

# ◀ GOOD PRACTICE INFORMATION ▶



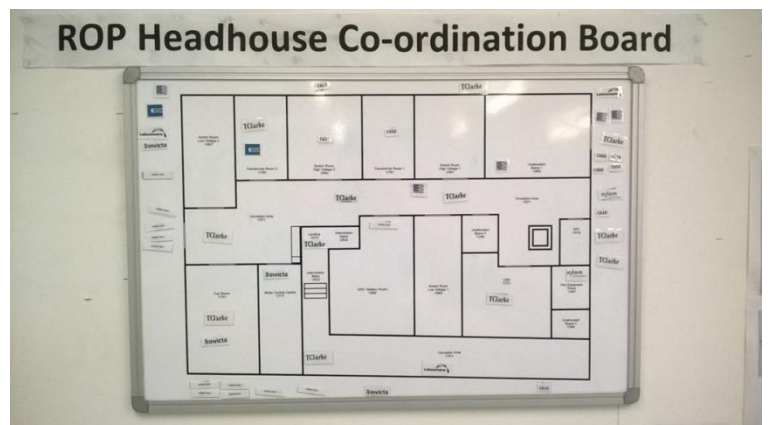
## Royal Oak Portal Headhouse Coordination

### Visual Aid of Working Together:

The Royal Oak Portal (ROP) head-house is a very confined area with several sub-contractors working in the same space at the same time.

To avoid congestion and to maintain safe working C336 developed the ROP Coordination Board.

The magnetic board has an image of the layout of the head-house including the name of each room, along with magnetic sticks of the relevant sub-contractor company logos. At the start of shift briefing (SOS) prior to works starting, each sub-contractor will discuss the works planned within the head-house for that day. Each sub-contractor will then attach the related magnetic stick into the relevant room on the board.



If there is a clash of trades within the same room, this is discussed at the SOS to instigate any mitigation measures required to ensure safe working between the various sub-contractors. If there is too much activity in one room for that day works are re-scheduled until it is safe to commence.

The board is used throughout the day for visitors that attend the site as a visual aid, ensuring everyone is fully informed of the works in each room. The board is also used to brief the visitors on risks within the head-house and the mitigation measures in place that were discussed in the morning briefing.