# L & B HAULAGE
# &
# CIVIL ENGINEERING CONTRACTORS LTD

## Health and Safety Policy Document


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# HEALTH & SAFETY POLICY

***Revision & Amendment Control***

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**Contents**

# Section 1

# The Company Policy Statements

**Introduction**

This document is the Health & Safety Policy and Procedures for works carried out by, or on behalf of, the L & B Haulage & Civil Engineering Contractors Limited and contains the procedures that need to be followed to ensure the continued health, safety and welfare of its employees and contractors whilst continuing to comply with the legislation that governs the work we undertake.

From here on in L & B Haulage & Civil Engineering Contractors Limited will be known as 'The Company'.

This is a comprehensive document which comprises of the following three sections:

- The Health & Safety Policy Statement.
- The Organisational Duties.
- The Company,s Policies and Procedures.

**Health & Safety Policy Statement** – A general statement of the intentions of the Managing Director in regards to health and safety. The policy statement is signed and dated by the Managing Director therefore indicating that health and safety is highly regarded and that commitment comes from the 'top'.

**The Organisational Duties –** This section commences with a chart showing the safety structure of the Company which is then followed by a list of individual responsibilities of personnel and contractors.

**Policies and Procedures –** The policies of how the Company will comply with current legislation and reduce the risk to all persons who may be affected by the works carried out on its behalf. This is then followed, in the form of Appendices, by the procedures the Company will adopt to ensure the requirements of these policies are met.

All policies **must** be adhered to by all employees and contractors in order to reduce accidents and incidents whilst carrying out the Company's undertakings.

This document will be reviewed and amended as necessary, but no less than annually, by The Worksafe Partnership Ltd the Company's Health and Safety Consultants

# L & B Haulage & Civil Engineering Contractors Limited
# Statement of Safety Policy

*The Health & Safety at Work etc Act 1974. The Management of Health & Safety at Work Regulations 1999(as amended), The Construction (Design & Management) Regulations2007 The Health & Safety (Consultation with Employees) Regulations 1996*

It is the policy of the Company to provide, as far as practicable, a safe working environment, system of work and safe equipment for all persons engaged in, or affected by, our activities.

It is our intention to demonstrate a keen interest in safety for all persons employed or self-employed who may, for the time being, come under the supervision of the Company.

We encourage positive participation and involvement to promote safety standards and have appointed safety consultants to provide advice on all matters affecting the health, safety and welfare of persons coming under our control and others who may be affected by our undertaking.

Risk Assessments will be carried out for all work activities, setting objectives for hazard reduction or elimination wherever possible. Where this is not possible, personal protective equipment will be provided for use by persons under our control for all tasks undertaken in accordance with the Risk Assessment.

We will ensure that all persons carrying out duties on our behalf are adequately trained to enable them to understand their responsibilities and be 'competent' in their work. We will discipline those who fail to comply with their legal duties thereby undermining the integrity of our safety performance.

It is our intention to assist the appointed Principal Contractor / CDM Co-ordinator / Designer appointed by the client in their duties under The Construction Phase Health & Safety Plan and be helpful in providing any information when the CDM Co-ordinator is preparing the Health & Safety File.

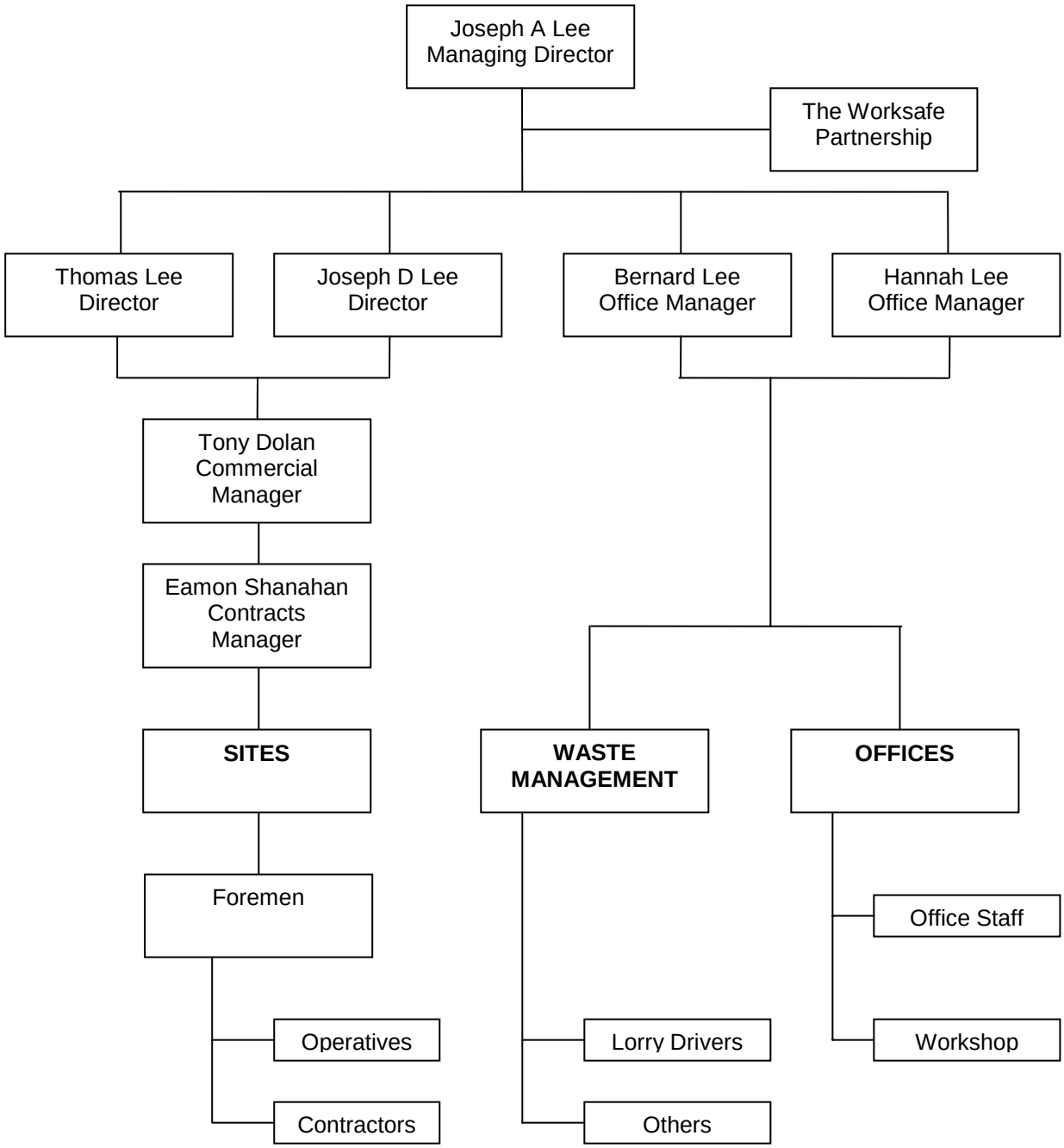
It will be the responsibility of the Managing Director, Joseph Lee, to ensure that all persons are aware of their individual responsibilities under this policy. Our Safety Consultants will, from time to time, audit the implementation of this Policy Statement.

Signed ..... Date .....
Joseph Lee – Managing Director

# Section 2

# The Company Health & Safety Organisation

## Organisation chart



**ORGANISATION 1**

**Safety Duties**
**Managing Director – Joseph A Lee**

1. Be aware of the employer's legal duties under the Health & Safety at Work etc Act 1974 and all supporting Regulations made under Section 15 of the Act.

2. Initiate the Company Health & Safety Policy for the prevention of injury, ill-health, damage and wastage and set initiatives to eliminate accidents. Encourage proper reporting, investigation and costing of injury, ill-health, damage and loss. Promote action to preclude recurrence and initiate analysis to discover accident trends.

3. Ensure all persons for whom you are responsible are competent to carry out their work and are fully informed of the health and safety issues affecting their task and place of work. Ensure arrangements are in hand to regularly review training to ensure, as far as practicable, that all persons are aware of current statutory requirements.

4. Ensure that adequate time is allowed for planning and that specific risk assessments are undertaken for the Company's activities. Ensure that hazards with the potential to cause harm are identified and avoided or adequately controlled. High and medium risk activities to be addressed where required by the submission of a method statement or safe system of work.

5. Monitor the Company's activities to ensure that they are carried out as planned and that the requirements of the Company's procedures as laid down in the Health & Safety Policy and any stipulated Safe Systems of Work are observed.

6. Ensure that adequate time is given for induction training and the communicating of toolbox talks.

7. Reprimand any member of staff for failing to discharge satisfactorily their responsibilities under current legislation and the requirements of this document.

8. When visiting site, set a personal example by wearing the appropriate personal protective equipment and following any relevant procedures.

9. Discuss safety audits with the Company's Safety Consultants and review Company procedures if necessary.

10. Ensure that adequate resources are available to meet legislative and Company requirements on health, safety and welfare.

**ORGANISATION 2**

***Safety Duties***
**Directors – Thomas Lee & Joseph D Lee**

1. Be aware of the employer's legal duties under the Health & Safety at Work etc Act 1974 and all supporting Regulations made under Section 15 of the Act.

2. Ensure that adequate resources are available to meet legislative and the Company's requirements on health, safety and welfare. Sufficient funds are to be made available to ensure all equipment and materials purchased by the Company are suitable for the purpose without compromising the standards required by this Health and Safety Policy.

3. Initiate the Company Health & Safety Policy for the prevention of injury, ill-health, damage and wastage and set initiatives to eliminate accidents. Encourage proper reporting, investigation and costing of injury, ill-health, damage and loss. Promote action to preclude recurrence and initiate analysis to discover accident trends.

4. Ensure all persons for whom you are responsible are competent to carry out their work and are fully informed of the health and safety issues affecting their task and place of work. Ensure arrangements are in hand to regularly review training to ensure, as far as practicable, that all persons are aware of current statutory requirements.

5. Reprimand any member of staff for failing to discharge satisfactorily their responsibilities.

6. When visiting working areas, set a personal example by wearing the appropriate personal protective equipment and following any relevant procedures.

7. Ensure that relevant contracts are covered by a Health & Safety Plan and if necessary, assist the client's appointed CDM Co-ordinator during the preparation of the Health & Safety File by submitting any relevant information.

8. Liaise with insurance companies to ensure that adequate 'Employers Liability' and 'Personal Liability' Insurance is in place to cover the activities carried out by the Company and its personnel / contractors.

## ORGANISATION 3

***Safety Duties***

**Director Responsible for Health & Safety – Thomas Lee**

1. Ensure that health and safety is discussed at board level.

2. Liaise with the Health & Safety Consultants on aspects of health, safety and welfare which affect the Company's personnel and operations.

3. Ensure there is liaison on health and safety matters between all parts of the Company and others who are affected by its undertakings.

4. Insist that sound working practices are observed as laid down by codes of practice and that work is planned and carried out in accordance with the statutory regulations.

5. Instigate reporting, investigations and costing of injury, ill health, damage and loss. Promote action to preclude recurrence and initiate analysis of investigations to discover accident trends in order to eliminate future hazards.

6. Carry out 'spot checks' to ensure that sound working practices are adopted and properly monitored. Ensure that adequate monitoring is carried out to determine the efficiency of the procedures laid down in this health and safety policy.

7. If necessary, ensure that help is provided to assist the client's appointed CDM Co-ordinator during the preparation of the Health & Safety File by ensuring any relevant information is submitted.

8. Instigate liaison with external health and safety organisations and encourage the distribution of relevant safety information to the trades engaged by the Company to promote a greater safety awareness and trade information on substances hazardous to health. Discuss safety audits with the Company Safety Consultants and review The Company's procedures if necessary.

9. Arrange adequate resources to meet the requirements of this Policy.

**ORGANISATION 4**

***Safety Duties***
**Office Managers – Hannah Lee & Bernard Lee**

1. Ensure that sufficient funds are made available to enable adequate health and safety planning to be carried out prior to works commencing.

2. Encourage a safety culture within the Company by setting a personal example at all times and wearing the appropriate personal protective equipment when visiting sites

3. Understand the Company Health and Safety Policy and ensure that it is brought to the notice of all those within your areas of responsibility. Carry out reviews on individuals for whom you are responsible whose personal standards fall below that which is required of the health and safety policy and, where necessary, take disciplinary action.

4. Ensure that your area of responsibility is maintained in a manner conducive to safe working practices and that those using this area do so in compliance with their own duties under this policy.

5. Ensure that specific risk assessments are carried out within your areas of responsibility. Ensure that hazards with the potential to cause harm are identified and avoided or adequately controlled. High and medium risk activities to be addressed where required by the submission of a method statement or safe system of work.

6. Ensure any accidents or incidents within your area of responsibility are adequately investigated and any subsequent recommendations followed up or other measures put in place to prevent recurrence.

7. Ensure that unauthorised persons are unable to access the workshops and waste transfer area without being accompanied or wearing the correct personal protective equipment.

**ORGANISATION 5**

***Safety Duties***
**Commercial Manager – Tony Dolan**

1. Be aware of the employer's legal duties under the Health & Safety at Work etc Act 1974 and all supporting Regulations made under Section 15 of the Act.

2. Initiate the Company Health & Safety Policy for the prevention of injury, ill-health, damage and wastage and set initiatives to eliminate accidents. Ensure that all accidents are reported as required under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations) 1995.

3. When tendering, ensure that adequate allowance is made for welfare facilities and equipment to prevent ill-health and avoid injury, damage and wastage.

4. Ensure that specific risk assessments are carried out within your areas of responsibility. Ensure that hazards with the potential to cause harm are identified and avoided or adequately controlled. High and medium risk activities to be addressed where required by the submission of a method statement or safe system of work.

5. Ensure all persons for whom you are responsible are competent to carry out their work and are fully informed of the health and safety issues affecting their task and place of work. Ensure arrangements are in hand to regularly review training to ensure, as far as practicable, that all persons are aware of current statutory requirements.

6. Discuss site safety audits with the Contracts Managers and review Company procedures if necessary.

7. Reprimand any member of staff for failing to discharge satisfactorily their responsibilities.

8. When visiting working areas, set a personal example by wearing the appropriate personal protective equipment and following any relevant procedures.

9. Ensure that when tendering attention is given to any pre-tender health and safety plan received from the Principal Contractor, taking care to assess the risks outlined and the various conditions set therein and, when planning the execution of the works, make sure these risks and conditions are incorporated into the Method Statement and Safe Systems of Work etc and that any health and safety requirements are brought to the notice of those carrying out the works.

**ORGANISATION 6**

***Safety Duties***
**Contracts Manager – Eamon Shanahan**

1. Ensure that site specific risk assessments are carried out and hazards with the potential to cause harm are identified and avoided or adequately controlled. High and medium risk activities to be addressed where required by the submission of a method statement. Identify the following before commencement of works:

    - Allocation of responsibilities between managers/foremen.
    - Check hazards that might arise from hidden or visible live services or other hazards arising from or in connection with the works.
    - Facilities available on site for welfare, sanitation and first aid treatment.
    - Fire precautions and evacuation procedures.
    - Provision of adequate task lighting.

2. Ensure that a suitable method statement is in place for all phases of the contract prior to commencement of works. Provide copies of all method statements and other written instructions to foremen or leading hands to ensure the established work methods are clearly understood by them and subsequently communicated to all those being employed to carry out the work.

3. Once work has commenced, ensure that it is carried out as planned and that the requirements of the Company's procedures as laid down in the Health & Safety Policy and any stipulated Safe Systems of Work are observed.

4. Ensure that all employees attend a Safety Induction Course and are informed of the Company's safety procedures and any site rules that apply to them. Pass on any safety rules required of them to comply with any methods statements, Approved Codes of Practice or Safe Systems of Work through the Tool Box Talk system. Records of such talks are essential and should detail subjects covered, the date talk given, names of attendees and be signed by the presenter. Records are to be sent to head office on completion of the works.

5. Ensure no-one is asked to operate any mobile plant of other equipment unless they have received adequate training or hold a relevant certificate of competence as determined by the Director responsible for health and safety.

6. Ensure all statutory inspections are carried out on work equipment, access equipment excavations etc.

7. Make sure adequate first aid facilities are readily available for the workforce. Where this is provided by the Principal Contractor, ensure that their appointed first aider is kept informed of the types of products in use and is given a copy of the COSHH sheets for hazardous substances.

8. Ensure that all accidents are reported as required by the Company's Accident Reporting Procedures.

9. Reprimand any member of staff for failing to discharge satisfactorily their responsibilities.

10. Set a personal example on site by wearing the appropriate personal protective equipment and conducting yourself in a safe manner.

