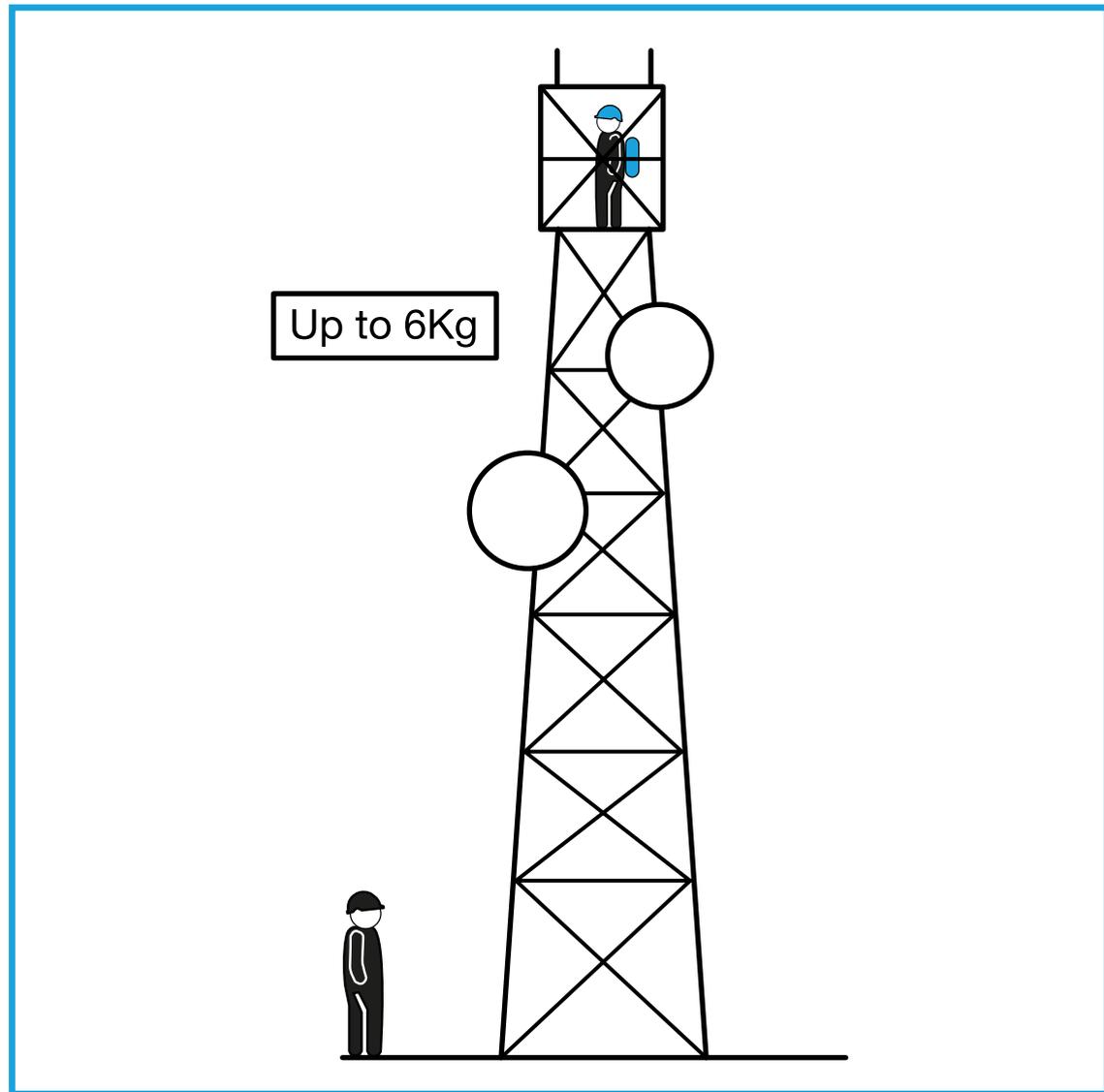
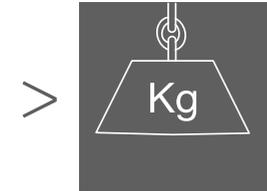
Rigging and Lifting

Up to 6Kg

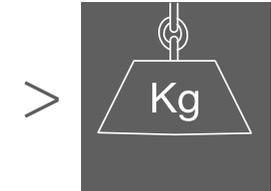
Ensure you have enough people and the right equipment to lift safely