**ORGANISATION 7**

***Safety Duties***
**Foremen**

1. Be aware of the employer's legal duties under the Health & Safety at Work etc Act 1974 and all supporting Regulations made under Section 15 of the Act.

2. Initiate the Company Health & Safety Policy for the prevention of injury, ill-health, damage and wastage and set initiatives to eliminate accidents. Ensure that all accidents are reported as required under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations) 1995

3. Ensure that specific risk assessments have been carried out for your areas of responsibility. Ensure that hazards with the potential to cause harm are identified and avoided or adequately controlled. High and medium risk activities to be addressed where required by the submission of a method statement or safe system of work. Where a task isn't sufficiently covered inform your Project Manager before works commence.

4. Ensure all persons for whom you are responsible are competent to carry out their work and are fully informed of the health and safety issues affecting their task and place of work. Ensure arrangements are in hand to regularly review training to ensure, as far as practicable, that all persons are aware of current statutory requirements.

5. Ensure no-one is permitted to operate any mobile plant or other equipment unless they have received adequate training or hold a relevant certificate of competence.

6. Reprimand any member of staff for failing to discharge satisfactorily their responsibilities.

7. When working on site, set a personal example by wearing the appropriate personal protective equipment and following any relevant procedures.

8. Ensure that all persons under your responsibility are in possession of the required personal protective equipment as identified by the task risk assessment and are aware of their obligations to wear it.

9. Give toolbox talks as determined by the Project Manager to all personnel under your responsibility. Determine when additional toolbox talks are required then inform the Project Manager.

10. Ensure all statutory inspections are carried out on work equipment, access equipment excavations etc.

11. Keep a safe and tidy site in accordance with the requirements of the Health & Safety Policy.

**ORGANISATION 8**

***Safety Duties***
**Employees and Contractors**

All personnel have a variety of duties under the Company Health & Safety Policy. The following is a list of general duties that employees must comply with to assist the Company in meeting its requirements under current legislation.

As an employee you must:

1. Take care of your own safety and the safety of others who may be affected by your actions.

2. Carry out your work in accordance with any training or instructions given by your manager or supervisor.

3. Wear and maintain any personal protective equipment that is required under the task risk assessment or in compliance with procedures laid down in the Company Health & Safety Policy.

4. Use and maintain any plant and equipment provided in accordance with training given and the requirements of the manufacturer's handbook and Company Health & Safety Policy.

5. Do not use any plant or work equipment that you have not been trained or authorised to use.

6. Report to your manager or supervisor any hazards that have not been identified as part of your workplace or task risk assessment.

7. Comply with any parts of the Health & Safety Policy that apply to you.

8. Do not misuse or interfere with any item provided in the interests of health, safety or welfare.

9. Immediately report all accidents, incidents, dangerous occurrences and near misses to your Manager or Supervisor.

## ORGANISATION 6

### *Safety Duties*
### Buyer

1. Read and understand the Company's policy for health and safety.

2. Ensure that the requirements of the Construction (Design and Management) Regulations 2007 (CDM) are complied with as they apply to the procurement of materials and services supplied to the Company.

3. Ensure that all equipment or materials purchased by the Company are to the standards required by the Company's policy and that they meet the requirements to eliminate or reduce risks as laid down in any Health and Safety Plan.

4. Ensure that all suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required and that this information is passed to relevant supervision and included in the Method Statement/Health and Safety Plan. (COSHH information and assessments).

5. Set a personal example by wearing appropriate protective clothing when visiting sites.

6. Ensure that suppliers are informed of the safe working loads of the plant used for handling materials on site so that materials are delivered in suitably sized loads.

7. Ensure that sub-contractors have received lists of responsibilities and the The Company's policy statement and competency assessment questionnaire in accordance with this policy.

8. Rates negotiated for work to be carried out by sub-contractors must include all necessary safety precautions and, where appropriate, separate rates should be included for particular health and safety measures that are defined in the Method Statement/Health and Safety Plan issued covering the proposed works.

# Section 3

# Health & Safety Policies, Procedures & Control Measures

The Health & Safety at Work Act 1974 requires that arrangements are made to provide for a safe system of work for all aspects of our undertaking.

In this Section we have introduced a number of policies and supporting procedures to combat known hazards at source, therefore complying with requirements under HASAWA. It is essential to understand that these policies and procedures may have to be made more specific following individual task risk assessments as requirements under The Management of Health & Safety at Work Regulations 1999.

**CONTROL MEASURE 1**

## Abrasive Wheels

### 1.0 Hazards

The main hazards associated with abrasive wheels include:-

- Bursting of the wheel or disc.
- Injuries from flying particles.
- Cuts to hands, legs, etc.
- Dust from certain types of materials.
- Loose clothing tangles in disc.
- Electric shock.
- Noise.
- Fire and explosion.

### 1.1 Planning Procedures

All work will be tendered for or negotiated in accordance with the relevant standards. Risk assessments will be undertaken for the work and the necessary control measures planned. Where applicable the requirements of the site Method Statement will also be met.

The Site Supervisor will:-

- Ensure that any abrasive wheel machine hired to or owned by the Company, for use at work, is provided and maintained in good condition.
- Ensure that sufficient operatives have been trained in the mounting of abrasive wheels and discs on the type of machine to be used. A record of trained persons will be maintained.

### 1.2 Training

Operatives must be trained in accordance with the Provision and Use of Work Equipment Regulations 1998 in the mounting of the abrasive wheel and discs for the type of machine to be used and their names entered in the Statutory Register. All operatives will be trained and certificated by a competent trainer.

### 1.3 Monitoring

The Site Supervisor will ensure that:-

- Any operative required to change discs or wheels on abrasive wheel tools has been trained and appointed.
- Suitable storage facilities are available for abrasive wheels and that sufficient quantity of suitable eye protection and other protective equipment is available and issued when required.
- Any abrasive wheel machine or tools being used with any defect, which could give rise to injury, is taken out of use immediately.
- The requirements of the risk assessment(s) and Health and Safety Plan are being implemented.
- The machine must be regularly serviced to ensure that the speed of the machine spindle is correct.

### 1.4 Control Measures

Personnel using or changing the discs on abrasive wheels must:

- Ensure the disc or wheel is mounted correctly. This must only be done by a competent, appointed person.
- Guards must be fitted to all abrasive wheels and kept in position.
- Eye protection must be worn when using abrasive wheels.
- Ensure protection is provided against hazardous dusts that may be generated. COSHH Regs. 2002
- Avoid wearing loose clothing especially ties, sleeves, scarves etc.
- Hearing protection should be worn where necessary.
- All machines should be inspected regularly to ensure they are in good condition, this applies especially to electrical machines and associated power cables.
- Sparks from loose particles can cause fires or explosion if near to flammable materials. Ensure the work area is clear of such materials and also of people who may be affected by such sparks.
- Ensure other control measures identified in the risk assessment(s) for the work have been implemented.

### 3.1.5 References

*HSG 17 Safety In the Use of Abrasive Wheels*
*BS 4481 Bonded Adhesive Products Parts 1 & 2*
*BSEN 166 Eye Protection.*

**CONTROL MEASURE 2**

## Access Equipment

It is the policy of the Company to ensure, so far as is reasonably practicable, where work is to be carried out above ground level, suitable access equipment will be supplied. Where access equipment is supplied, it is the responsibility of individuals to ensure that it is used in accordance with the manufacturers recommendations, the site specific risk assessment and any training that has been given.

This control measure does not cover the requirements of Mobile Elevating Work Platforms (MEWPs) as these are covered by a separate control measure.

### 2.1 Planning Procedures

The Site supervisor will arrange for the required type of access equipment to be provided taking into account the relevant standards and the work to be carried out and that the means of securing ladders is planned as far as possible and sufficient materials made available.

### 2.2 Training

Training provided to supervisory staff and operatives will be via toolbox talks and include the hazards and precautions relating to the various types of access equipment and their use.

### 2.3 Monitoring

The Site Supervisor will: -

- Check all access equipment before use to ensure that there are no defects and then check at least weekly whilst in use on site and keep a record of the check.
- Ensure that where a defect is noted or the equipment is damaged, it is taken out of use immediately.
- Ensure that ladders in use are secured, have a solid, level base and are being used correctly.
- Ensure that ladders will not be used to provide access or a working position if the type of work cannot be carried out safely from a ladder (e.g. carrying large items, work requiring both hands, etc.). (See risk assessment).
- Ensure stepladders are of the correct type for the work, high enough and opened fully when in use.
- Ensure the methods of use, which could result in damage to the ladder, are not permitted, e.g. securing ladder with scaffold clip, placing board on rung to form working platform or ramp etc.
- Ensure that proper storage is provided for ladders / stepladders, under cover, where possible and with the ladder properly supported throughout its length.

### 2.4 Control Measures

- Ladders must not be used to work from unless there is no other item of equipment available and no safer method of carrying out the works this should be decided by means of a risk assessment.
- Ladders must be in good condition and of adequate length and strength for the work in progress.
- Whenever a ladder is used, it should only be sited on firm level ground and not leant against loose or fragile material or other equipment.
- The ladder must be footed by a second person, unless a proprietary device is fitted at the bottom, until a lanyard can be fitted at the top securing it to a suitable anchor point.
- When positioning a ladder, it must be sited away from excavations and placed at an angle of $75^0$ (1m out for every 4m up). Ladders must be of suitable length with at least 1m of the ladder above the point of access or work area. Ladders of more than 9m in height are not to be used.

- Only one person may use a ladder at a time and no equipment may be carried whilst climbing unless it is carried in a safe manner allowing the user to safely use both hands and feet. When ladders are used, the user must face the ladder at all times.
- Ladders must be constructed of sound material and not used if they have any faults with them. Wooden ladders must not be painted.
- Stepladders may be used as a last resort as a temporary access but must be of a suitable height. No-one should need to balance on top of a stepladder.
- Defective equipment must not be used at any time. If a defect is noticed, it must be reported to a supervisor immediately.

### 3.2.5 References

*The Work at Height Regulations 2005*
*GE 700 CITB Construction Site Safety – Safety Notes*
*CIS49 General access scaffolds and ladders*

**CONTROL MEASURE 3**

## Accident and Incident Reporting

In compliance with The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 1995, the following procedures must be adopted by Company personnel when an employee, visitor or contractor is involved in an accident, incident or near miss.

### 3.1 Fatalities

In the event of a fatality, the following people must be informed immediately:

a) Police
b) The Company Safety Consultants

Nothing must be touched until the police have given permission. The police and/or the HSE will carry out an investigation and all witnesses must therefore be kept on site for interviewing.

### 3.2 Accidents Resulting in Injury/Damage

All accidents, however small, resulting in personal injury must be reported to your immediate supervisor. If first aid is required, the accident must be entered into the accident book. Other injuries, e.g. minor cuts, scratches and contusions, must be looked at and, if there is a risk of the injury becoming worse, it must also be entered into the accident book. It is the injured person's prerogative as to whether a 'minor' injury is entered.

Any accident that requires an individual to leave site, i.e. to go to hospital or their GP, must immediately be reported to the management representative of the Company who decide whether to instruct the Company safety consultants to carry out an investigation.

### 3.3 Diseases

Anyone diagnosed by a GP as having an industrial disease, e.g. Weills disease, occupational asthma and dermatitis, etc. must report the matter to your supervisor as soon as it is diagnosed. This must then be reported to the Health & Safety Executive (HSE) as required by RIDDOR.

### 3.4 Dangerous Occurrences

Any dangerous occurrences, as classified in RIDDOR, must be reported to the Project Manager, via the site supervisor, immediately for subsequent reporting to the HSE. Examples of dangerous occurrences are:

a) Collapse, overturning or failure of load bearing parts of lifts or lifting equipment.
b) Plant or equipment coming into contact with overhead power lines.

### 3.5 Near Misses

A near miss is an incident that has not resulted in injury or damage. The near miss system is run on a ‘No Blame Culture’ therefore encouraging personnel to report hazardous occurrences that may result in injury or damage. The importance of reporting near misses to your supervisor is to enable measures to be taken to prevent a recurrence which may result in injury or damage.

### 3.6 Procedures at the Scene of an Accident

- Obtain treatment for any injured persons from a First Aider or appointed person.
- Inform the Company’s Project Manager via your supervisor, immediately.

- Make the area safe using barriers, signs, etc to safeguard other persons in the vicinity. In the case of a major accident nothing should be altered unless authorised by the HSE and / or the police.
- Enter details in the accident book and, following proper investigation, complete relevant accident report forms.
- Review existing work place risk assessments, safe systems of work and the Company procedures.
- Take photographs of the area.
- Supervisors to take initial statements on from witnesses while the events are still fresh. Take into account the sensitivity of the situation at this point.

### 3.7 Accident Area

The accident area should be cordoned off and not disturbed any more than necessary (to facilitate safe removal of injured persons) until the accident investigators, i.e. the HSE, police or our safety consultants, have carried out a full investigation. Do not move any evidence until given the all clear by the senior person on site.

**CONTROL MEASURE 4**

## Confined Spaces

Every entry into a confined space is potentially hazardous. However, every confined space is not dangerous but should be treated as such until proved otherwise. A confined space is any enclosed space, above or below ground, where a hazard to health may exist due to lack of oxygen, the presence of a suffocating, toxic or flammable atmosphere, or an actual or potentially hostile environment. Confined spaces are not necessarily small. It could be any air space that cannot support life, e.g. less than 20.9% oxygen in the air.

Fatal accidents are not uncommon and are usually caused by a combination of factors arising from a lack of awareness, supervision and training.

### 4.1 Planning Procedures

The first measure to be taken is 'Avoidance'. If there is any other practicable means of carrying out the work which would avoid the need for entry by any persons, then this must be adopted.

Where entry in unavoidable the Company will ensure, so far as is reasonably practicable, that suitable and sufficient steps are taken to secure the health and safety of personnel. In which case it is imperative that:

- A competent person is appointed to carry out a risk assessment and plan the method of works, including any required emergency procedures.
- A Permit to Work is issued before entry into a confined space takes place. All users of the Permit must be suitably trained.
- Where practicable the confined space is purged to alleviate risk from any toxic or flammable vapours or fumes
- There is a supply of respirable air, preferably natural, where breathing apparatus or any other form of respiratory protective equipment is used.
- The means of access and escape are acceptable.
- Competent persons are outside on standby to assume the role of a 'top-man'. There may also be a requirement for a first aid trained person and a fire marshal both of which will be identified by the risk assessment.
- Suitable rescue equipment will be supplied.
- If hot works are to be carried out, the confined space must be monitored for flammable vapours or gases and intrinsically safe lighting must be provided.
- Where practicable, suitable lengths of hose must be provided in order that gas bottles can be left outside.

### 4.2 Training

There must be suitably trained personnel to write the safe system of work. Personnel carrying out the works will be required to have attended an HSE approved '*Confined Spaces*' training course and have received training on '*Permit to Work*' systems.

### 4.3 Monitoring

The supervisor is to ensure al relevant training has been given for entry into confined spaces as well as for the types of work to be carried out in a confined space. Constant supervision is to be given by a competent 'top-man' whilst the work is being carried out.

All equipment is to be checked by the users or an appointed person prior to entry into a confined space.

## 4.4 Control Measures

- No-one is to enter a confined space unless competent and authorised to do so.
- No entry into a confined space is to take place unless a current permit to enter has been received and all stated control measures have been put in place.
- Entry into a confined space must not be obtained if the 'top-man' is not present.
- All personal protective equipment, as identified in the task risk assessment, is to be worn at all times.
- There must be no smoking in the confined space at any time. Naked lights may only be used if authorised to do so and then only in accordance with the safe system of work.
- Where working times are limited, they are to be strictly adhered to.
- Only tools identified in the safe system of work are to be used.
- The safe system of work is to be adhered to at all times. Deviations must be first cleared with the person responsible for developing the safe system of work and then only once an amendment has been made.
- Anyone entering the confined space has the right to exit at anytime if they think there could be a risk to their health and safety.

## 4.5 References

*Confined Spaces Regulations 1997*
*L101 Safe Work in Confined Spaces (AcOP)*
*The Construction (Design and Management) Regulations 2007*
*The Management of Health & Safety at Work Regulations 1999*
*The Provision & Use of Work Equipment Regulations 1998*
*The Personal Protective Equipment Regulations 1992*
*HSG 53 Respiratory protective equipment at work: a practical guide*

**CONTROL MEASURE 5**

## CDM – Construction (Design & Management) Regulations

Hazards associated with the site will first be identified by the CDM Co-ordinator and The Principal Contractor shall take this and develop it into the 'Construction phase' Health & Safety Plan.

All Designer's must make their recommendations on hazards they identify during the design process with the sole objective at eliminating or minimising perceived hazards at the design stage. In response to the Principal Contractors Plan and Designers Risk Assessments, the Company, as Contractor, will prepare a site specific Method Statement/Health and Safety Plan and submit it to the Principal Contractor for review.

Detailed planning of all tasks requiring a method statement will be carried in good time to allow time for safe methods of carrying out the different operations to be established so that work packages can be planned to cause minimum risk to others who may be affected by each operation including members of the public if so affected.

The Company will be proactive throughout the pre-construction and construction phases to ensure that our methods of works are approved well in advance of planned start dates. The Company will cooperate with any requirements placed on us by the Principal Contractor and strive to work with them ensuring that effective communication starts and continues throughout a project.

The Company will ensure that all such information as is necessary for inclusion in the Health and Safety File is passed on as it becomes available or within the time scales allocated by the Principal Contractor to enable them to meet their legal obligations.

### 5.1 Control and Co-Ordination

The safety policy, site rules and the overall way in which the site will be managed, with regard to safety, health and welfare will be established at an initial safety meeting with the Principal Contractor. It is vital that the agreed arrangements are reviewed at the first project meeting so that site management can deal immediately with any difficulties at an early stage. Our site manager will ensure that effective co-ordination of our work occurs. Clear lines of communication will be established and maintained between us and the Principal Contractor. Safety, health and welfare will be included on all project meeting agendas.

### 5.2 Monitoring

Site monitoring by The 'Worksafe' Partnership will occur regularly (as decided by the Directors). This is in addition to the regular daily and weekly inspections carried out by site management. Contraventions of statute law, regulations, codes of practice and site procedures will be dealt with firmly and consistently by site management.

### 5.3 Training

On-site training will be necessary for our personnel so that they are aware of the hazards and risks to health and safety on site. It is considered necessary for all operatives to attend a Safety Induction Course prior to beginning work on site. Close liaison with The 'Worksafe' Partnership will establish the overall training needs on individual sites.

### 5.4 Records

We will ensure that all records of examination and inspection are carried out and copies passed to the Principal Contractor. All accidents and dangerous occurrences will be reported to Principal Contractor.

**CONTROL MEASURE**
**6**

## Consultation With Employees

### 6.1 Introduction

It is a requirement of the Health and Safety (Consultation with Employees) Regulations 1996 for employers to consult with employees on matters relating to health and safety, and came into effect on 01 October1996. These regulations complement the Safety Representatives and Safety Committees Regulations 1977, which place duties on employers to consult with safety representatives who have officially been appointed as such by the trade unions.

Meetings will not in general be held but employees will be consulted following toolbox talks or via letters sent out by the company. The Company operate an 'open door' policy and employees are encouraged to approach management at any time if they have an issue with the health, safety and welfare arrangements. This system is used, rather than regular arranged meetings in order that issues can be discussed as and when they arise

### 6.2 Who Is To Be Consulted?

Consultation must be with all employees.

### 6.3 Employer's Duties

Where employees are **NOT** represented by a Safety Representative (1977 regulations), then employers must consult those employees in good time on health and safety matters, and in particular:

- when introducing measures which may affect health and safety;
- the appointment of competent person(s) [MHSW regulations];
- the provision of statutory health and safety information;
- any statutory health and safety training detail;
- the health and safety consequences of new technologies.

The employer must provide such information to employees or representatives to enable their full and effective participation in the process, and to carry out their function as representative, where appointed.

Information may only be withheld if:

- such disclosure is in contravention of any prohibition by an enactment;
- it is of a personal (personnel) nature, unless consented;
- it is of significant commercial/confidential importance that its disclosure could cause injury to the business;
- it has been obtained for use in legal proceedings; or
- it is not related to health and safety.

Employers must also:

- provide reasonable training to representatives of employee safety in respect of those functions, including travel and subsistence costs, if appropriate;
- allow representatives time off with pay during working hours to fulfil the functions; and
- provide representatives with reasonable facilities to fulfil their functions.

### 6.4 Objection On Safety Grounds

The Health and Safety at Work etc Act 1974 and The Management of Health and Safety at Work Regulations 1999 require employees to take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work. In addition, employees must not undertake activities for which they are not adequately trained and experienced.

Where such situations arise, the employee has a duty to notify any shortcomings in health and safety arrangements, even when no immediate danger exists, to his employer and this could give rise to an objection on safety grounds to undertaking the work.

Objection on safety grounds to undertaking work instructions should, where possible, be resolved between the parties concerned so that they can comply with their respective statutory duties.

If there is failure to resolve the problem between the parties concerned then the matter should be discussed with the immediate manager and, if appropriate, the Company's appointed safety adviser.

If there is failure to agree at the working level then the matter should be referred to a senior manager/director whose responsibility is to achieve a solution to the objection and comply with statutory requirements.

During discussions of this objection it may be pertinent to involve the safety adviser and the local safety representative.

**CONTROL MEASURE 7**

## Contaminated Land

Building, construction and engineering works often involve redevelopment of land which has been contaminated by industrial processes once carried out on the site or by materials which had been stored or dumped there. In some places naturally occurring contamination may be present. Contamination may be a potential health risk to those working on site, visitors or to members of the public unless adequate precautions are taken to control them.

Examples of the types of contamination that may be present are:

- Asbestos
- Lead
- Radioactive materials
- Buried explosives
- Anthrax
- Weill's disease

### 7.1 Planning Procedures

Prior to carrying out any work it is advisable to carry out an investigation to determine what the land was previously used for. Under the CDM (Construction (Design & Management) Regulations) this should have already been carried out by the Client and notified by the CDM Co-ordinator.

If there is known contamination, or there is any reason to believe there may be contamination, present a suitable assessment of the risks to health needs to be made. The risks associated with contaminated land are:

- Skin absorption
- Skin penetration ingestion
- Inhalation
- Asphyxiation / gassing fire / explosion
- Diseases due to biological agents

The Contracts Manager must:

- Define the contaminated area.
- Ensure adequate hygiene facilities are made available on site. These may be just hand washing facilities but may include showering facilities, clean / dirty changing rooms etc.
- Organise the site before set up commences to ensure, as far as is reasonably practicable, that parking, welfare, maintenance facilities etc. are away from the contaminated area.
- Ensure cross contamination cannot occur due to persons walking or driving off site. There may be a need for wheel wash and boot cleaning systems to prevent this occurring. Cross contamination may also occur due to airborne particles or contaminated dusts. In this case adequate dust suppression may be needed.
- Ensure that suitable and sufficient protective clothing and equipment is available and used. There must be adequate supplies available for replacement due to loss or failure. It is important that, where more than one item of equipment is required, they are compatible and that all equipment is suitable for the physical characteristics of the wearer. The Project Manager must consider the need for a separate PPE assessment.
- Ensure that and adequate means for the removal of wastes from site is available. There may be a need for sheeted lorries or special waste bags to be supplied.

### 7.2 Training

Ensure a safe system of work has been written and all personnel involved have been inducted to the requirements for that site including any emergency procedures. There may be a need for specific training to be carried out particularly where specialist equipment is to be used i.e. breathing apparatus.

### 7.3 Monitoring

Dependent on the type and level of contamination, there may be a need for constant supervision of the works.

Depending on the results from the site investigation or laboratory analysis, there may be a need to arrange for health surveillance and air monitoring to be carried out by competent persons.

### 7.4 Control Measures

- Carry out all works in accordance with the safe system of work.
- Be aware of any emergency procedures.
- Wear all PPE at all times. If any unusual symptoms are experienced when carrying out the work or there is reason to believe that the PPE supplied has failed or is inadequate, leave the area and inform a supervisor immediately.
- Do not cause cross contamination by walking or driving off the site without using the appropriate washing facilities.
- A high standard of personal hygiene must be achieved at all times. Any open wounds must be treated immediately to reduce the risk of infection.
- There is to be no eating, drinking or smoking within the defined contamination area. These activities must` only be carried out in designated areas.

### 7.5 References

*The Control of Substances Hazardous to Health Regulations 2002*
*The Control f Lead at Work Regulations 2002*
*The Control of Asbestos Regulations 2006*
*The Environmental Protection Act 1990*

**CONTROL MEASURE**
**8**

## Control of Contractors

Contractors are often appointed to carry out work on behalf of the Company. It is the policy of the Company that only approved contractors will be employed.

### *8.1 Requirements of Contractors*

Contractors will be required to provide proof of their Employer's Liability and Public Liability Insurance before starting any work.

All contractors will be required to work in compliance with the contents of this document and any additional site rules that have been put in place. Generally, unless otherwise stated, works carried out by contractors will be covered by the method statement and risk assessment developed by, or for, the Company. All personnel will be required to attend a site specific induction where they will be explained the rules of the site and the requirements from the method statement and risk assessments.

Contractors are to ensure that they, or their personnel, are competent to carry out the works for which they have been contracted to undertake. Where required they are to supply evidence of this competence.

At any time that it is deemed by the Company that a contractor has failed to carry out work as determined by the method statement or has totally disregarded the requirements of the health and safety policy, that contractor may be asked to leave site immediately.

### *8.2 Approval of Contractors*

Before contractors are considered for the 'Approved Contractors List', they must complete a questionnaire.

Once the questionnaire and relevant documentation have been returned to the Project Manager, who will determine whether they can be added to the list and, if so, what level of supervision is required.

The list of approved contractors will be made available to all managers on request and must be consulted prior to appointing a contractor to carry out work on behalf of the Company.

### 8.3 Responsibilities

*8.3.1 Company - Management*

The management representative acting on behalf of the Company is responsible for ensuring that the procedure for controlling and managing contractors is followed at all times. The day to day responsibility for controlling and managing contractors within premises under the control of the Company befalls on the manager responsible for that area. If at any time during on-going works, a contractor behaves in a manner that is unsafe and places them or others at risk, they may be removed from site without warning and also be removed from the Approved Contractors List.

The manager is responsible for ensuring that contractors and their employees adhere to their own method statements and risk assessments and the Health and Safety Rules for Contractors (Appendix C)

*8.3.2 Contractor Supervisor*

Each contractor employed to carry out work must have an appointed supervisor responsible for liaising with the site / department manager. The supervisor is responsible for ensuring

that the work is carried out in a safe manner and in accordance with the method statement and risk assessment.

## 8.4 Contract Types

### *8.4.1 On Site Sub-Contract*

Where a sub-contractor is used, the site / department manager is to ensure that all their personnel are inducted to the site and the contents of their method statement and risk assessment. This can be carried out with the assistance of the contractor's own supervisor. The manager must also ensure that all personnel employed by the contractor is competent to carry out the work for which they are on site to do.

### *8.4.2 Service Contracts*

Service contracts are generally short term / duration but the degree of risk varies. These types of contracts include electrical testing and maintenance, cleaning, plant maintenance / repair, etc. and can be carried out on site or within the head office / depot.

In these cases, the following items are required:

From the contractor's employers:

- Health & Safety Policy Statement
- Generic risk assessments
- Confirmation of training and competencies

Manager – L & B Haulage & Civil Engineering Contractors Limited

- Induction or briefing on the Company's 'Rules for Contractors'. Where the same personnel are used, this is to be updated on an annual basis. If the personnel change, the briefing / induction must be carried out before the new person goes to work.
- Supervision as stated on the approved contract's list.

### *8.4.3 Temporary Labour*

It is often necessary to hire temporary, labour only, personnel. These persons must be regarded and treated as employees of the Company once they have commenced work. It is therefore necessary to ensure that they have adequate personal protective equipment prior to commencing work. Although a full Company induction will not be given, a site / departmental induction must. Temporary labour will require a higher degree of supervision which will be dependant on their knowledge of the work equipment, work methods and layout of the workplace.

Where a machine is hired with a driver, it must be stipulated that the driver will only be allowed to operate if they have a current CPCS card.

**CONTROL MEASURE 9**

## CoSHH – Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health Regulations 2002 (as amended) imposes duties on every employer to identify all substances in use and to assess the risk to their employees (and others) from the substance, taking into account the manner in which it is being used, the quantities involved, and the possible numbers affected.

The work of the Company and its employees brings us into daily contact with substances, which, to varying extents, are hazardous to health. Our general policy on dealing with these substances is given below:

- Exposure to substances hazardous to health will be prevented where possible, or adequately controlled by suitable protective or preventative measures.
- As far as practicable, the control shall be by means other than provision of personal protective equipment. Where required, however, adequate and appropriate protective equipment or clothing shall be supplied.
- It is important that employees receive adequate information, instruction and training in order for them to be aware of the risks to health from exposure to a substance, and the precautions and control measures that should be provided and carried out.

### 9.1 Hazard Causes

Substances can have ill effect on Health via four main routes of entry to the human body, these are defined as follows :

- ***External contact*** - corrosive, skin absorption, dermatitis, etc., e.g. cement, acids, epoxy resins, etc.
- ***Inhalation*** - gases, fumes, dusts, vapours, vehicle exhaust fumes etc.
- ***Ingestion*** - swallowing.
- ***Injection*** – when a substance in directed into the body via injection.

### 9.2 Hazard Classifications

Hazards may be classified as toxic, harmful, irritant, corrosive, biological, or a combination of these.

### 9.3 Planning Procedures

Where practicable, the Company will avoid the use of substances hazardous to health by finding an alternative method. Where this is not practicable and hazardous substances are used, a relevant safety data sheet will be obtained from the supplier so that the Project Manager can arrange for a risk assessment to be carried out.

Where necessary, the safety consultant will be engaged to provide written assessments and advice on precautions required with any substance where any risk to health is known or suspected and will carry out any sampling, analysis, monitoring, etc. as required. The details of assessments will be kept in a suitable register.

### 9.4 Training

All operatives engaged in any process involving the use or handling of any hazardous substance must be given full instructions and any necessary training in the health hazards and precautions, use of protective clothing, equipment, hygiene measures, etc. as required. Regular refresher training must also be provided to maintain and enhance competence in handling or using these substances.

### 9.5 Monitoring

The Site Supervisor will ensure that the written assessment, control measures and other information is on site and that all procedures planned to handle or use any hazardous

substance or process are carried out fully and that any equipment, hygiene measures, and protective clothing are provided and maintained as required.

### 9.6 Control Measures

The following rules apply to the handling, transporting and use of all substances. Special precautions relating to specific products are given in the specific written assessments.

- Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided. Wear protective equipment and clothing supplied. Always observe good industrial hygiene practice.
- Do not swallow materials or use in areas where food is being consumed. Smoking is also prohibited during application and curing.
- Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will be provided if appropriate.
- Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams.
- Store all products in ventilated areas away from extremes of temperatures and environment.
- Clean all spillage's instantly and dispose of waste and used containers properly.
- Except for transport in closed packages, materials must be handled only by authorised personnel.
- Ensure the correct equipment for handling the products is available.
- If any person handling the materials shows the symptoms that may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.
- Read the data sheet, container labels and detailed health and safety information before using any products.

### 9.7 References

A number of Regulations impose requirements for the safe handling and use of substances which are known to be a risk to health, of which the most important is the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH), supported by Approved Codes of Practice. A wide range of Guidance Notes (especially the Environmental Hygiene (EH) series) and advisory literature is available on the precautions required with various substances and all recommendations will be applied as required.

*EH40, "Occupational Exposure Limits". (**Note**: This is updated annually).*
*EH44, "Dust in the Workplace : General Provisions of Protection".*

Information on the requirements of the legislation and guidance may be obtained from the safety consultant.

**CONTROL MEASURE 10**

## Demolition

### 10.1 Hazards

The main hazards associated with demolition include:

- Collapse of structure.
- Falling or flying debris**.**
- Health risks, including asbestos dust etc.
- Presence of existing services.

### 10.2 Planning Procedures

At tender or negotiation stage, the requirements of the relevant standards will be allowed for. Risk and other assessments must be undertaken to identify the necessary control measures. The requirements of the Health and Safety Plan for the site along with those identified in the assessments must be planned for in the contract.

A method statement and a programme of work detailing the methods to be used, plant, safe systems of work, special requirements for dealing with health hazards, precautions and sequence of work, etc. will be drawn up. This method statement and programme will be issued to the Site Supervisor responsible for the work on site, and must form part of the Health and Safety Plan prepared under the Construction (Design and Management) Regulations.

### 10.3 Training

All operatives and supervisory staff engaged on this work must be given training and instruction, in particular, on the method statement, and details of any particular activities which require special control measures. All operators of plant must hold the CITB's CPCS card or equivalent.

Special training must be given to the Site Supervisor responsible for overseeing this work. Regular refresher training must also be provided for personnel involved in these activities to maintain and enhance their competence, especially in the safety requirements associated with such work.