Upto 6 kg - 1 person backpack

No lone working when working at height



Rigging and Lifting

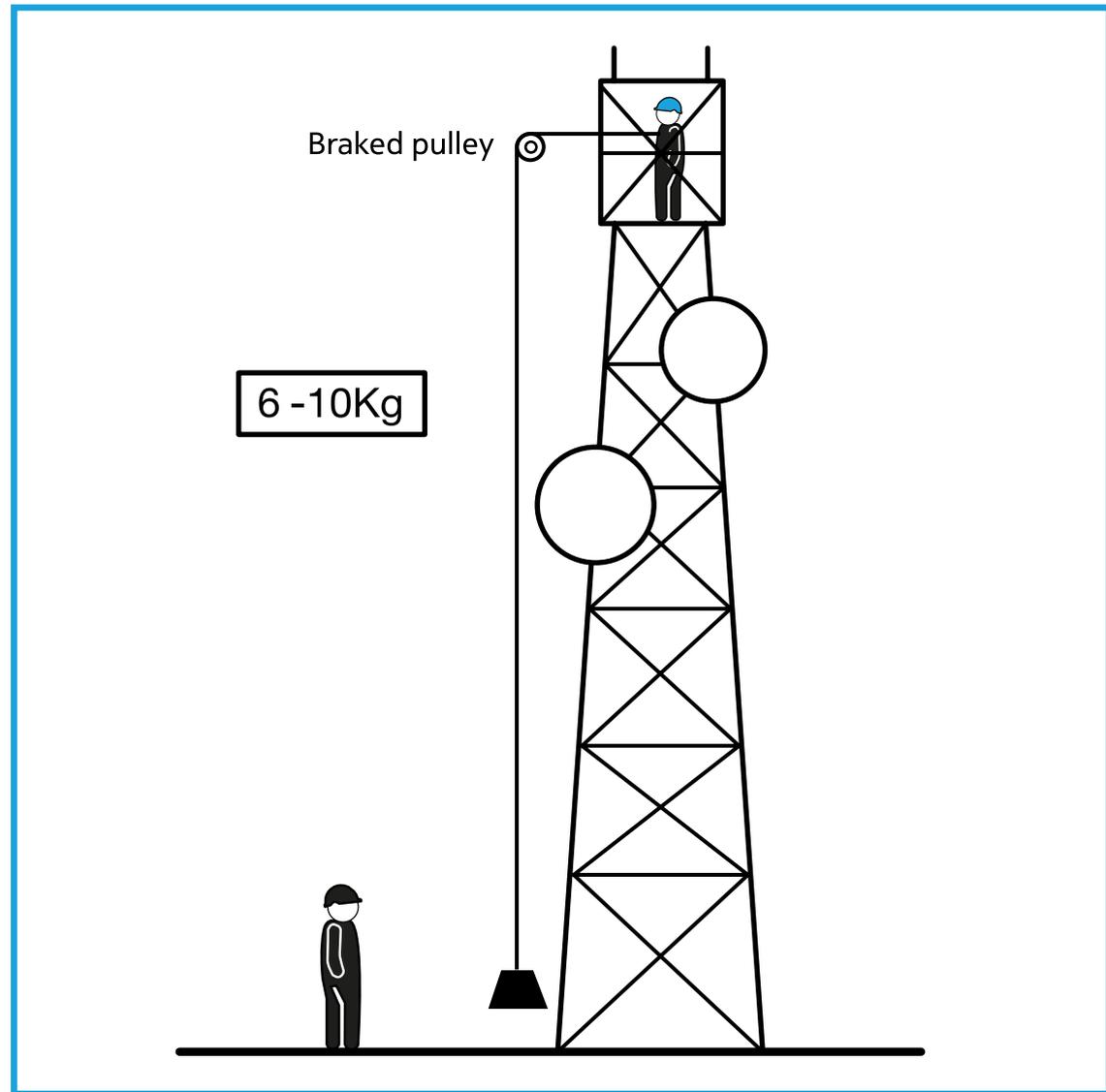


6-10Kg

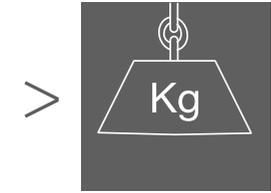
Ensure you have enough people and the right equipment to lift safely