### 10.4 Monitoring

The Company will appoint a competent person, to supervise the work on site. This may be a written appointment. Following appointment the Site Supervisor will:

- Ensure that the control measures identified are being implemented along with the requirements identified in the site Health and Safety Plan.
- Be responsible for ensuring that the work is carried out in accordance with the relevant standards and will be responsible for carrying out any inspections of scaffolding, etc., which may apply on site.
- Remain on site at all times that the demolition works are being carried out.
- Be experienced in the work and have received full training to enable him to carry out any of the responsibilities required.

### 10.5 Control Measures

- The site supervisor will ensure that protective measures for the safety of the public or visitors on site shall be provided and maintained. These measures must take into account the prevention of accidents, especially to children.
- Before work commences, existing services into the site must be located and disconnected. Confirmation of disconnection in writing must be requested from the appropriate utility service Company.

- Before work commences, the existence of any hazardous substances, e.g. asbestos, lead painted steelwork, etc., must be determined from the documents provided and from a physical survey of the site, carrying out any sampling required.
- Where the building or structure to be demolished contains unusual or possibly hazardous design features, or is in a dangerous structural condition, e.g. pre-stressed or post-tensioned concrete, fire-damaged building, cantilevered balcony, etc., then before work commences advice must be obtained from an appropriate qualified structural engineer.
- All plant used on demolition sites will be suitable for demolition work and will be provided with any necessary safeguards to protect the operator.
- All operatives on demolition sites will be required to wear safety helmets and other protective equipment provided.
- All other control measures identified in the risk and other assessments must be implemented and the requirements of the sites Health and Safety Plan must also be met.

### 10.6 References

All Regulations, which apply to construction work, also apply to demolition work.

*Construction (Design and Management) Regulations.2007* ***Note:*** *The requirements of these Regulations apply to* ***ALL*** *demolition work.*

*British Standard Code of Practice 6187:182, "Demolition", gives guidance on the planning and execution of demolition work, and will be complied with on any site where all or part of any building or structure is being demolished.*

*Health and Safety Executive Approved Code of Practice, Regulations and Guidance L101, "Safe work in confined spaces", provides information on the hazards involved, precautions and procedures required. Information on the requirements of the legislation and guidance may be obtained from the safety consultant.*

**CONTROL MEASURE 11**

## Electricity at Work

### 11.1 Hazards

The main hazards associated with this equipment include:-

- Electric shock.
- Unguarded machinery.
- Tripping.
- Fire.

### 11.2 Planning Procedures

When planning work, relevant standards will be taken into account. A risk assessment must be undertaken for the work and the requirements of it and any Health and Safety Plan for the site must also be implemented.

All electrical equipment on the Company's site or other workplaces will be supplied, installed, maintained or used in accordance with the relevant standards. Liaison with the electricity supplier over the type, voltage and MVA rating of the supply must also be undertaken to ensure adequate capability for the sites needs.

The Manager will, where necessary:-

- Plan the temporary electricity supply and distribution on site in accordance with the relevant standards. All temporary supplies are to be installed by competent electricians and tested in accordance with the IEE Regulations (see HS(G)141 for guidance on requirements).
- Ensure that all power tools provided for use on site or other workplace are in accordance with the relevant British Standards.
- Ensure that no power tools or electrical equipment of greater voltage than 100 volt (CTE) are used on site unless special arrangements are made and discussed with the safety consultant. Lower voltage tools, lighting, etc. may be required in damp or confined situations. The safety consultant must be consulted in these situations.
- Ensure all sub-contractors are informed of the Company policy on the use of electricity on site and that they will be expected to comply with these requirements.

### 11.3 Training

Training will be provided for employees who are required to inspect, repair or maintain equipment. In most circumstances, only competent electricians will be authorised to carry out repairs or maintenance and to carry out installation work. Regular refresher training to maintain and enhance competence for the work and the safety requirements for working with Electricity will also be provided.

### 11.4 Monitoring

The Supervisor will where necessary:-

- Ensure that any temporary electrical supply is installed and tested as planned. Ensure that the requirements of the Health and Safety Plan are implemented.
- Ensure that all sub-contractor's equipment is in good condition and in accordance with the relevant British Standards before permitted for use on site. Evidence of recent inspection and testing of all electrical equipment should be available before the equipment is used.
- Take immediate action against any person or sub-contractor abusing or incorrectly using electrical equipment on site.
- Ensure that all power cables are installed clear of access ways and preferably above head height.

- Ensure that festoon lighting equipment is secured above head height. Where festoon lighting equipment is installed, it must not be of the screw on pin contact type. Only properly constructed sets with moulded on fittings will be used.
- Ensure that any portable generator or other electrical equipment fitted with an earth rod has the earth rod and connection maintained in good condition.
- Ensure that only authorised persons are permitted to repair or alter electrical equipment.
- Arrange for immediate action to be taken to have defects remedied by a site electrician or hire company, as soon as they are reported. Prevent the use of faulty equipment by removing it to a secure place and label it clearly as being defective.

### 11.5 Control Measures

- All cable connections must be properly made. Under no circumstances will insulation tape alone, be used to protect any repair or join in extension cables. An authorised person will only do work on equipment.
- Only 110V equipment (or less) will be used on site.
- The correct extension cables will be used, to cope with wet and rough conditions. Extension cables will be minimised by the provision of adequate numbers of socket outlets. Extension cables, when used, will be routed so as not to cause tripping of similar hazards.
- Whenever possible, site electrical supplies will be protected by residual current and other such protection devices.
- All portable tools, cables etc. should be identified and regularly inspected and maintained by a competent electrician. Check equipment before use for any sign of damage and report defects immediately.
- All maintenance work on electrical equipment should be undertaken with the equipment 'dead' and the supply cable disconnected where appropriate. Where 'live' work or testing is required for fault finding then an authorised competent person who must apply the relevant control measures to prevent danger must only undertake this.
- Portable generators should be regularly inspected and tested. If fitted with an earth rod, then the connections must be maintained in good condition.
- If anything goes wrong, switch the equipment off and disconnect from the power supply.
- Do not lift or pull equipment by the cable; the connections may become broken and create a hazard.
- Cables will be routed so as to be protected from damage.
- On festoon lighting, all bulb sockets are live. Open sockets must be protected where a bulb is not fitted. As well as the fragments of glass of broken bulbs being a hazard, it must be remembered that the protruding filament wires are still live.
- Other control measures identified on the risk assessment must also be implemented.

### 11.6 References

*The IEE Wiring Regulations 16th Edition for the Electrical Equipment of Buildings.*
*BS4363 Distribution Units for Electricity Supplies for Construction and Building Sites.*
*BS7430 Code of Practice for Earthing.*

**CONTROL MEASURE 12**

## Environmental Management

The Company realises that the works carried out on their behalf will have some impact on the environment so will carry out its work so as to minimize these impacts.

The Company are committed to maintaining high environmental standards throughout operations. Every person working on behalf of the company is required to take all reasonable practicable steps to ensure that work is carried out in an environmentally safe and efficient manner in accordance with the law and the procedures laid down by the company and with due regard to the environment.

### 12.1 Environmental Impacts

The main environmental impacts from the company's activities are as follows:

- Air pollution
- Energy and fuel consumption
- Noise
- Waste

### 12.2 Air Pollution

Air pollution may impact on human health, ecosystems and the physical environment on both a local and global scale. The company realises that it contributes to air pollution whilst carrying out its undertakings.

The company will therefore adopt a policy to reduce the amount of air pollution caused by:

- avoiding unnecessary movements of vehicles
- taking emissions into account when purchasing equipment
- using battery / electrical equipment rather than petrol driven equipment
- recycling rather than incinerating waste
- controlling the amount of dust produced

### 12.3 Energy & Resource Consumption

The company are aware that to carry out their undertakings they need to utilise many of the earth's resources, whether directly or indirectly, and that the use of the resources will impact on the various environmental receptors, i.e.

- Human beings - noise, dust, loss of amenity
- Flora and fauna - loss of habitats, species, biodiversity
- Soil - the physical removal or damage of soils and natural drainage
- Water - contamination, disruption of flow rates
- Air and climate - pollution on a local and global scale
- Landscape - physical change
- Cultural heritage - loss, destruction, visual intrusion

In order that the company can play a part in sustainable development, it will continue to look into ways of reducing energy and resource consumption. In so doing the company will minimise waste by recycling materials such as:

- Waste from materials (off-cuts)
- Office materials - paper and printing cartridges
- Packaging materials
- Machinery parts

The company will endeavour to use low energy equipment and, in addition, encourage staff to switch off electrical equipment and machinery when not in use.

### 12.4 Noise

The company recognises that noise can be a very sensitive issue and is a source of nuisance from works being carried out on its premises and sites. Where practicable, all works will be planned in accordance with the Client's own Environmental Policies and relevant legislation. The company will however comply, as a minimum, with any requirements set out in the planning consent.

The company will endeavour to purchase machinery and equipment which emit low levels of noise. Where our activities will cause increased noise levels which may be perceived as nuisance, we will use the quietest machinery at our disposal. To minimise noise levels the machinery will be properly maintained to further mitigate the transfer of noise.

### 12.5 Waste Management

All personnel are responsible for minimising waste through recycling.

Tthe services of competent contractors will be employed to dispose of any wastes which cannot be recycled by us.

The company recognises its responsibilities under *Part 3 of the Environmental Protection Act 1990* and will, as far as reasonably practicable, take suitable measures to ensure that any works carried out on its behalf do not cause a nuisance to the local community or the environment by controlling the spread of litter.

All managers are responsible for identifying the waste that will be produced and must arrange for segregation and disposal methods. Information regarding waste management will be passed on to personnel at the start of each contract or at more regular intervals as necessary.

**CONTROL MEASURE 13**

## Excavations / Groundworks

### 13.1 Hazards

The main hazards created by excavations and groundworks are:

- Collapse of the sides
- Materials falling onto people working in the excavation.
- People and vehicles falling into the excavation.
- The undermining of nearby structures.
- Contact with underground services.
- Water inflow.

### 13.2 Planning Procedures

When planning to carry out excavations or groundworks, the manager must:

- Carry out a risk assessment to establish the risks from the hazards mentioned above.
- If personnel are to enter the excavation and there is insufficient room to batter back the sides, suitable supports will be needed.
- Arrange for suitable and sufficient edge protection to ensure that people, vehicle and materials cannot fall into the excavation.
- Carry out an investigation to determine whether any underground services are present. Local service providers should be contacted and cable avoidance tools used by competent persons.
- Ensure that a suitable distance is left when excavating near to structures or pylons. If this is not practical then competent advice must be sought to ensure continued stability of the structure and the excavation.
- Ensure that a suitable means of access and egress is available for anyone working in the excavation.
- Determine whether measures need to be taken to establish whether there is a presence of gas or other harmful vapours, odours etc. If so, suitable monitoring equipment must be provided and relevant training given to personnel.
- Establish a safe system of work.
- Introduce a permit to dig system where the works are of high risk.

### 13.3 Training

When carrying out excavations or groundworks, competent persons may be required for the following:

- Use of cable avoidance tools.
- Reading of service diagrams.
- Use of permit to works systems
- The use of gas monitoring equipment

### 13.4 Monitoring

Regular monitoring of the excavation needs to be carried out by the manager or supervisor to ensure that continued stability is maintained. Excavations must be checked:

- before the start of every shift
- after any occurrence likely to affect the stability
- after any collapse

If a gas monitor is used, it is to be monitored in accordance with the manufacturers instructions.

### 13.5 Control Measures

- Before digging ensure you are aware of the location of all services and protect them as necessary as excavating operations progress.

- Keep soil heaps a suitable distance away from the edge of excavations to prevent collapse due to overload or the materials falling back in.
- No-one is to enter an excavation unless authorised by the site manager / supervisor.
- Suitable PPE must be worn, at all times, in accordance with the risk assessment.
- Ensure that suitable access and egress points are used at all times. Never use suspended services to climb in and out of the excavation.
- An excavation must not be entered if there is evidence of a collapse or potential collapse.
- All persons are to be aware of the sound and meaning of the alarm from gas detection equipment and the action to be taken if an alarm sounds.

**13.6 Emergency action:**

If damage or leakage is caused or an escape of gas is smelt or suspected:

- Remove all personnel from vicinity.
- Prohibit smoking.
- Extinguish all naked flames or source of ignition (hot works, engines, electrical power) within 25 metres.
- Inform site manager.
- Inform local gas authority.
- Inform client.
- Prevent approach of public or personnel.
- Assist gas personnel, police and fire service as required.
- Inform Company Health and Safety Consultant via Head Office.

***If in doubt, seek advice from local gas authority, whose telephone number for emergencies and enquiries can be found in the directory under GAS.***

**13.7 References**

*HSG 185 Health & Safety in Excavations*
*Construction (Design & Management) Regulations 2007*
*HSG 47 Avoiding Danger from Underground Services*

**CONTROL MEASURE**
**14**

## Fire Policy & Procedures

In the event of fire, it is the policy of the Company that safety of life shall override all other considerations, such as saving property and extinguishing the fire. The Company refutes the notion that the alarm should only be raised in the event of a large fire.

All employees are empowered to take this action if they believe there is a fire and authority need not be sought from any other person. The Company will always support employees who operate the fire alarm system in good faith, regardless of whether or not the fire was a threat to life or property.

### 14.1 Hazards

The principal hazards from fire fighting and other emergency equipment are:-

- Use by untrained personnel.
- Inappropriate use of emergency equipment.
- Use of incorrect type of fire extinguisher to control fire.
- Hazards from poor maintenance and inspection.

### 14.2 Planning Procedures

Fire risk assessments will be carried out for all places of work which are under the control of the Company. Where risk assessments for the work require fire fighting and other emergency equipment to be provided it will be planned for, and supplied, meeting the relevant standards as appropriate.

The requirements of any Health and Safety Plan and or Emergency Plan will also be planned for meeting the specification for equipment. Procedures for the inspection and maintenance of the equipment will be developed along with the requirements for periodic testing and evaluation of emergency procedures.

### 14.3 Training

All personnel must be provided with training on the emergency procedures relevant to their place of work. Specific personnel must be trained in the use of fire fighting and other emergency equipment so that they are competent to deal with situations likely to arise in the course of their work. Relevant refresher training must be undertaken to maintain and enhance competence. Records of all training undertaken, and instruction and practice in emergency procedures must be kept to comply with statutory requirements.

### 14.4 Monitoring

The Supervisor will:-

- Ensure that the requirements for fire-fighting and emergency equipment necessary for the work and/or site are available.
- Ensure that the equipment is inspected and maintained in accordance with the defined procedures and the appropriate records maintained.
- Ensure that personnel involved in the work are trained and competent to use fire-fighting and emergency equipment.
- Ensure that discharged fire-fighting extinguishers and other emergency equipment is returned to its operation state as soon as practical after use.
- Ensure that all personnel understand emergency procedures and they are evaluated as appropriate to the circumstances prevailing at each work site.

### 14.5 Control Measures

- Ensure that fire-fighting and emergency equipment appropriate to risk are available for the work to be undertaken.

- Ensure that the equipment has been maintained and inspected before being placed ready for service.
- If equipment is discharged or damaged during use ensure it is replenished / repaired before being returned to service. If a fire extinguisher is used, or partially used, it must be reported to a Manager / Supervisor immediately so that the fire extinguisher can be tested to ensure serviceability.
- Ensure that the fire-fighting portable equipment to be used on a fire is of the correct type for the fire situation encountered i.e. $CO_2$ type on electrical fires. **IF IN DOUBT DON'T USE IT**
- Ensure that you do NOT use equipment that you have not been trained to use.
- Maintain details of competent persons on site who are trained to use specific equipment.
- Persons are only required to attempt to extinguish a fire if it is safe and they have been trained in the use of fire extinguishers.
- Immediate evacuation of all buildings should take place as soon as the alarm is raised. On evacuation all employees should report to the assembly point as specified in the fire procedures. Re-entry of all buildings is strictly prohibited until given the all clear by the fire brigade officer in charge. The silencing of the fire alarm should never be taken as an indication that it is safe to re-enter the building.

**CONTROL MEASURE**
**15**

## First Aid Arrangements

### 15.1 Planning Procedures

The Manager will establish the necessary first aid arrangements determined by the expected risk environment, employee/contractor population, available local hospital facilities, etc. Where appropriate, first aid cover will be obtained from the main contractor

In order to meet the requirements of the Health and Safety (First Aid) Regulations 1981 for the provision of suitable person(s) to administer first aid, the Company will ensure that sufficient numbers of trained and certificated 'suitable persons' are available.

The Company will establish the necessary procedures and arrangements to:-

- Communicate the first aid facilities to all persons on site through the site induction procedure;
- Communicate the names of suitable person(s) to all persons on site;
- Ensure that first aid materials are replenished when used;
- Ensure the first aid facilities are not abused;
- Arrange all necessary first aid equipment, with guidance from the safety adviser if needed. The safety adviser can arrange the supply of materials if required.

### 15.2 Training

Appropriate first aid training and refresher training for personnel nominated as suitable person(s) will be provided to ensure that competence is established and maintained. If work processes require additional specialised first aid provision, then appropriate personnel must be trained for that requirement. Basic Training Requirements are:

- Industrial First Aid Training Certificate (4 day Course)
- Appointed Person (1 Day Course)

### 15.3 Monitoring

- The Supervisor will ensure that all arrangements for first aid are established and that they are used and maintained to the required standards.
- All personnel appointed as suitable person(s) must ensure that their certification remains current and must highlight any requirements for refresher training.
- Where the Company is utilising arrangements made by the principal contractor then any deficiencies in that provision must be reported to the principal contractor.

### 15.4 First Aid Arrangements

The first aid arrangements made for the site in question must reflect the likely circumstances in which an employee, visitor, or contractor could be injured or become ill at work.

Arrangements should include:-

The nomination of 'suitable person(s)' trained and certificated to 'first aid certificate level by an approved organisation e.g. St John's Ambulance, British Red Cross etc. Suitable person(s) must be available whilst work is being undertaken on the site.

- Means of communicating the arrangements made, to all employees, visitors, and sub-contractors with reference to the emergency plan (fire and evacuation) where appropriate.
- A place or room set aside for the administration of simple first aid procedures (see below)

- A means of recording on a suitable form the first aid treatment given. This should include patient's name/address, patient's occupation, date of entry, date/time of accident, place/circumstances of the accident, injury details and treatment given, signature of person making the entry.
- The maintenance of first aid materials at appropriate levels.

### 15.5 First Aid Arrangements - Short Term Sites

Where short-term work is carried out moving from site to site, the following provision for first aid should be made.

- Adequate first aid equipment and materials should be carried in the vehicle. (See below)
- As a minimum, one member of each work team should be a nominated suitable person to administer first aid treatment. If dangerous equipment is being used, then at least 2 members should be so nominated.
- Welfare facilities must include the provision for washing and drying hands and adequate drinking water.
- If working in remote areas, the supervisor should have readily available, details of the local hospital facilities for dealing with non-ambulant casualties.
- All members of the work team must be informed of the first aid arrangements.
- The use of first aid equipment/materials must be recorded as part of the Company accident recording procedure. Used materials must be replenished as soon as possible to maintain the availability of the first aid provision.

### 15.6 References

*The Health and Safety (First Aid) Regulations 1981.*
*Management of Health and Safety at Work Regulations 1999*
*Construction (Design and Management) Regulations 2007*

**CONTROL MEASURE**
**16**

## Highly Flammable Liquids (HFL) & Liquid Petroleum Gases (LPG)

### 16.1 HFL

An HFL is any liquid, liquid solution, emulsion or suspension which, when tested as specified gives off a flammable vapour at a temperature of less than $32^0$C and Schedule 2 - supports combustion. It includes solvents and all types of mixtures and solutions, such as oil-based paints, white spirits, thinners, coating formulations which contain volatile flammable solvents and petroleum based adhesives.

Petroleum based adhesives are mixtures of petroleum and any other substance which, when tested, give off a flammable vapour at a temperature below $23^0$C.

#### 16.1.1 Storage

The Site Manager/Supervisor will ensure that storage facilities are provided and maintained and all HFL are kept in such storage until required. Maximum storage is thirteen litres, otherwise a petroleum licence must be held. Contact the Petroleum Officer at the Trading Standards Office, the County Council or the fire brigade.

Other storage requirements are:

- less than fifty litres can be in lockable metal bins in the open air
- cans or drums should be stored so that the contents can be easily identified and removed in the event of leakage or damage
- drums should be stored on their sides and prevented from rolling by wooden chocks
- storage bins are to be kept locked at all times.

#### 16.1.2 Control Measures

- The Site Manager/Supervisor will ensure that fire resistant absorbent material is available to soak up any spillage of HFL and that the material is disposed of immediately after use.
- The Site Manager/Supervisor will ensure that any fire fighting equipment, storage facilities, signs, notices, containers, etc are checked at weekly intervals and that action is taken to rectify any defects.

Appropriate action will be taken against any person disregarding safety instructions, signs or notices or misusing HFLs.

#### 16.1.2 References

Further information
*EH40 Occupational Exposure Limits*
*HSG51 The Storage of Flammable Liquids in Containers*

### 16.2 LPG

LPG is a gas but, as supplied, is a liquid under pressure. When this pressure is reduced, eg the control valve is opened, the liquid starts to boil and gas evolves. One litre of liquid will provide about two hundred and fifty litres of gas. It is colourless and the liquid weight is about half that of water. However, propane vapour is at least one and a half times heavier than air (Butane 2X) and, because of this, it tends to flow along the ground, often a considerable distance, and collect in cellars, drains, excavations and other low lying places. The vapour can remain for some time if the air is relatively still and, if ignition occurs at a remote point, the fire may travel back to the source of the leak.

Butane has a much lower vapour pressure than propane (it is less volatile). Propane is used more frequently in construction. Small quantities of LPG can give rise to large volumes of

gas/air mixture as approximately 2% of the vapour in air will form a flammable mixture. If this situation occurs in a confined space and the mixture ignites, an explosion will result.

LPG is not toxic but can produce a narcotic effect leading to asphyxiation if sufficient air is displaced. There is also danger of asphyxiation when LPG is burnt to provide heating, lighting, cooking, etc, unless there is adequate ventilation.

LPG is usually 'stenched' before distribution and is generally detectable by smell before a flammable mixture of gas and air results (2-10%).

LPG is sold as

- Propagas - grey/red top cylinder
- Bottagas - grey/red top cylinder
- Glogas - yellow cylinder
- BOC Propane - red cylinder
- Calor Propane - red cylinder
- Calor Butane - blue cylinder.

### 16.2.1 Storage of Gas Cylinders

***Oxygen -*** Cylinders must not be stored with LPG or acetylene and should be stored at least 3 metres away. Oxygen cylinders may be stacked horizontally, a maximum four high, and wedged to prevent rolling.

***Acetylene & LPG -*** Whether full or empty, cylinders should always be stored and used in the upright position. If they are allowed to lie horizontally, acetone or LPG liquid will be withdrawn from the cylinders with the gas and safety devices, such as bursting discs, temperature sensitive fusible plugs and relief valves will be rendered ineffective. Vertically stacked cylinders, whether full or empty, should be secured against falling. Full cylinders should be kept away from empty ones and be shielded from direct sunlight or other heat to avoid pressure build up. If acetylene cylinders have been stored horizontally, they must be stored upright for approximately ten minutes to settle before use.

### 16.2.2 Handling

- Gas cylinders must be treated with care and not subjected to shocks or falls. They must never be left free standing, whether full or empty. If not in cages, they are to be on purpose built trolleys. They must never be rolled along the ground.
- Hands and clothing should be free from grit, grease and oil when cylinders are handled, to prevent them slipping and prevent grit getting into the valve. Every effort should be made to stop nozzles being used for handling purposes.
- If cylinders are craned, they should be secured in a special carrier. On no account should they be lifted with chain or wire rope slings which can easily slip.
- When loaded onto vehicles, cylinders must be kept upright and secured. A minimum of 2 x 4.5kg dry powder extinguishers must be carried and a warning notice displayed.

**CONTROL MEASURE 17**

## Lifting Equipment

### 17.1 Hazards

The main hazards associated with lifting gear include:

- Overloading.
- Incorrect use, i.e. too wide an angle between legs of sling, use of eye bolt at an angle, etc.
- Use of defective equipment.
- Damage to sling, i.e. lack of packing to load.
- Incorrect slinging method.

### 17.2 Planning Procedures

The Manager will ensure the provision of lifting gear is planned taking into account the size, weight and type of loads to be lifted and the conditions in which the lifting gear is to be used.

### 17.3 Training

Training will be provided for slingers and supervisory staff.

### 17.4 Monitoring

The Supervisor will:

- Ensure that all the control measures identified in the risk assessment(s) for the work have been implemented.
- Ensure that all lifting gear provided for use on site is in good order, has a test certificate and has been thoroughly examined, in accordance with statutory requirements, within the previous 6 months.
- Arrange for proper storage facilities for lifting gear.

- Ensure that only authorised slingers trained and over 18 years of age are permitted to use lifting gear.
- Ensure that where defects are noted or reported with lifting gear, the equipment is taken out of use immediately.

### 17.5 Control Measures

- A competent person before use for obvious defects and not used if any are found will check Lifting gear. Report defects immediately.
- Return lifting gear to the storage area after use and put away correctly and tidily. Report any defects resulting from use.
- Only trained, authorised persons will carry out slinging operations.
- Slings must be securely attached and take into account the angle of the legs, the centre of gravity, the weight of the load and the attachment method.
- Ensure that all parts can carry the load to be lifted, and that the weight is established before operations commence.
- Slings must not be knotted, or bolted together.
- Slings will be protected at the edges of loads by the use of suitable packing.
- Do not drag slings from beneath loads.
- Ensure the safe working load is displayed on lifting gear wherever required or identified to establish the safe working load.
- Ease loads from the floor to check the security before the full lift is performed.
- Safety helmets will be worn during or near all lifting operations. On no account must any person stand near or under a load during a lift and if necessary suitable, attached guide ropes will be used.
- Repairs to lifting gear will only be carried out by authorised persons and not used again until the relevant test certificate has been issued.

- Hooks must be fitted with a suitable device or designed to prevent the displacement of the sling or load from the hook and be fitted so that the device operates correctly.
- Ensure loads are securely fixed and covered where loose items are being lifted.
- The safety consultant will be consulted at an early stage where any large or unusual lifting operation is to be carried out, or if any necessary training is required.
- All other control measures identified in the risk assessment(s) must also be implemented.

### 17.6 References

*The Lifting Operations & Lifting Equipment Regulations 1998*
*British Standards apply to various items of lifting gear; information on the requirements of the legislation and guidance may be obtained from the safety consultant.*

**CONTROL MEASURE**
**18**

## Lifting Operations

### 18.1 Hazards

The main hazards associated with lifting operations include:

- Unsuitable or inadequate base for lifting appliance.
- Overloading of lifting appliance.
- Overloading or incorrect use of lifting gear.
- Incorrect positioning of lifting appliance.
- Insecure attachment of load.
- Contact with overhead electricity cables (see separate section).
- Improper methods of use of equipment.
- Failure of equipment due to lack of maintenance.
- Incorrect signals.

### 18.2 Planning Procedures

All work will be tendered for or negotiated in accordance with the relevant standards. Risk assessments for the work will identify the control measures necessary.

The Manager will:

- Ensure that lifting operations are planned taking into account the siting of lifting appliances, provision of suitable lift gear, the weights and positions of load to be handled, etc.
- Arrange for suppliers to provide information on weights, lifting points, safe slinging procedures etc. of materials or articles supplied.
- Consider any height, weight, overhead service or other restrictions on or adjacent to the site before work starts, especially taking into account the safety of the public.
- Ensure that servicing and maintenance of all lifting appliances is planned before it is taken into use on site.

When planning work, the requirements of the relevant standards will be taken into account and a safe system of work (SSW) established. The SSW must incorporate, as a minimum, the following:

- Risk assessments for the work will identify the required control measures.
- A detailed description of the method of works.
- A list of the equipment to be used to carry out the lift safely.
- The name of the 'appointed person' who is responsible for ensuring the operation are carried out safely.
- The name of the nominated Slinger / Signaller (this can be the same as the appointed person).
- Any other persons who are to be involved.
- A description of the load.
- Any particular safety measures that are required to ensure the safety of all persons during the operations.

The SSW is to be communicated to all persons involved in the operation prior to commencement. These people are to sign to say they are aware of, and understand, the contents of the SSW.

### 18.3 Training

Training will be provided for operators of lifting appliances and banks men, slingers or riggers. This training will be in accordance with GS39 and, where appropriate, only persons who possess a certificate issued under the FCEC/CITB Plant Operator's Registration

Scheme will be permitted to operate a lifting appliance. Regular refresher training must also be provided to maintain and enhance competence for this type of work.

### 18.4 Monitoring

The Supervisor will:

- Ensure that all control measures identified in the risk assessment(s) are implemented.
- Ensure that any lifting appliance and lifting gear provided or delivered for use on site has been tested, thoroughly examined and inspected in accordance with the relevant standards and that copies of certificates, register entries etc. are available on site. Any other equipment will not be used to carry out lifting operations.
- Ensure that all lifting appliances and lifting gear is thoroughly examined in accordance with the Factories Act requirements and the relevant records kept, e.g. annual inspection by independent insurance assessor, 6 monthly examination of lifting gear, 12 monthly examination of lifting appliances, inspection following repairs, etc.
- Ensure that areas where mobile cranes are to be set up to carry out lifting operations are firm and level.
- Ensure that lifting appliance is designed and marked as being suitable for lifting purposes.
- Check that lifting appliances such as gin wheels, pulley blocks, etc. are correctly erected and used.
- Ensure that only authorised operatives are permitted to operate lifting appliances, sling loads or give signals. The authorised persons must be over the age of 18 and be competent to carry out the duties. Where there is any doubt of the competency of the authorised operative, the Manager must be informed immediately.
- Ensure that any defect noted in any lifting appliance machine, gear or tackle is reported immediately and the equipment taken out of use if the defect could affect its safe use.
- Stop work where adverse weather conditions could affect the safety of lifting operations, until conditions improve.
- Ensure that all lifting appliances are inspected weekly and a record of the inspection made in the site register for LOLER (The Lifting Operations & Lifting Equipment Regulations 1998).

### 18.5 Control Measures

- All personnel working with or near lifting appliances must wear safety helmets.
- All lifting appliances must be secured and left in safe condition at the end of each working period taking into account the safety of children.
- Areas where lifting operations are to be carried out must be cleared and loads must not be carried over personnel.
- If it is necessary to inspect the bottom faces of heavy loads, purpose made, tested stands must be used.
- Loose items must be secured or fully covered when being handled by a lifting appliance.
- If any lift, hoist, crane or excavator collapses or overturns on site or any load bearing part fails, the safety consultant must be contacted immediately and the procedures detailed for dangerous occurrences in this policy must be carried out.
- Loads which are likely to sway when moved must be controlled by nominated persons using guide ropes of a suitable length.
- Any necessary training can be arranged by the safety consultant if required.
- All other control measures identified in the risk assessment(s) must be implemented.

## 18.6 References

*The Lifting Operations & Lifting Equipment Regulations 1998*
*The Provision & Use of Work Equipment Regulations 1998*
*The Management of Health and Safety at Work Regulations 1999*
*HSG151 Protecting the Public - Your next move.*

**CONTROL MEASURE**
**19**

## Maintenance Work

The Company will take all reasonably steps to ensure the health, safety and welfare of employees carrying out maintenance work as well as others who may be affected. The Company will liaise with the suppliers and / or manufacturers of machinery to establish how it should be maintained safely. The Company will seek to inform and train personnel to implement this policy and require the co-operation of all management and staff to ensure the success of its implementation.

### *19.1 Planning*

The Company will, in consultation with employees and their Representatives:

- Carry out an assessment of how the machinery should be isolated for carrying out both specific and general maintenance work.
- Carry out an assessment of the maintenance of the machine itself including any dangerous parts that have to be accessed or heavy parts that need to be moved.
- Carry out an assessment of all the hazards that arise once guards have been removed.
- Implement any necessary control measures necessary for the protection of the person carrying out the maintenance, any one who may be affected by the maintenance work and any effects the maintenance work may have on the environment.
- Provide any personal protective equipment that may be necessary to enable persons to carry out the work.
- Where an assessment of the risks associated with maintenance work shows a *high risk* activity to exist, a *Permit to Work* system will be initiated with all persons trained in its use.

### *19.2 Training*

The Company will give sufficient information, training and instruction as is necessary to ensure the health, safety and welfare of all maintenance staff and others who may be affected by the maintenance operations. Managers responsible for supervising the maintenance of the machinery will be appropriately trained.

### *19.3 Daily Maintenance*

Operators and drivers are responsible carrying out daily maintenance on the item of equipment of vehicle in their charge and record their findings and actions. Any faults that are identified are to be notified to the manager / supervisor so that they can be put onto a job card once the sheet is retuned to the workshops. These jobs will then be prioritised. Any repairs or servicing carried out on site must be detailed in the relevant box on the check-sheet which is to be signed by the fitter carrying out the work.

### 19.4 Daily Maintenance of Hired Machinery

When a machine is hired in, the relevant site manager / Supervisor is to ensure that a suitable system of recording daily maintenance is in place for that machine.