6-10kg - 1 person, rope and pulley

No lone working when working at height



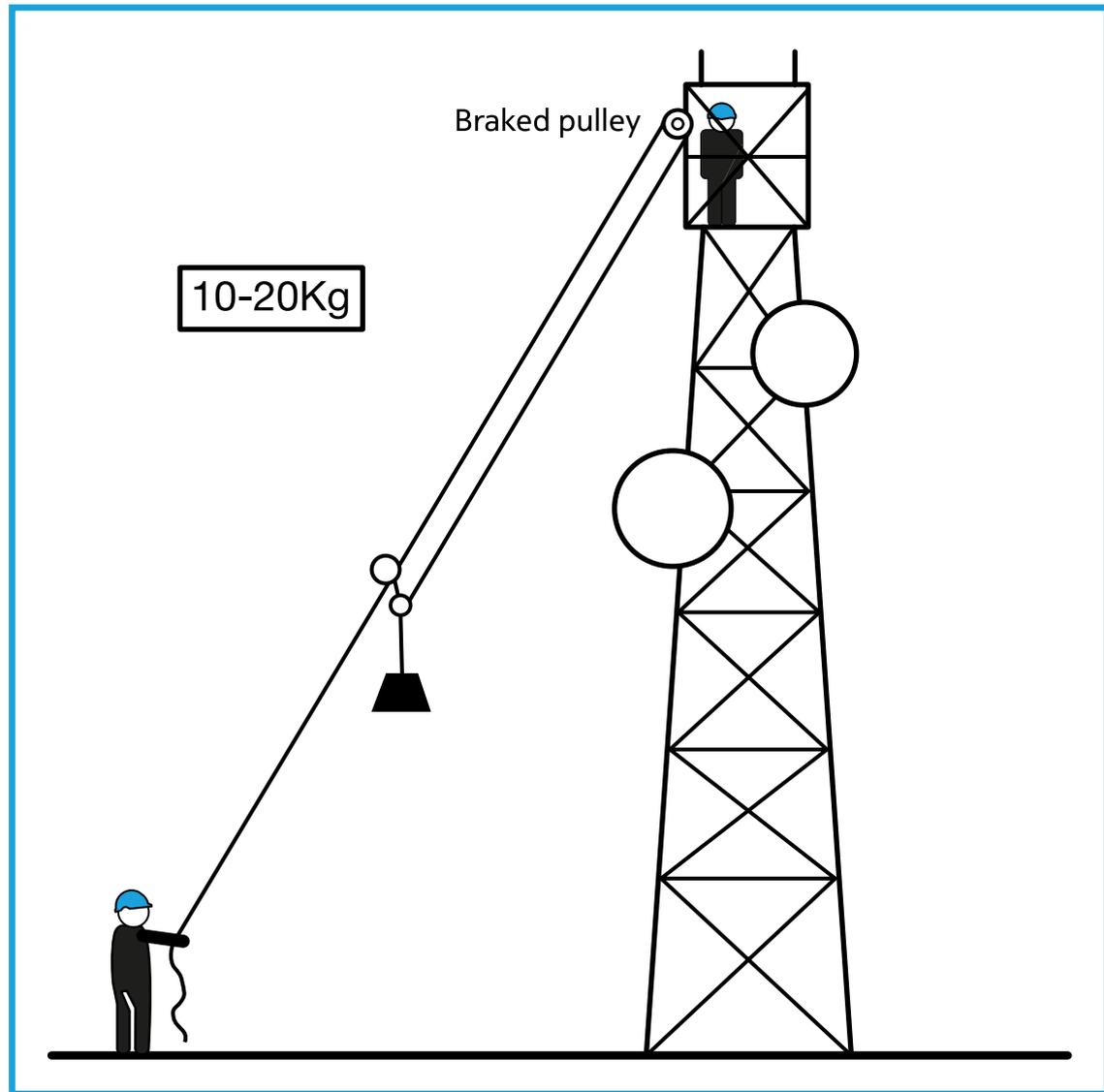
Rigging and Lifting



10-20Kg

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

Rope and pulley - 2 people

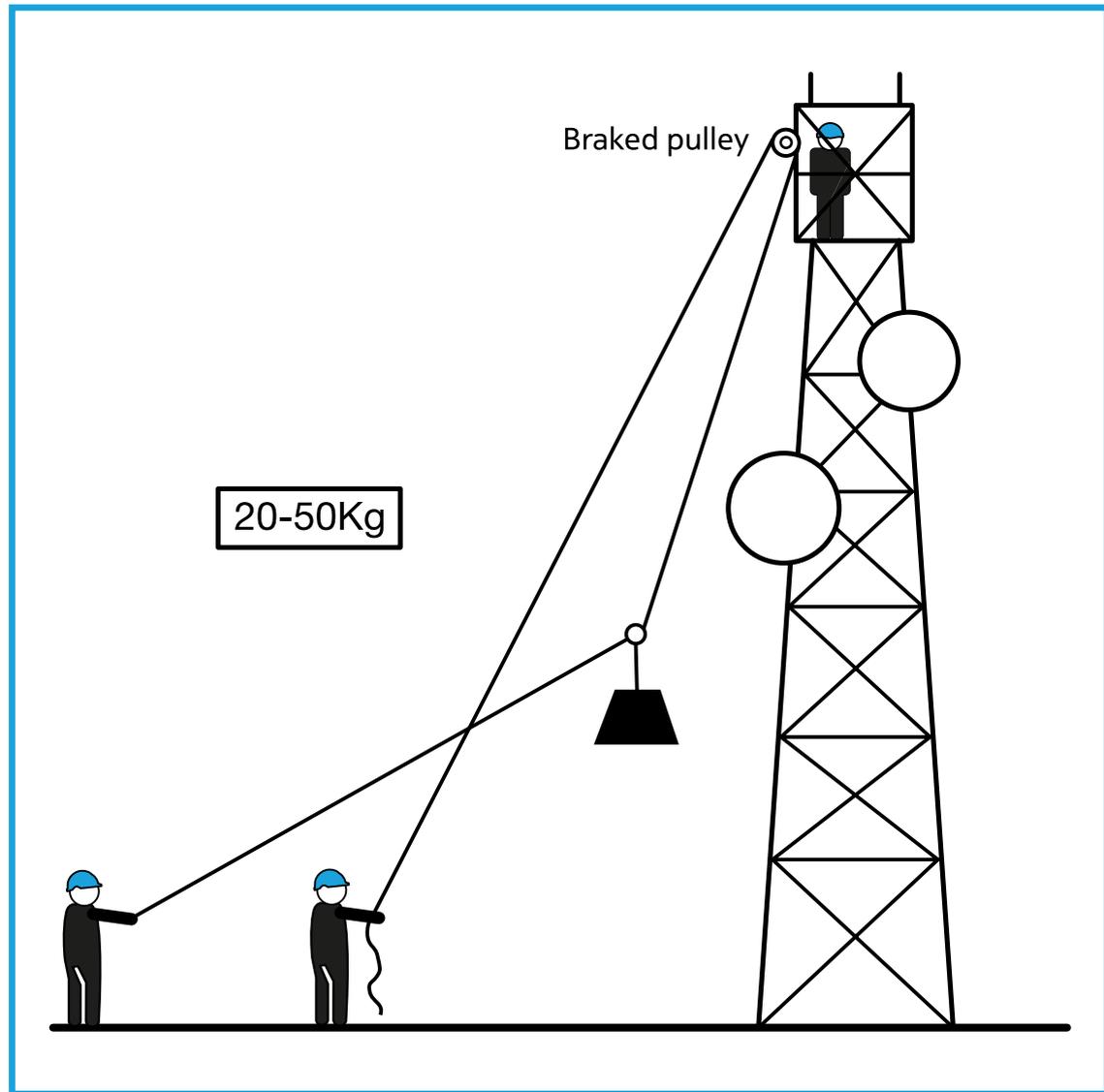
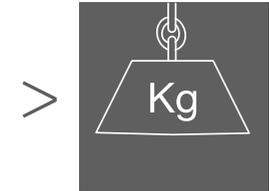