If the owner company does not have such a system, the site manager / Supervisor must ensure the driver carries out daily maintenance and records it in a maintenance book provided by the Company. Any safety, or production, related faults must be reported to the owner company immediately by telephone and action taken. Where necessary the machine must be prevented from continuing to work.

*Note: No hired machinery is to be permitted to start work on site unless it is in a safe condition and complies with the relevant legislation and the Company's Health & Safety Policy and Procedures.*

### *19.5 Contracted Maintenance*

Contractors employed to carry out maintenance work on behalf of the Company must be approved to ensure they are competent. If a new contractor is to be employed an *Approved Contractors Questionnaire* can be obtained from the Health & Safety Department.

All maintenance works carried out by contractors must only be done once a suitable method statement and risk assessment have been written and communicated to all those involved in the works.

The Company's Manager / Supervisor initiating the works carried by the contractors is responsible for ensuring the safety of all persons who may be affected by the work being carried out and for co-ordinating the contractors.

**CONTROL MEASURE**
**20**

## Manual Handling

### 20.1 Hazards

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc.
- Hernias.
- Lacerations, crushing of hands or fingers.
- Tenosynovitis, beat conditions.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.

### 20.2 Planning Procedures

The Company will, as far as reasonably practicable, reduce the risk of injury through manual handling operations to all employees by:

- Avoiding, where practicable, the need to lift items manually or failing this by;
- Assessing the operations which pose a significant risk of injury;
- Ensuring all persons are given suitable manual handling training;

Realising that some tasks may have to be postponed until the appropriate number of persons are available to safely carry out the task (the average male should only lift 25kgs manually).

All work will be planned for taking into account the relevant standards. The requirement of manual handling operation and other assessments will be undertaken and the control measures identified planned for.

It is the Policy of the Company that a preliminary manual handling assessment is to be carried out as part of the general risk assessment. Where this identifies that there is a significant risk from manual handling then a more detailed assessment needs to be carried out and recorded.

A detailed assessment will need to be carried out if the preliminary assessment shows that the manual handling task involves:

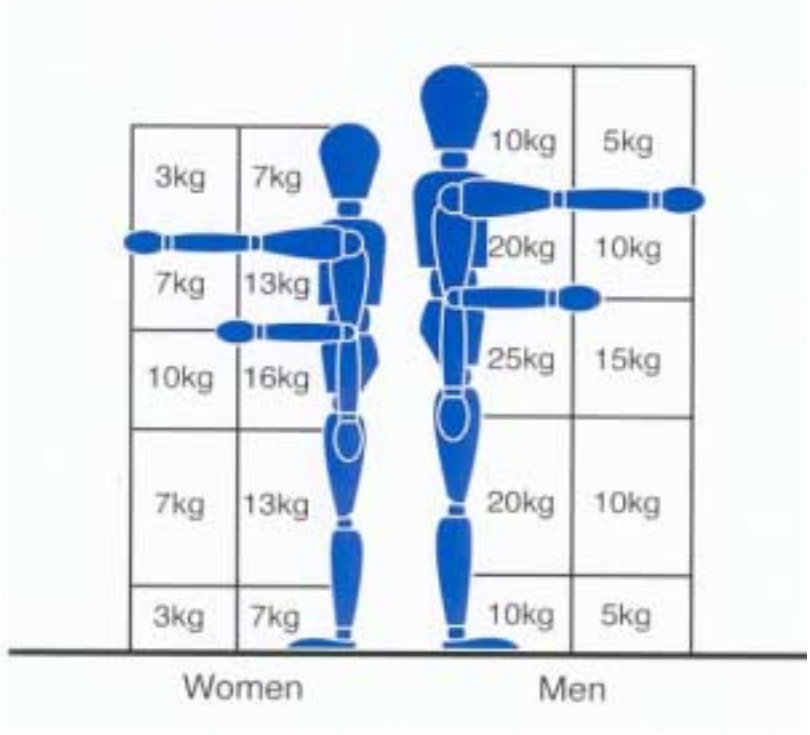
- the lifting or lowering of a load which is unstable, difficult to grasp or greater than the weights identified in Figure 1 or the operation is carried out where there are adverse working conditions; or
- The carrying of a load, with a weight exceeding those stated in Figure 1 and the distance exceed 10 metres without rest; or
- The pushing or pulling of a load from start where the force required exceeds 25kgs for men or 16kgs for women; or
- The lifting of a load, weighing more than 5kg load for men or 3kg load for women, from a seated position.

The detailed assessment must be carried out by a competent person.

Where the use of a machine is impracticable, sufficient labour must be available to handle any heavy or awkward loads and instructions must be issued to site on the handling of these loads.

All staff will be given training in the correct methods of handling and lifting loads as part of their normal site safety training.

Figure 1.




### 20.3 Training

All personnel involved in manual handling operations will be trained in the relevant procedures. Regular refresher training will also be provided to maintain and enhance competence in manual handling operations.

Training will be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

### 20.4 Monitoring

The Supervisor will:

- Ensure that the required control measures for the work are being implemented.
- Instruct any operative in the correct handling and lifting of loads as required.
- Ensure that a supply of suitable gloves is available for issue as required for the handling of materials, which could cause injuries to the hands.
- Enforce the wearing of safety footwear and supervisory staff will caution any employee or sub-contractor wearing unsuitable footwear.
- Ensure that no operative, particularly a young person is required to lift without assistance a load, which is likely to cause injury.

### 20.5 Control Measures

- Wherever possible use mechanical means to lift and transport items.
- Where use of mechanical means is impracticable, then sufficient persons must be available to lift the relevant load and take into account the size, shape and weight of that load. Also consider the path the load must follow and the immediate environment, e.g. floor conditions, lighting, access etc.
- Ensure that items are lifted correctly with the back straight and using the legs to raise yourself if the load is low. Use a good grip with the feet apart to hip width and one foot slightly in front of the other.
- Avoid twisting stooping, or reaching to lift or deposit the load.
- Ensure that access areas are clean and clear and that the lighting is adequate.
- Wear gloves and safety footwear and other personal protective equipment relevant to the working environment.
- Protect sharp edges.

- Avoid long lifts and if necessary change grip when the load is at waist height.
- Keep the load close to your body.
- Arrange storage so that the heaviest loads are in the most convenient position, i.e. from knee to shoulder range.
- For long distances arrange supports to allow the load to be placed for brief breaks.
- During repetitive work, ensure sufficient time for resting.
- If more than one person is involved then a competent person must be nominated to control the handling activities.
- If possible, break the load down into smaller items.
- If possible, provide proper handles, handholds or use carrying devices, to avoid the possibility of trapped fingers etc.
- Secure items, which are loose to prevent the load shifting when being carried.
- Avoid carrying up and down steps.
- Suitable training can be arranged by the safety consultant, if requested.

### 20.6 References

*Manual Handling Operations Regulations 1992 (as amended)*
*Personal Protective Equipment Regulations 1992*
*HS(G) 15 Manual Handling: Solutions you can handle*

**CONTROL MEASURE**
**21**

## MEWPs – Mobile Elevating Work Platforms

### 21.1 Hazards

The main hazards associated with the use of mobile elevating work platforms include:-

- Falls of persons or materials from the platform.
- Trapping in the platform mechanism or structure.
- Trapping between the platform and fixed obstruction.
- Overturning due to overloading, uneven ground, wind, etc.
- Collisions when in motion or use.
- Failure of the mobile elevating work platform structure.
- Unintentional movement due to accidental or incompetent use of controls.
- Person stranded at high level due to power failure or breakdown.
- Contact with electricity (see separate section).
- Persons struck by the mobile elevating work platform.
- Use of mobile elevating work platform on public roads or at night.

### 21.2 Planning Procedures

All work will be tendered for or negotiated in accordance with the relevant standards and the appropriate risk assessments carried out.

The Contract Manager will ensure that the following arrangements are planned before work involving mobile work platforms commences:

- The site is checked to ensure the mobile elevating work platform can be used safely, i.e. firm, stable, level base, no holes or steps, no overhead services.
- Maximum loads to be carried on platform are within safe working limits.
- The MEWP supplied is suitable for the work to be carried out in that it is the right height and has a suitable sized platform.
- That the MEWP to be supplied complies with the relevant standards and statutory requirements.
- Inspection and maintenance procedures.
- Operators and supervisors have been trained and are authorised in writing to operate such plant.
- Ensure that all preparatory work is planned in accordance with the risk assessment and any associated method statement, e.g. travelling areas levelled and consolidated, overhead service protection provided, protection for public, weather reports obtained etc.
- Protection for public or others affected.

### 21.3 Training

Operators and supervisors will be trained in the use, maintenance and inspection of this equipment, as required. Regular refresher training and competence assessments will be undertaken to maintain 'employer authorisation' to operate such equipment.

### 21.4 Monitoring

The Site Supervisor will:-

- Ensure a safety check of the mobile elevating work platform is carried out once it has been delivered to site.
- Ensure that the equipment ordered for the work can meet local requirements and the environment in which the equipment is going to be used e.g. sufficient electrical power supplies if electrically driven equipment, independent powered equipment for use in damp/wet conditions.
- Ensure that when the MEWP is delivered to site, it is fitted with all necessary barriers, guards, safety devices, etc. and that they are used accordingly.

- Ensure that no person is permitted to operate or work on mobile elevating work platforms unless trained and authorised to do so.
- Check that the mobile elevating work platform is being used correctly and is not used for work for which it is not designed or intended, with information available as to its safe operation and use.
- Ensure that any defect noted or reported is rectified, and where the defect could affect the safe use of the mobile elevating work platform, will stop its use immediately.
- Carry out a weekly inspection of the mobile elevating work platform and make a record of the inspection.

### 21.5 Control Measures

- Only trained and authorised persons will operate and work from this equipment. They will also check the equipment before each use e.g. tyres, brakes, lights, fuel/power, leaks, general defects etc. in accordance with the manufacturers guidance.
- Work surface areas should be level and firm. Where rough terrain equipment is available, the manufacturers' guidance on ground support requirements will be followed.
- Ensure there are no obstructions especially overhead cables etc., in the areas where the platform is to be taken or used.
- Ensure clear working areas around the equipment by the use of warning signs, barriers, cones etc. This is especially important if work takes place where the public have access.
- Ensure arrangements are made to ensure the stability of equipment if it is not possible to make full use of outriggers etc. that may be fitted.
- Ensure good visibility and lighting during work operations.
- Ensure that the safe working load for the machine is displayed and followed, and that all tests, inspections and examinations are carried out and recorded.
- Follow manufacturers' guidance on working in windy conditions, these platforms should generally not be operated in wind exceeding 16mph. If there is any doubt, then leave the platform at its lowest position and do not use until wind levels reduce.
- Ensure safety devices fitted are working correctly.
- Ensure safe access to the platform for boarding at ground level.
- Ensure the platform is fully guarded during use and provision is available and used for securing safety harnesses to the platform only during use. Work should be done only from within the platform area without having to lean out.
- Ensure guards are fitted and maintained on all moving parts where a person could be trapped or entangled. This may require a cage around the base, especially in public areas.
- Wherever possible, all movement controls should be sited to be operated from the platform. If this is not possible, then clear communications should be established between the platform and ground.
- Platforms, when not in use or unattended, should be secured at ground level and immobilised to prevent unauthorised operation.
- Only use the platform for the work it was intended and in accordance with the method statement and risk assessment.
- Keep the platform clean and free from loose materials or debris etc. This may require regular attention depending on the work being carried out.

### 21.6 References

*The Work at Height Regulations 2005*

**CONTROL MEASURE**
**22**

## Noise at Work

### 22.1 Hazards
The main hazard associated with noise is hearing loss or impairment. This may be long term due to prolonged exposure, or could be due to excessive peak levels. Another hazard is impaired communications, which could lead to other safety problems due to unheard or misinterpreted instructions.

### 22.2 Planning Procedures
When planning work, the relevant standards will be taken into account. Noise measurements must be made to ascertain where control measures are required. The requirements of the site Health and Safety Plan must also be planned for.

The Company will:
- Ensure that information on the noise level of any plant and equipment is obtained and taken into account before hiring or purchase takes place.
- Ensure that any static plant to be installed on site or in the workshop is planned to be in a position, which takes into account noise before hiring or purchase takes place.
- Ensure that where personnel will be required to work in situations where potentially harmful levels of noise are likely to be encountered, a noise assessment is carried out by a competent person and information is communicated to personnel affected.
- Details should be included in the Health and Safety Plan along with designated ear protection zones.

Managers will:
- Arrange for supplies of ear defenders or other hearing protection, appropriate to the noise source, be made available on the site or for any operations where it is not practicable to reduce the noise level to a safe limit.
- Arrange for hearing protection equipment to be issued to operatives as required and ensure that it is worn at all times when operatives are exposed to noise above the Lower Exposure Action Value or Upper Exposure Action Value.

### 22.3 Training
Instruction and training will be provided to employees required to work in premises or with plant, which is likely to result in exposure to noise levels above the first action level. Regular refresher training must be provided to maintain awareness of the hazards to health of noise.

### 22.4 Monitoring
The Supervisor will:
- Ensure that all the control measures identified in the noise assessment are implemented.
- Ensure that all plant provided is fitted with silencers, mufflers, doors, canopies, etc. and that all equipment and noise reducing doors etc. are used.
- Ensure that all noise control items fitted to plant or in premises are kept in good order and that any defects noted are reported to the relevant manager responsible for plant maintenance, or Hire Company immediately.
- Ensure that personnel working within noise protection zones, or those who are exposed to average levels above 85dB(A) are wearing suitable hearing protection.

### 22.5 Control Measures
- Ensure you obey any site instructions regarding the wearing of hearing protection in those areas designated.

- Ensure plant and equipment is selected and maintained to minimise noise levels, and keep all engine covers etc. closed during use, and where possible select equipment to minimise the noise levels.
- When necessary, ensure that you have been instructed in the use of any equipment provided for your protection.
- Where possible, site noisy equipment away from working or public areas.
- If the noise level exceeds 80 dB(A) then ear protectors will be made available.
- If the noise level exceeds 85 dB(A) then ear protectors will be worn and that area clearly identified.
- Ear protection supplied will be suitable for the conditions of exposure.
- Where possible, consider alternative methods of work to eliminate or reduce possible noise levels.
- Where prolonged exposure is unavoidable, work should be planned to give operatives adequate rest breaks away from the noisy environment.
- Ensure adequate means of communication in noisy environments, especially if there are relevant alarm sounds, which may need to be heard, alternative signals may need to be provided.
- The safety consultant will provide the following services on request: noise survey, noise assessment, noise monitoring, noise control measures, individual noise monitoring, training and instruction for personnel.

### 22.6 References

*The Control of Noise at Work Regulations 2005*
*Control of Pollution Act 1974*
*Environmental Protection Act 1990*
*The Management of Health & Safety at Work Regulations 1999 (as amended)*
*Construction (Design & Management) Regulations 2007*
*INDG127 Noise in Construction*

**CONTROL MEASURE**
**23**

## Occupational Health

### 23.1 Dust Hazards

Due to the nature of the works undertaken by the Company it is inevitable that quantities of dust are generated. It is also realised that dust is a hazard that can affect the health and safety of personnel. Therefore the Company undertakes, as far as is reasonably practicable, to control dust emissions and will consider the risk from dust when carrying out specific job risk assessments.

### 23.1.1 Planning Procedures

Dust Generated by mobile Plant and Vehicle Movements

Where there is a risk to health and safety of personnel, visitors or other contractors due to dust being disturbed during hot and dry conditions, the site management is to ensure, as far as is reasonably practicable, that a means of dampening down is employed to reduce the risk of respiratory and other dust created problems.

- If due to the climatic conditions dusts are still generated then suitable respiratory protective equipment, generally dust masks, are to be made available.
- There may at time be other processes that produce dusts. These are to be sufficiently risk assessed to determine the type of dust to be produced and suitable control measures to be put in place.
- Visibility – if there is a risk of a person or group of people's visibility being affected then suitable eye protection is to be supplied and used.
- Respiratory – where a dust is produced which could give rise to respiratory problems then a suitable mask will be supplied and worn by those affected. It is important that the type of dust is correctly determined to ensure that the right type of respiratory protection can be supplied. For further advice, contact the Health, Safety & Environmental Manager.
- Air Sampling – where a dust produced the HSE's Publication EH40 is to be consulted to determine whether a Maximum Exposure Limit (MEL) or Occupational Exposure Standard (OES) has been allocated. If there is an MEL or OES then the Health, Safety & Environmental Manager will arrange for the suitable monitoring equipment to be hired / purchased and any necessary training in its use undertaken.

### 23.1.2 Training

Training will be given, where necessary, for the use of dust suppression units and the correct fitting of respiratory protective equipment.