Rigging and Lifting

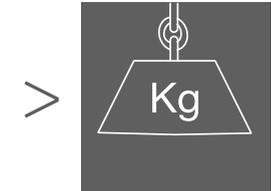
20-50Kg

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



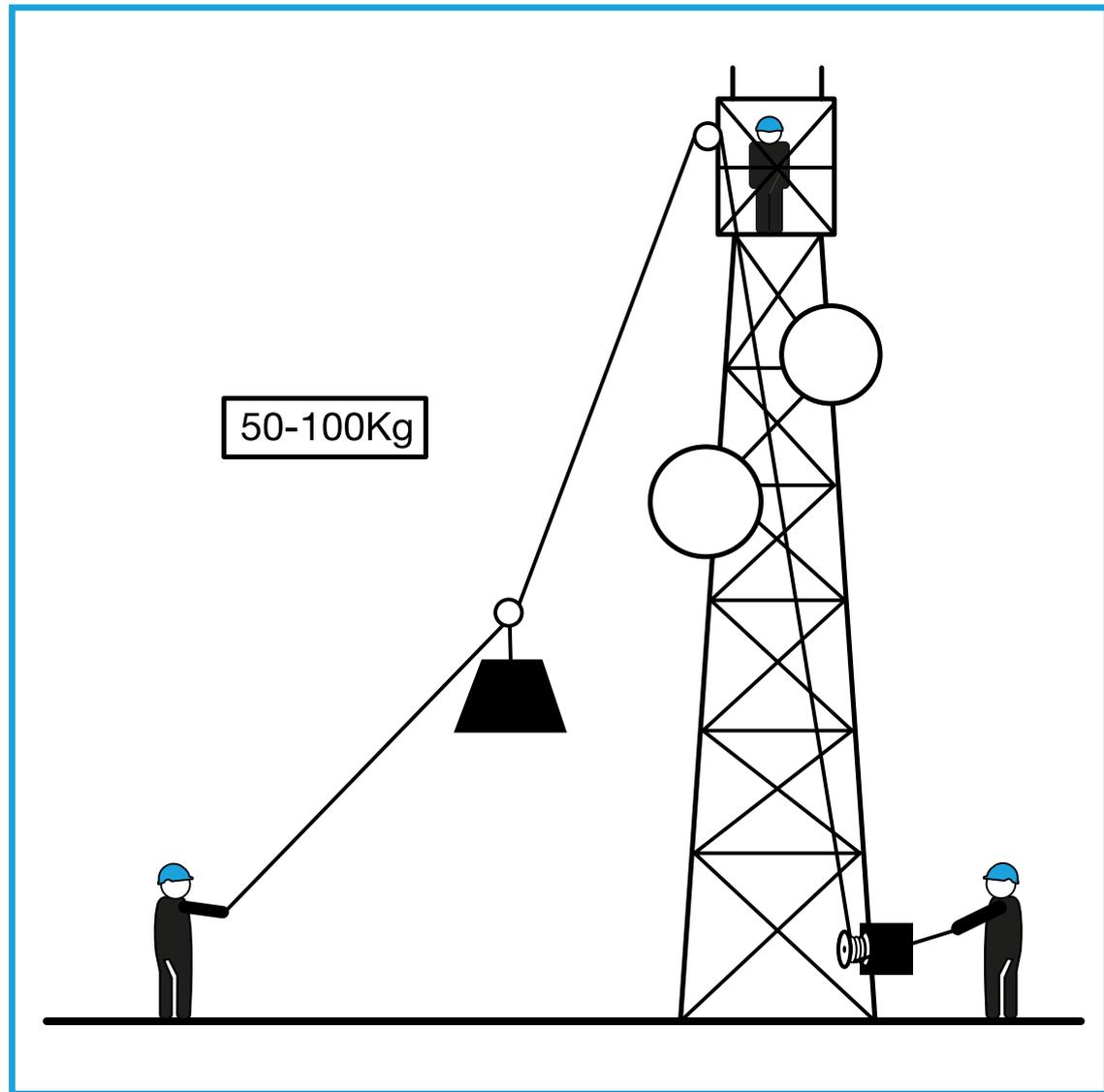
50-100Kg

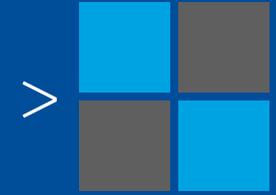
Ensure you have enough people and the right equipment to lift safely

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

>100Kg

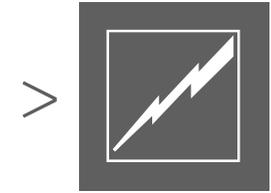
This is a heavy lift. You need special equipment and training





- 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>

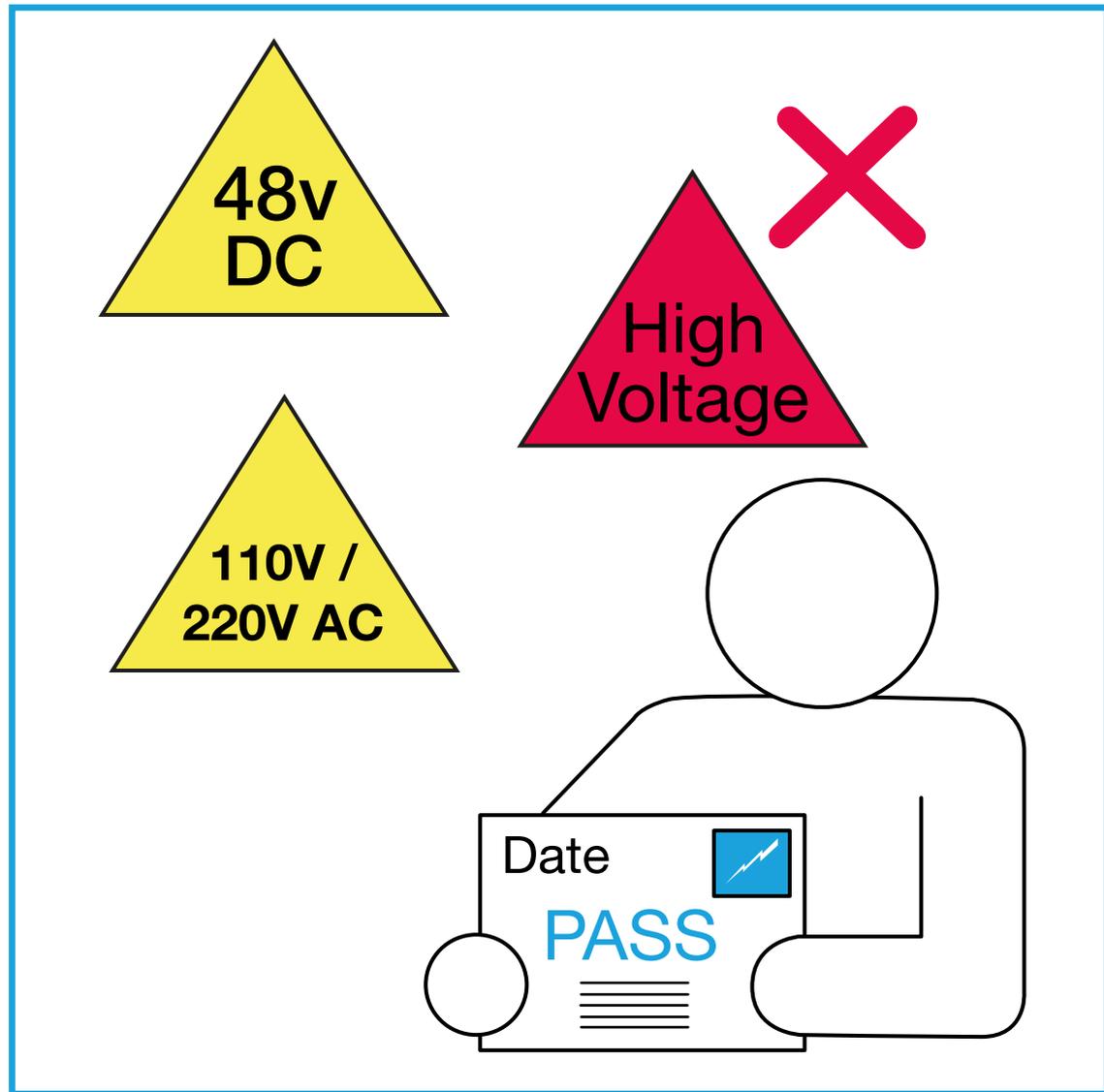
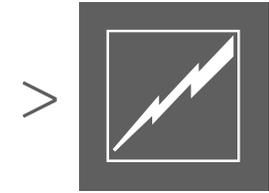


Electrical

Training

Only do work you are qualified and trained to do

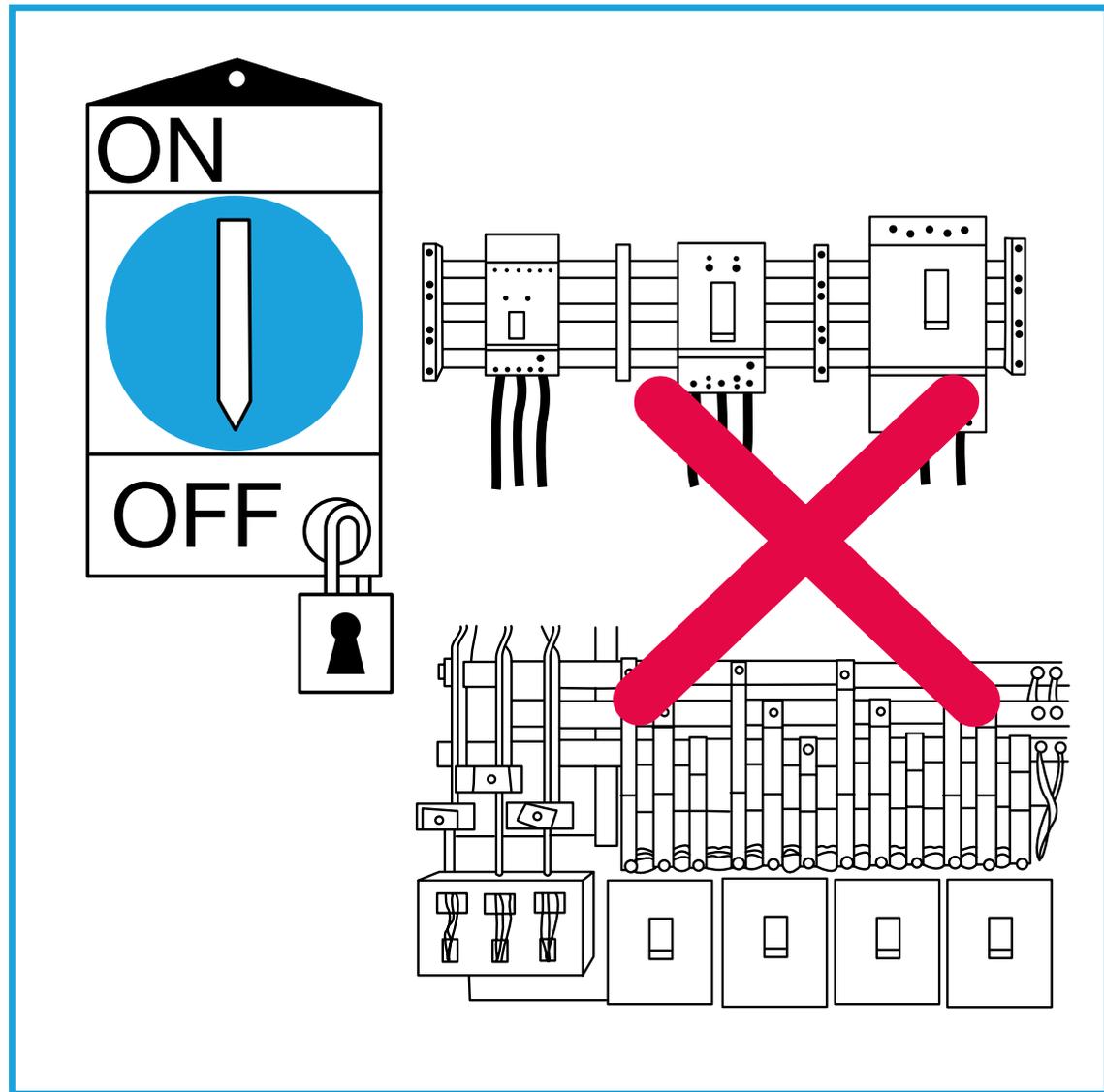
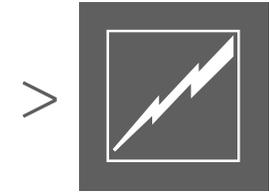
Do you know the different types of electrical systems?



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

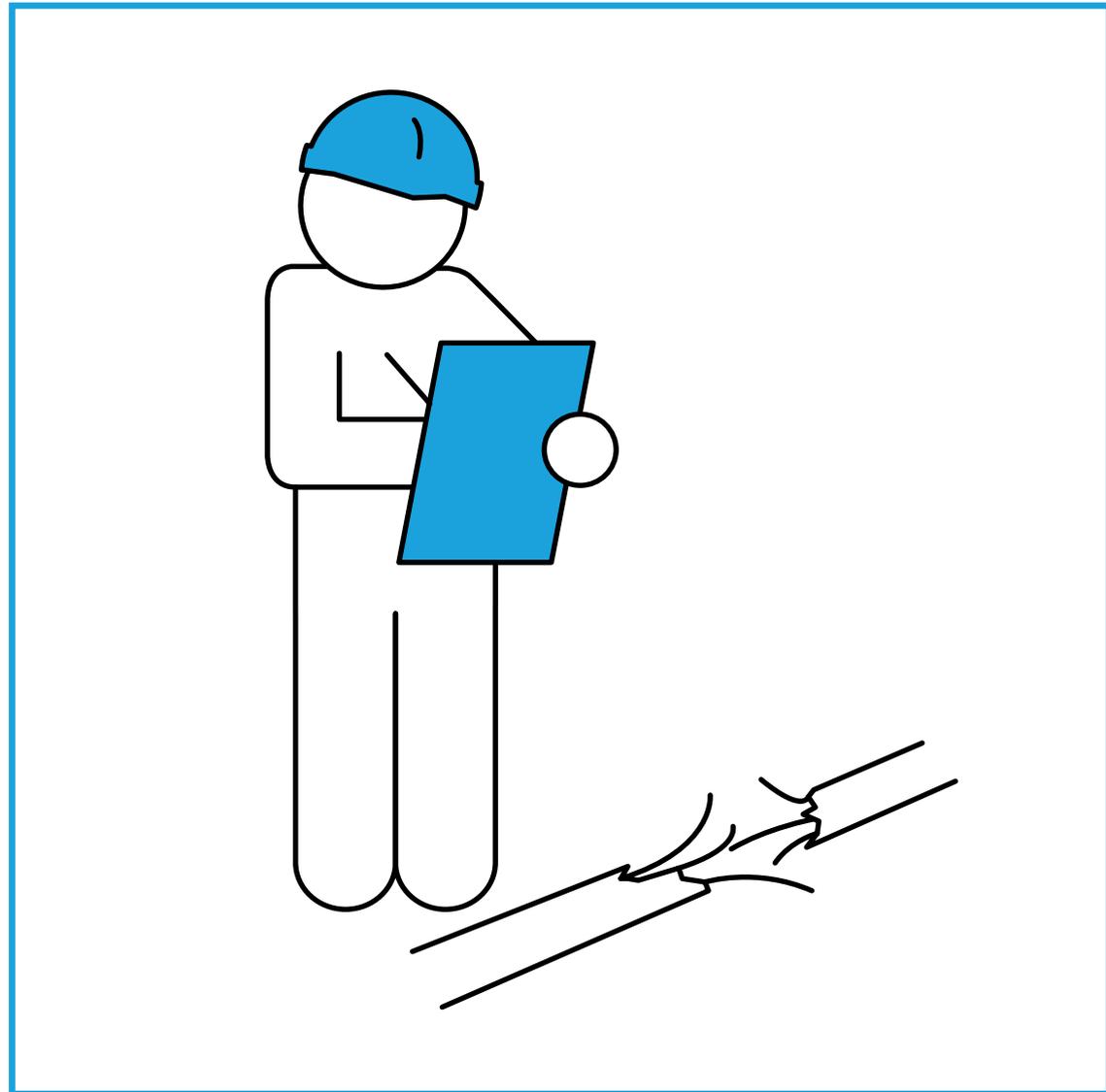
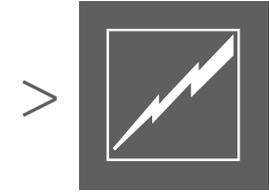