### 23.1.3 Monitoring

Dust monitoring will be carried out, where applicable, in accordance with local planning restrictions and environmental legislation. This would normally be left to the main contractor to organise. On site monitoring will be carried out by the site supervisor to ensure that suitable PPE is being worn and to determine when dust suppression is required

### 23.1.4 Control Measures

The following considerations are to be taken into account when carrying out processes or operations that gives rise to the generation of dust:

- All persons are required to wear suitable eye and respiratory protection as stated in the risk assessment or as instructed by the site supervisor.
- Personnel are required to inform their supervisor if they believe there is a risk resulting from excessive dust

### 23.1.5 References

*EH40, "Occupational Exposure Limits". (**Note**: This is updated annually).*
*EH44, "Dust in the Workplace : General Provisions of Protection".*

## 23.2 Weil's Disease (Leptospirosis)

### 23.2.1 Introduction
Persons working in areas where there may be contact with rat's urine, or water contaminated by rats may contract Leptospirosis (or Weil's disease). The infection can enter the body via damaged skin or by accidental ingestion through the nose or mouth.

The disease is a form of jaundice and can be fatal or result in permanent disability if not diagnosed and treated at an early stage. The symptoms are similar to influenza.

### 23.2.2 Planning
Prior to works commencing, the manager must:

- Identify areas of risk which include sewers, drains, watercourses, canals, docks, derelict buildings, rubbish tips, farms or other locations where rat's infestation is likely.
- Carry out a risk assessment. The identification of any likely risk from contact with sources of Leptospirosis will result from the risk assessment for the work and this must be undertaken prior to the work commencing. Where such risks are present or likely to be present on a site the CDM Co-ordinator for the project should be informed so that the hazard can be included in the Health and Safety Plan developed for the work on the site.
- Ensure adequate washing facilities and first aid facilities are organised prior to works commencing.
- Organise an adequate supply of PPE.

### 23.2.3 Training
Carry out a toolbox talk to inform persons of the likelihood, symptoms and protection against Weill's disease.

### 23.2.4 Monitoring
The manager / supervisor must ensure that all persons are aware of the risk and ensure they wear their PPE at all times.

### 23.2.5 Control Measures

- Personnel working in likely contaminated areas should ensure that any cuts, abrasions or scratches are carefully cleaned with sterile wipes or soap and water, and covered with a waterproof dressing.
- After contact with raw water, the hands and forearms should be thoroughly washed with soap and water especially before eating, drinking or smoking, and persons should also avoid rubbing their nose, mouth or eyes during work.
- Wherever possible, protective clothing including impervious gloves should be worn to avoid any contact with infected areas.
- Leptospirosis cards may be issued to those employees at risk and should be shown whenever you attend your doctor or a hospital. If cards are not issued and you experience flu like symptoms, visit your GP and inform him/her that you are working where there is a risk from Weill's disease.

## 23.3 Hand Arm Vibration

### 23.3.1 Hazards
Workers whose hands are regularly exposed to high levels of vibration may suffer from several kinds of injury to their hands and arms. These injuries may include impaired blood circulation and damage to the nerves and muscles. These injuries, or conditions, are commonly and collectively known as '*Hand Arm Vibration Syndrome'*.

### 23.3.2 Planning
Prior to carrying out any work with tools or equipment which is likely to present a risk, the manager / supervisor must:

- Identify which operations are likely to cause damage due to excessive exposure to vibration.
- Where practicable avoid exposure by using equipment other than vibratory equipment or by changing the method of work.
- Where the use of vibrating equipment cannot be avoided, carry out a suitable risk assessment to determine the exposure times according to the equipment being used.
- Anti-vibration gloves are to be obtained and given to personnel who will be exposed to such equipment.
- Inform the operators of the equipment the findings of the risk assessments and any required control measures or maximum exposure times.

### 23.3.3 Training

Prior to any works commencing with such tools or equipment, the manager or supervisor is to give a toolbox talk on the risk associated with excessive use of vibrating equipment and how to reduce the risk of contracting hand arm vibration syndrome. Operators are to be trained on how to recognise the symptoms from such tools and informed of who to report it to.

### 23.3.4 Monitoring

A register is to be kept on site detailing how long personnel have been exposed to vibrating equipment and how long a rest period they have taken between each period of exposure. Site managers / supervisors are to ensure that the register represents a true account of the exposure times.

### 23.3.5 Control Measure

Where personnel are using vibrating or percussive tools, they must:

- Adhere to the exposure and rest times identified in the risk assessment.
- Complete the site register for monitoring exposure times.
- Wear any specific PPE required for protection against hand arm vibrating syndrome as well as any other PPE required for that item of equipment.
- Report to the supervisor any symptoms experienced whilst operating equipment.
- Attend any health assessments which have been organised by the employer in accordance with the risk assessments.

### 23.3.6 References

*The Control of Vibration at Work Regulations 2005*
*The Management of Health & Safety at Work Regulations 1999*
*The Provision and Use of Work Equipment Regulations 1998*

*Guidance:*
*HSG88 Hand Arm Vibration*
*HSG170 Vibration Solutions*

**CONTROL MEASURE**
**24**

## Office Safety

The following safety arrangements will be adopted for all offices occupied by Company Personnel whether on-site or at head office.

Due regard to the requirements of the Workplace (Health & Safety) Regulations 1992 will be taken for our offices and suggestions from employees to improve facilities will be considered and brought up at routine Board meetings.

### 24.1 Hazards

The main hazards associated with office work are:

- The use of display screen equipment (DSE).
- Fire
- Electrocution
- Slips and trips

### 24.2 Planning

When setting up an office on site, or re-arranging static offices, regards must be given to the following areas:

- Access routes must be wide enough for trafficking with ease, at least 1m wide is recommended.
- There must be sufficient areas to store equipment, materials and personal items so that they are not taking up workspace or blocking access routes.
- Sufficient and suitable fire detection equipment must be installed and suitable fire extinguishers provided.
- The set up of workstations must be carried out in accordance with the appropriate legislation to prevent associated health issues.
- Suitable workplace assessments are to be carried out to determine the risk to office workers and visitors to the office. Statutory risk assessments include:
    - Fire risk assessments
    - DSE assessments
    - Manual handling assessments
- All fire alarms will be checked regularly and test recorded.
- All fire extinguishers will be provided in according the latest British standard and will be serviced and maintained at regular intervals as recommended by the manufacturer.
- All fire exits will be check at the start of each day by the Office Administrator or nominated person.
- Fire drills will be held at regular intervals and any ensuing comments recorded.
- Electrical appliances will be checked or inspected regularly by a qualified electrician who will issue a PAT test certificate and label each item indicating when next due for inspection

### 24.3 Training

As a minimum, personnel working in office need training in the following areas:

- The set up and use of display screen equipment.
- Office safety
- Manual handling
- Fire procedures and the use of fire extinguishers

### 24.4 Monitoring Procedures

The Office Managers are responsible for ensuring that the offices are kept in a safe condition including access to and egress from the building. The Office Managers are also responsible for ensuring that adequate training is arranged for all office staff an that subsequent procedures are followed.

### 24.5 Control Measures

- All accesses will be kept clear of obstacles and well lit.
- No items are to be placed on the floors whereby they may cause someone to trip or fall.
- VDU operations will comply to the Display Screen Equipment Regulations 1992.
- Filing Cabinets will be used with care:
    - Only one drawer open at a time
    - Heavy items or large files of paper stored in the bottom drawer
    - Drawers will not be left open where there is a danger of someone walking past and tripping over them.
    - Stacking/storing of files, books etc. on top of cabinets will be avoided.
- Items stored on shelves will be placed in such a manner that they will not slip off and fall onto someone.
- Staff must check the electrical equipment they use for damage or fraying leads and report them.
- Do not overload socket outlets by introducing multi plug adapters.
- Fire exits and fire points are to be kept clear at all times. Fire fighting equipment must never be incorrectly used.

### 24.6 References

*The Management of Health & Safety at Work Regulations 1999*
*The Display Screen Equipment Regulations 1992*
*The Workplace (Health, Safety& Welfare) Regulations 1992*
*The Manual Handling Operations Regulations 1999*
*The Management of Health & Safety at Work Regulations*

**CONTROL MEASURE 25**

## Permits to Work

In order for the Company to comply with Section 2 of The Health and Safety at Work etc Act 1974, certain activities undertaken by employees are to be covered by a Permit to Work system. The permits are available for the relevant activities.

- Entry into confined spaces
- Electrical permit
- Hot works permit
- Permit to dig
- Permit to work used for other high risk activities not already covered.

The Permits to Work will be issued by a competent person appointed by the Principal Contractor / Client and identified in the Construction Phase Health & Safety Plan or the Method Statement.

### 25.1 The Requirements of a Permit to Work

- The Permit must clearly specify who is to do the work, the time for which it is valid, the work to be done and the necessary precautions.
- Until the Permit is cancelled, it supersedes all other instructions
- Whilst the Permit is current, no person must work at any place or on any plant not earmarked as safe by the Permit.
- No person must carry out work not covered in the Permit. If there is a change in work rotation, the Permit must be amended or cancelled and this can only be done by the originator of the Permit.
- When another person takes over a Permit, i.e. in an emergency, that person must assume full responsibility for the work, until either the work is complete or he has formally returned the Permit to the originator.
- There must be liaison with other work areas whose activities could be affected by permit work.
- Where a Permit to Work system is to be carried out on part of a site or on specific plant, the limits of the work area must be clearly marked.
- Permits to Work must take into account other on-site contractors who, if affected, should be briefed prior to commencement of work. Moreover, compliance with safety regulations and procedures, including Permits to Work, should be incorporated in a method statement agreed with the Principal Contractor prior to the commencement of works. The Principal Contractor will ensure that all other contractors working on site are properly informed and advised upon how the works described in the Permit to Work affect their activities. The Principal Contractor has a duty to control all activities on site.

### 25.2 Information & Training

The Company will provide the necessary information and training to ensure that the appropriate employees, supervisors, contractors and visitors are fully aware of the permits in use and are competent to undertake the tasks prescribed in the Permit whilst complying with the restrictions laid down.

**CONTROL MEASURE**
**26**

## PPE – Personal Protective Equipment

### 26.1 Hazards
Refer to the specific sections of this policy for the relevant hazards and the protective equipment required.

### 26.2 Planning Procedures
All work will be planned for in accordance with the relevant standards. Risk assessments will identify where personal protective equipment is required as a control measure and these must be undertaken for all work.

The Manager will establish what protective clothing and equipment will be necessary and will ensure that any special protective clothing or equipment required and any signs relating to the wearing of helmets, eye protection, ear defenders etc. are ordered and available for use on site and that sub-contractors are made aware of the site requirements for the wearing of safety helmets, and the provision of personal protective equipment for their own employees.

The minimum requirements on all sites operated by the Company are:
- Safety helmets conforming to BS 5240. Fitters are permitted to wear the Company issued bump caps when working on or under machinery. The bump cap must be replaced with a safety helmet if the area of the machine is left for any reason.
- Hi-visibility vest or jacket.
- Safety boots with steel toe caps and steel midsoles.

### 26.3 Training
Training will be provided to staff in the use and maintenance of all protective clothing and equipment issued.

### 26.4 Monitoring
The Supervisor will:
- Ensure that adequate supplies of all necessary protective clothing or equipment is available at site/workplace for issue as required and that when issued to employees, a record is kept in a safety equipment and protective clothing issue register.
- Ensure that before employees are set to work, that any necessary protective clothing is provided and that signs are erected for safety helmet areas, machinery requiring eye protection, ear defenders, etc.
- Inform any person at site/workplace, observed carrying out any process which requires the use of protective clothing or equipment, of the statutory and the Company policy requirements. Prevent continued working until protective clothing or equipment is obtained and used. This applies to sub-contractors as well as direct employees.
- Ensure that the protective clothing or equipment is suitable for the specific process for which it is provided.
- Management staff will set a good example in the wearing of safety helmets, protective footwear, etc. and will use all necessary protective clothing and equipment where required.

### 26.5 Control Measures

#### *26.5.1 Footwear*
- All operatives are required to wear suitable footwear whilst at work. Suitable footwear may contain some or all of the following features: steel toecap, steel midsole, waterproof (e.g. Wellingtons), oil or chemical resistant soles, electrically insulating, specific protection (e.g. chainsaws, etc.).

- Operatives will obey the requirements of any sign or notice indicating that equipment is to be worn.
- Operatives will be required to wear the appropriate head protection on all sites.

### *26.5.2 Safety Helmets*

- Safety Helmets are to be worn by all personnel on site.
- Peakless hats will be issued to surveyors for ease of use with surveying equipment.
- Liners may be inserted to the safety helmet as long as it does not interfere with the protective qualities of the helmet e.g. the harness must not be removed or unclipped and must still be able to keep the safety helmet on the wearers head.
- At no time must the safety helmet be defaced with pens, paint or stickers, unless approved stickers issued by the Company or one of its clients to show an individual has been inducted.
- When necessary operatives will wear the appropriate hearing protection issued and be instructed in its maintenance and use.

### 26.5.3 *Ear protectors*

When noise levels of 80dB(A) are recorded, i.e. when you cannot hear normal conversation beyond a distance of one metre ear protectors will be supplied on request.

The hearing protection supplied by the Company will vary depending on the level of risk;

a) Earplugs will be supplied where employees are only occasionally exposed to levels above 80dB(A) and below 85dB(A). Disposable earplugs should only be used once before being discarded or changed.

b) Ear Muffs will be supplied to anyone who is exposed to noise levels above 85dB(A) over an 8 hour period. The type of ear muff provided will be determined by the Health, Safety & Environmental Manager once a frequency analysis has been carried out.

### 26.5.4 *Eye protection*

Operatives will wear the eye protection issued as appropriate to the work carried out and as indicated by the task risk assessment e.g. when cutting/grinding metals, breaking out concrete, using high pressure hoses etc. The task risk assessment must state what type of protection is required. The information below may assist with the correct selection as there are many grades and types of eye protection:

| | |
|---|---|
| Grade 1 impact (120m/sec) | BSEN 166B |
| Grade 2 impact (45m/sec) | BSEN 166F |
| Basic impact (12m/sec) | BSEN 166S |

Processes in which the above grades apply:

| | |
|---|---|
| *Grade 1* | Use of power-driven high speed metal cutting saw or abrasive cutting-off wheel or disc, handling and use of cartridge-operated tools, use of compressed air with shot or other abrasives for blasting or cleaning. |
| *Grade 2* | Use of hand or power tools to strike masonry nails, chipping or scuffing of paint, scale, slag, rust, etc from metal and other materials using hand or power tools. |
| *Basic Impact* | Cleaning by high pressure water jets. |

Unless the task is included in the above, further advice must be sought.

#### *26.5.5 Respiratory Protective Equipment*

- Where necessary, operatives will wear the relevant respiratory protective equipment provided.
- All persons issued with protective clothing or equipment must immediately report to supervision any loss or defect in the equipment.
- All operatives are required to sign to say they have received the relevant safety equipment. Copies of the safety equipment and protective clothing issue register may be obtained from the safety consultant, on request.

#### **26.5.5** ***Hand / Skin Protection***

Due to the nature of the works carried out by the Company, there will always be a need to handle certain materials, parts, equipment etc. To reduce the risk of cuts and abrasions when carrying out such handling, it is necessary that suitable hand protection will be used.

Personnel are responsible for the hygiene aspects of their personal protective equipment and should ensure high standards are maintained. The supervisor should monitor this requirement and take appropriate action where the condition of equipment is not acceptable.

It is the responsibility of all personnel to report to their manager and PPE which has been lost, stolen or has become ineffective.

(Other control measures also make reference to various items of protective clothing and equipment required).

### 26.6 References

*Personal Protective Equipment at Work Regulations 1992*
*Construction (Head Protection) Regulations 1989*
*Management of Health & Safety at Work Regulations 1999*
*Construction (Design & Management) Regulations 2007*

**CONTROL MEASURE**
**27**

## Plant & Equipment

### 27.1 Hazards
Hazards associated with the use of work equipment arise out of:-

- Unskilled operation.
- Incorrect use.
- Poor maintenance.
- Unsupervised reversing of plant.
- Defects in machine unchecked.
- Noise (see separate section).

### 27.2 Planning Procedures
All work will be planned in accordance with the relevant standards, the required risk assessments and any Health and Safety Plan for the site.

The Manager will take all aspects of the work into account to ensure that sufficient information is provided to hire companies to enable correct type of equipment to be provided.

Any plant equipment that is required to drive on the road must be in a safe condition before it does. It must also have an amber flashing light switched on and working at all times and must only be driven by an operator who is certified to drive that item of equipment and who holds a full UK driving license. All the requirements of the relevant statutory provisions regarding driving on public roads must be adhered to at all times.