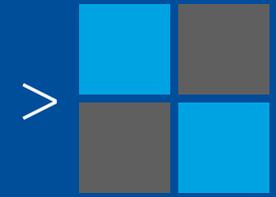
Electrical

Reporting Defects

Do not use defective equipment

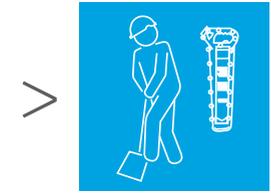
Report defects and damage





- 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?





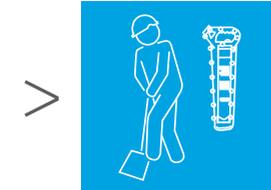
Below Ground

<Assets>

<Trenches>



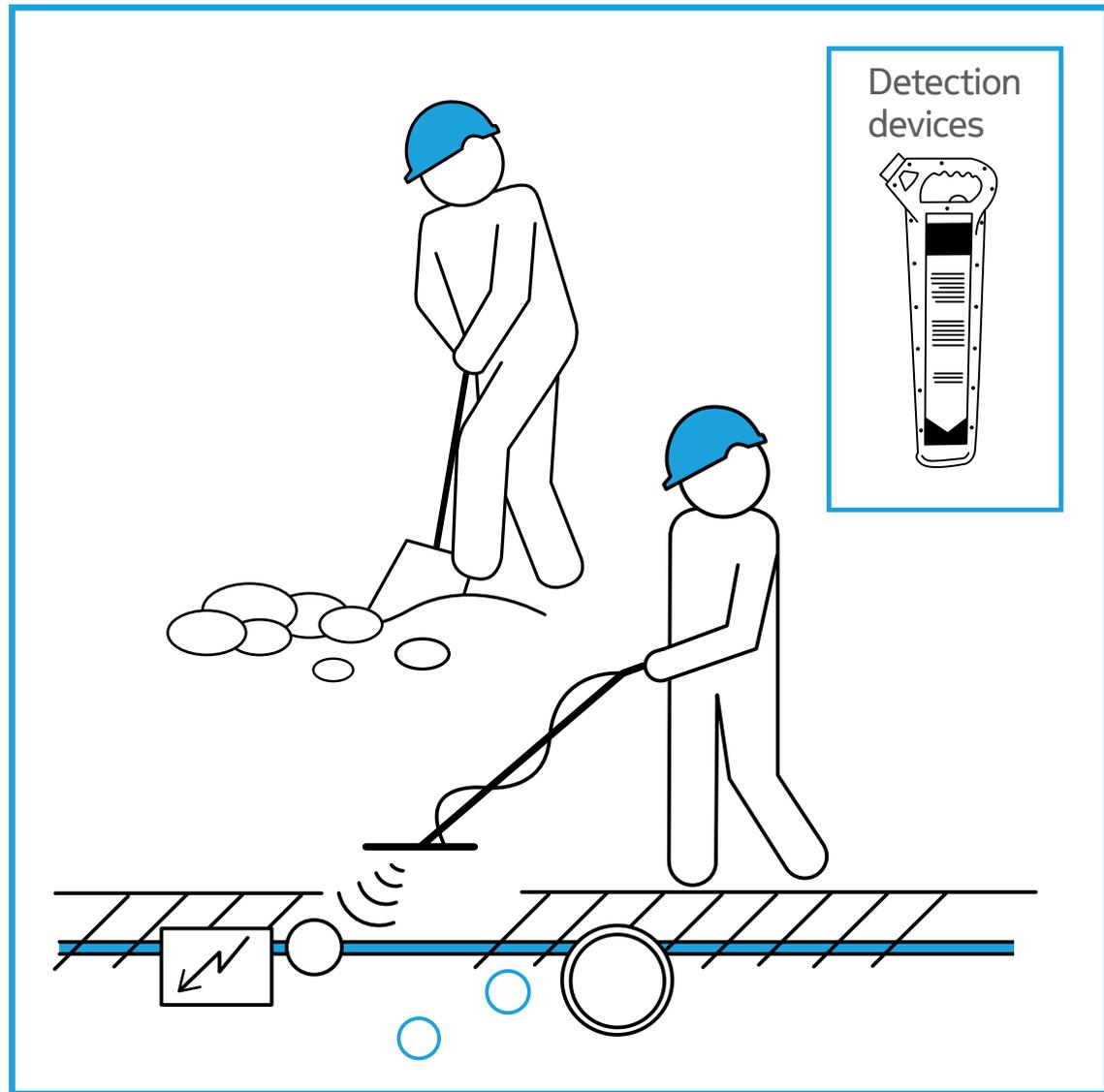
Below Ground



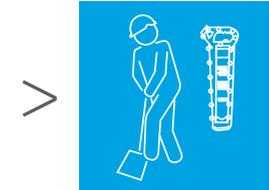
Assets

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

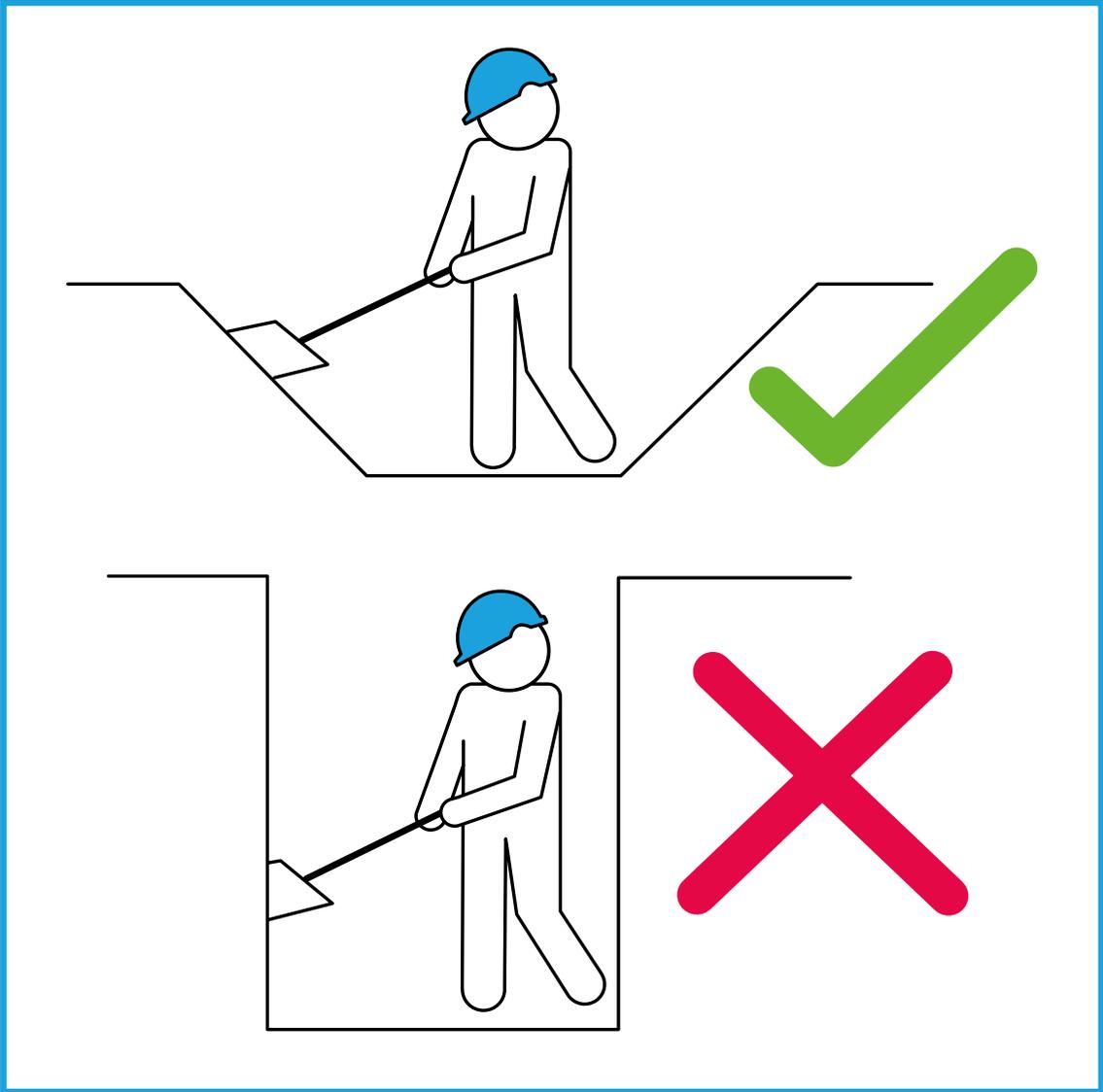


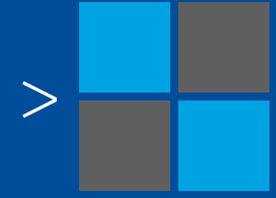
Below Ground



Trenches

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

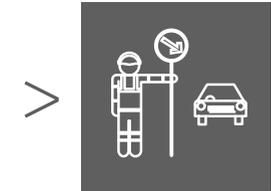




- Do you know what lies below ground before you dig?
- Do you understand that you need a slope side trench?
- Do you have the right tools?
- Any questions?

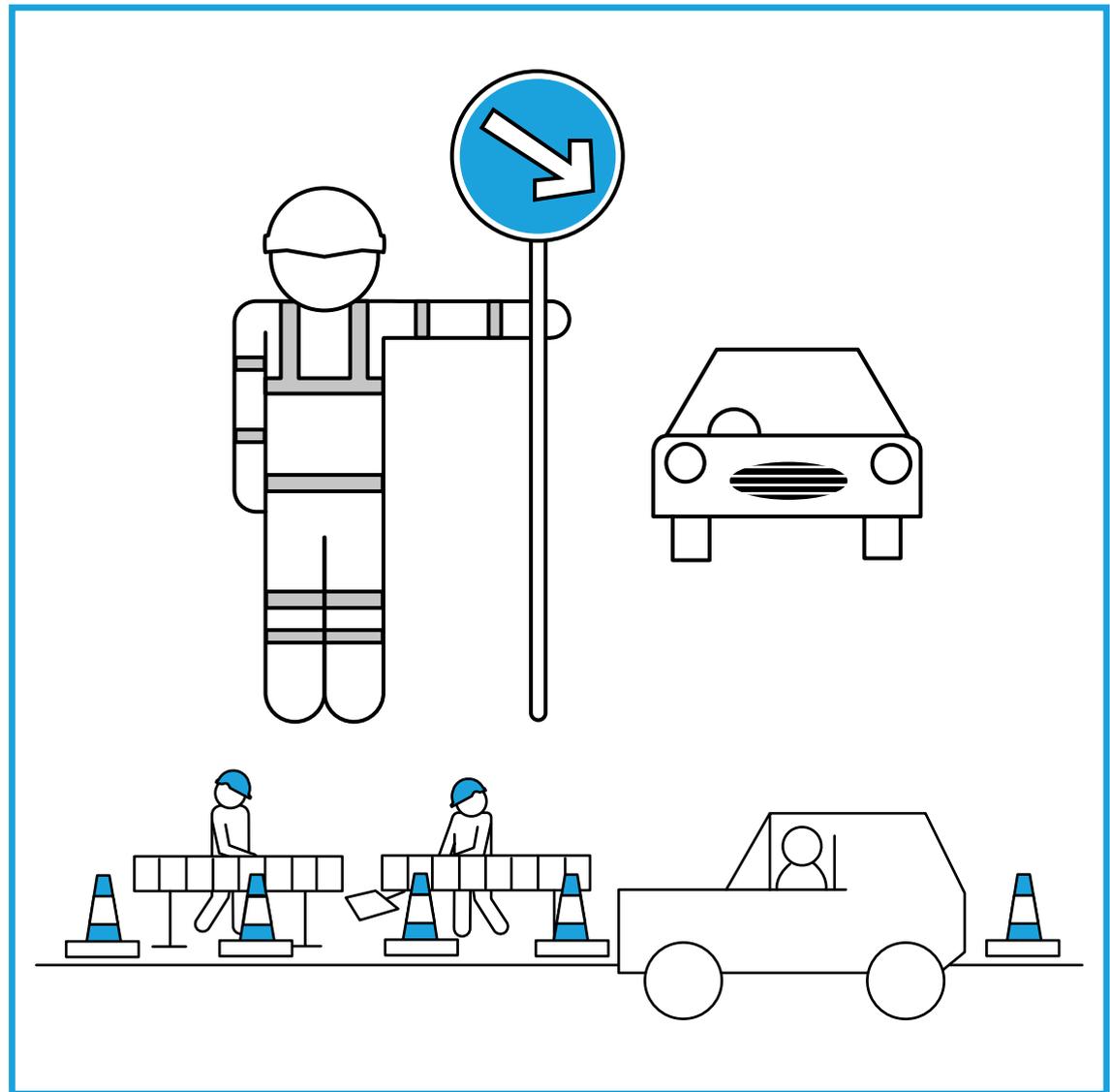


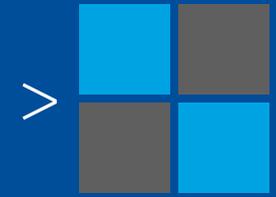
Street Works



Traffic Management

- Use appropriate signage
- Wear high visibility clothing
- Adapt to changing weather and traffic conditions

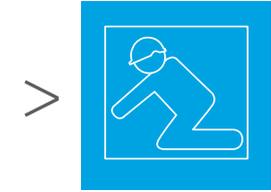




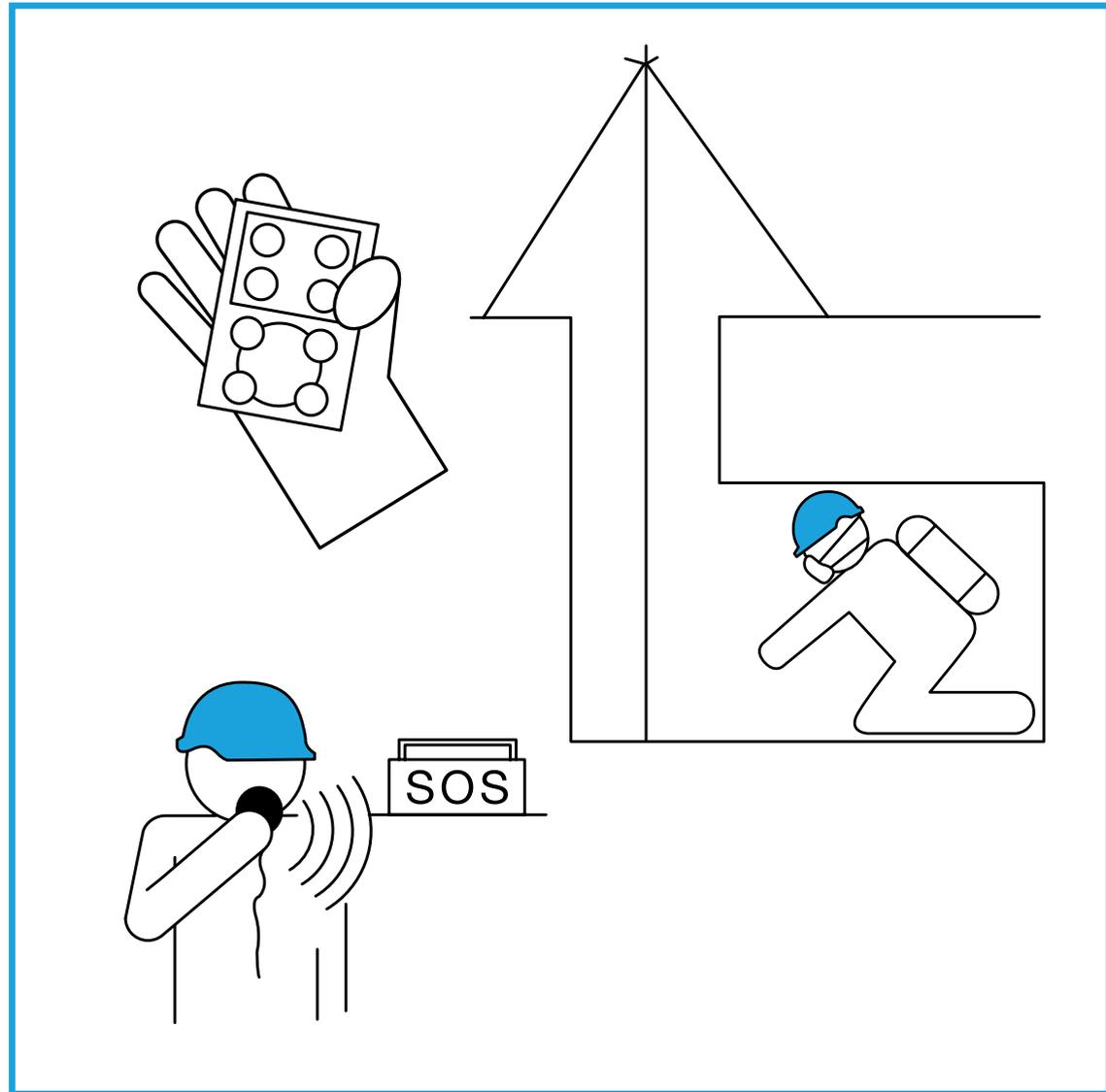
- Is everyone clear on what they are doing?
- Any questions?

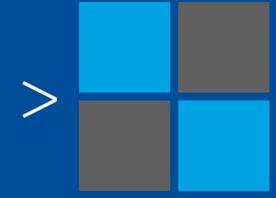


Confined Space



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?



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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.

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