The Manager will:

- Ensure that competent operators are provided or that, where necessary, full training and instruction is arranged.
- Determine whether any preparatory work is required for the installation or use of equipment on site and ensure that any requirements are planned, e.g. fork lift truck storage areas, loading towers, solid base for mobile cranes.
- Give special consideration to the stability of equipment when working on unstable ground to ensure that the loading can be supported adequately.
- Ensure a planned servicing schedule is prepared for all Company equipment and records kept of repairs, alterations, maintenance etc.
- Take account of the local environment to ensure the equipment is not only suitable for the task but also for the surroundings it is to be used in.

### 27.3 Training
Training will be provided to all equipment operators and, where relevant, only holders of an approved up to date certificate (e.g CPCS, CSCS, abrasive wheels etc.) will operate equipment. Regular refresher training will be provided to enhance competence levels.

### 27.4 Monitoring
The Supervisor will:-

- Ensure that equipment delivered to site is in good order and fitted with any necessary safety devices and guards.
- Ensure any defects noted, are reported to the manager or hire company immediately.
- Ensure that only authorised and, where appropriate, certificated operators are permitted to operate any item of equipment.
- Ensure all equipment is properly secured and immobilised at the end of each day.
- Ensure all necessary testing and thorough examination certificates are requested and checked and all items of equipment requiring inspections by operator or other competent person have the inspection recorded in the register.

- Ensure that any defect notified by the operator is reported immediately for repair and that where defects could affect safety; the equipment is not used until the repairs are carried out.
- Ensure that all safety equipment e.g. reversing horns / lights, seat belts, amber flashing lights etc. are being used at all times

### 27.5 Control Measures

- Carry out daily checks on equipment before use and report any defects. Notify your supervisor immediately if any defect could be hazardous and do not operate the equipment until it has been rectified.
- Only trained, authorised and, where relevant, current certificated persons will operate equipment.
- All guards must be in good order and in position while equipment is operating.
- Only use the correct item of equipment for the work required.
- Ensure the work area is suitable for the job being done e.g. clear working area, good ventilation etc.
- Ensure servicing schedules are available and maintained.
- Secure and immobilise equipment when left unattended. Do not leave engines running when operator is not present, especially in public areas.
- Hearing protection must be worn when working in high noise levels.
- Lifting appliances will be inspected weekly and have a thorough examination at the specified period in accordance with statutory requirements.
- Ensure other control measures identified in the risk assessment for the work are implemented.
- Use all safety equipment provided in the manner for which it was intended.

### 27.6 Petrol operated Tools

At times, personnel are required to use power tools that are run on petrol. Only competent personnel are permitted to use this equipment and must be authorised by a Manager, Supervisor or Supervisor.

Due to the flammability of the energy source, additional precautions must be taken when using this equipment. These are:

- Only refuel in an area where there are no ignition sources and where a fire extinguisher is at hand e.g. near an oil container.
- Use a suitable funnel to reduce the risk of spillage. If any spillage does occur ensure it is cleaned up immediately. Any surface that the petrol has spilt on must also be wiped.
- Any remaining petrol must be returned to a suitable storage area.
- Do not smoke when refuelling or using this equipment.
- If there is a fuel cut off switch, ensure it is in the ‘off’ position when not in use.

### 27.7 Pneumatic Tools

The Company supply a variety of pneumatically powered tools for use by employees, which include grinders, drills, etc.

It is Company policy that users of this equipment are only those who have been shown how to use it correctly and have been authorised by the Manager.

It is Company policy that anyone using this equipment carries out a visual check to confirm its serviceability prior to commencing work. Any faults identified must be reported to the Stores immediately so the equipment can be taken out of use.

The Manager will ensure that the main compressor is checked on a daily basis and that regular pressure testing is carried out.

## 27.8 References

*The Health & Safety at Work etc. Act 1974*
*The Provision and use of Work Equipment Regulations 1998*
*The Lifting and Lifting Operations Regulations 1998*
*The Manual Handling Operations Regulations 1999*
*The Electricity at Work Regulations 1989*

**CONTROL MEASURE**
**28**

## Risk Assessments

To assist in complying with Sections 2 – 9 of The Health and Safety at Work etc. Act 1974, a number of different sets of Regulations require that a Risk Assessment is carried out in order to identify any significant risks arising from work activities and the suitable control measures required to combat these risks. The most relevant is Regulation 3 of The Management of Health and Safety at Work Regulations (MHSWR) 1999 (as amended) which states that a suitable and sufficient assessment must be carried out. The Regulations also require that the assessment is kept up to date, which means that any significant changes that affect the risks should lead to a re-assessment.

Other Regulations requiring an assessment of risks are:

- The Control of Lead Regulations 2002
- The Control of Asbestos at Work Regulations 2006
- The Control of Substances Hazardous to Health Regulations 2002
- The Control of Noise at Work Regulations 2005
- The Control of Vibration at Work Regulations 2005
- The Work at Height Regulations 2005
- The Regulatory Reform (Fire Safety) Order 2005
- The Manual Handling Operations Regulations 1992
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Personal Protective Equipment Regulations 1992 state that equipment is assessed for its suitability for the hazard and the user.

It should be noted that risk assessments are also an integral part of The Construction (Design and Management) Regulations 2007 and The Confined Spaces regulations 1997.

### 28.1 Record Keeping

Regulation 3(4) of the MHSWR requires employers with five or more employees to keep records of all assessments detailing the significant findings associated with the assessment. Therefore, the Company requires that all risk assessments carried out are recorded on the relevant Company form and kept in a place where it is accessible.

### 28.2 Definitions

The following definitions are based on those used in the English Courts:

- ***Risk***
  The likelihood that a specified undesired event will occur, due to the realisation of a hazard by or during, work activities or by the products and services created by work activities.
- ***Hazard***
  The potential to cause harm, including ill health and injury; damage to property, plant, products or to the environment; production losses or increased liabilities.
- ***Danger***
  A person is in danger when they are exposed to a risk. The degree of danger is dependent on the hazard or risk.

### 28.3 Who Should Carry Out Assessments

Risk Assessments are to be supervised by authorised, competent persons who are in control of the site / department, process or activity to be assessed, who have undertaken the relevant training and possess a basic knowledge of health and safety. The assessments do not need to be carried out by one person but can involve a team and may include Managers, Foremen, Specialist Contractors / tradesmen, operators or fitters. Assistance can be sought from the Company's Safety Consultants if necessary.

It is however, the responsibility of all managers to ensure that suitable and sufficient risk assessments have been carried out for their areas of responsibility and are done so prior to the works commencing.

### 28.4 Carrying Out the Risk Assessment

When carrying out a Risk Assessment the following controls are to be adhered to and the risk controlled by:

- **Elimination** of the process where possible.
- **Substitution** of the process or substance from which the hazard arises.
- **Organisational arrangements**.
- Use of **engineering measures** e.g. guards, to reduce the risk of injury.
- **Reduce** the numbers of persons exposed to the hazard.
- **Provide PPE** only as a last resort.

The HSE have produced a guide book called '5 Steps to Risk Assessments' which states that the following method should be followed when carrying out the assessment:

- **Look** at the hazards.
- **Decide** who might be harmed and how.
- **Evaluate** the risks by using a risk matrix (this can be found on the reverse of the Company risk assessment form).
- **Record** your findings.
- **Review** your assessment and revise as necessary.

### 28.5 Control and Monitoring

The purpose of the risk assessment is to formulate a system of control for the hazards associated with the undertakings of the Company. A number of hazards arising from the Company's activities are of a **Generic** nature so the assessment can be used again. However, many sites will give rise to 'Site Specific' hazards which need to be assessed as they are identified.

Any items of concern should be discussed with the Safety Consultants. If, once control measures have been put in place, the residual rating is **medium**, advice should be sought from the site manager. If the residual rating is still **high** once control measures have been put in place, that particular activity should not commence and advice should be sought from the Safety Consultants. No **high risk activities** are to be undertaken unless they cannot be avoided and then only once a **safe system of work** has been produced and a **permit to work** has been issued.

All assessments should be monitored regularly to ensure that they are still relevant and if required a re-assessment be carried out. Some conditions that may change and render the assessment irrelevant are work practices, site conditions, equipment, people, legislation or the weather. This list, however, is not exhaustive and other conditions may arise which could lead to a re-assessment being required.

### 28.6 Communication of Findings

Once an activity or area has been risk assessed, it is important that the findings are communicated to all persons who may be affected by it. Once the findings have been communicated, a record must be made of all persons who have been informed which must be signed by the individuals.

### 28.7 Liaison with Non-Employees

Site supervisors are responsible for ensuring that all non-employees (contractors, visitors, general public etc.) are provided with sufficient information on the nature of the hazards arising from the works being undertaken.

**CONTROL MEASURE**
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## Roadworks

### 29.1 Hazards

Roadworks can be a hazardous operation to both contractors and to users of the public highway. It is therefore essential to assess the various risks associated and establish a suitable and sufficient safe system of work. Some of the main hazards associated with roadworks are:

- High speed traffic.
- Plant and vehicle movements in confined areas.
- Burns and fire risks from bituminous materials.
- Flying debris from moving vehicles or breaking out of concrete.
- Falls
- Contact with underground and overhead services / structures.
- Dust and fumes.

### 29.2 Planning Procedures

All works must be carried out in accordance with The New Road and Street Works Act 1991 (Chapter 22) and The Highways Act. The Street Works Supervisor to be in possession of CPCS / CTA under the requirements set out in the above Act.

All works must be supervised by a person having a prescribed qualification as a supervisor and there must be on site at all times whilst work is in progress at least one person having a prescribed qualification as a trained operative. Before planning such works read the 'Blue Book' (the nick name for the ACOP Safety at Street Works and Road Works) available at HMSO bookshops.

- All works are to have been adequately risk assessed and a suitable safe system of work developed and communicated to all persons.
- Ensure notification to commence work has been lodged with the appropriate authority.
- Ensure sufficient signs, cones, lamps, barriers and traffic signals are available.
- Give adequate warning of the work by placing signs correctly, allowing for any restricted visibility and traffic in both directions.
- Check signs regularly for position and cleanliness.
- Ensure enough room is made for the work to be carried out in a safe manner.
- Ensure pedestrians are given clear access, are protected from traffic by a safety zone and protected from the works by temporary barriers.
- Take special care for work in the centre of the road, at pedestrian crossings, junctions and at roundabouts.
- Additional precautions must be taken during periods of bad weather.
- Ensure sufficient quantities of PPE, which is suitable for the specific operations, is available.

### 29.3 Training

Other than specific training under the ‘New Roads and Street Works Act’ it is important that all persons working on roadworks have received a site specific induction. Further to this all persons must be competent, and hold the relevant certification, to carry out the works for which they are employed

### 29.4 Monitoring

Adequate supervision is to be given at all times as required by the main contractor.

## 29.5 Control Measures

- Wear high-visibility clothing at all times. High visibility clothing must be of class 2 or 3 with sleeves.
- When working around machinery which is breaking out ensure suitable eye protection is worn.
- Wear dust masks if excessive amounts of dusts are produced from the operations.
- Never cross any barriers whether these are for segregating the works from the public highway or for protecting the edges of excavations. It is also important that the barriers are never moved without permission from the main contractor.
- Don't carry out any excavations unless a 'permit to dig' has been issued and all relevant control measures have been put in place.

## 29.6 References

*The Highways Act 1980*
*The New Roads and Street Works Act 1991*
*The Control of Noise at Work Regulations 2005*
*The Personal Protective Equipment at Work Regulations 1992*
*The Management of Health and Safety at Work Regulations 1999 (as amended)*
*The Construction (Design & Management) Regulations 2007*
*GS6 Avoidance of Danger from Overhead Electrical Lines*
*HSG47 Avoiding Danger from Underground Services*
*BS873 Road Traffic Signs and Internally Illuminated Bollards*

For further information contact the local office of the Highway Authority.

**CONTROL MEASURE**
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## Safety Monitoring, Audits and Inspections

Direct information on the safety performance of the Company will be obtained from the following.

1. The findings of routine site inspections carried out by our external safety advisers (The "Worksafe" Partnership)
2. Accident, incident, and disease statistics
3. The conclusions of any accident, incident, near miss, or disease investigation
4. Any comments from HSE, our clients, including Principal Contractors, or other parties
5. The findings from the health and safety committee.
6. Comments or suggestions coming directly from employees or contractors
7. Direct checking of the particular safety arrangements, such as electrical testing of power tools, COSHH etc, according to the systems described in the relevant sections later in this Policy.

An annual review between the Safety Consultants and the Managing Director will be arranged to discuss accident statistics for the previous year. The performance of the Company's accident prevention and compliance with its policy will be reviewed to establish areas of improvement in the Company's procedures. Where necessary the Company's policy for Health, Safety, Welfare and the Environment will be revised and any relevant training arranged.

In order that the Managing Director can be sure that the procedures laid down in this document are controlling the hazards to which they were designed to control and that they are being adhered to, a series of monitoring arrangements, involving personnel at all levels, are to be implemented.

### 30.1 Employees

All employees and contractors are to carry out self monitoring to ensure that they are following the procedures laid down in this document. Any work equipment that is used is first to be inspected by the individual and any subsequent faults reported to their line manager or to the stores immediately.

Once an inspection is carried out by an employee, any relevant documentation e.g. weekly registers, Operator's Daily Checklist etc. are to be completed.

All employees are expected to bring to the notice of their immediate supervisor any areas where the Company policy on Health, Safety, Welfare and Environment appears to be inadequate. The suggestions will be passed to the Managing Director for consideration.

### 30.2 Site Supervisors

Site supervisors must continuously monitor their areas of responsibility for any further hazards that have not already been identified by the current risk assessment. Supervisors must ensure that employees are conforming to the method statement, risk assessment, site rules and any procedures laid down in the Health & Safety Policy.

Where a procedure proves to be ineffective, it is to be brought to the attention of the Managing Director so that it can be reviewed and changed as necessary.

### 30.3 Safety Consultants

The Company's Safety Consultants will make routine inspections of workplaces, including sites, offices and workshops to monitor working practices. These inspections and visits will be carried out as requested by the Managing Director of L & B Haulage & Civil Engineering Contractors Limited.

The Safety Consultants will advise the site manager and operatives of any health and safety issues as they are raised. As well as monitoring work in progress they will be concerned with work to be completed in the immediate future, discussing with the site manager the items that should be included in the risk assessment, and what job planning has been carried out.

On completion of the visit, the Safety Consultant will produce a written report of their findings. These will be discussed with the Site Manager who will sign to acknowledge receipt of the report (the "action" column on the report, will at this stage be blank). As the Site Manager actions each item raised, their initials and the date action was taken should be entered in the "action" column. Once all items have been cleared, the Site Manager should send one copy to the Director as confirmation that the items have been actioned.

The Safety Consultants will send the Director a copy of the report for his information. In this way the Director can monitor the site manager's actions.

If on a subsequent visit the safety adviser is of the opinion that adequate action has not been, and will not be taken, he will inform the Director as quickly as possible.

If the Safety Consultants is of the opinion that an operation constitutes a risk of serious injury to any person then he will take whatever action he feels necessary. If the site manager disagrees with this action, the safety adviser will record his opinion in his written report and inform the safety director as quickly as possible and copy him with the report by the quickest possible means. The Director will then resolve the issue

**CONTROL MEASURE**
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## Site Set Up

### 31.1 Hazards

The main hazards include:-

- Fire
- Tripping and slipping
- Collapse of stored materials
- Handling problems
- Restricted or blocked access
- Health risks
- Falling materials

### 31.2 Planning Procedures

All work will be tendered for or negotiated taking into account the labour requirement and plant required to comply with relevant standards, and the appropriate risk assessments carried out. The requirements of the Site Health and Safety Plan will be implemented prior to work commencing on site.

The Site Manager will:-

- Ensure that suitable and safe access and egress is available for the delivery and collection of plant, materials and accommodation.
- Ensure that before the site work commences the requirements of the Site Health and Safety Plan are met e.g. access routes are planned, deliveries are programmed to ensure that excess materials are not stored on site, storage areas are defined, compounds are planned and all employees are made aware of the requirements with regard to storage, clearing up, tidiness, etc.
- Ensure that before employees are sent to site under the overall control of another Contractor, arrangements are made for storage areas and that safe accesses and places of work will be available for employees to carry out their work safely, and that the relevant parts of the Site Health and Safety Plan are communicated to the employees at a safety induction briefing.

### 31.3 Training

All employees must be given training in the requirements to keep their working area tidy and without risk to themselves and others. A large number of accidents and injuries are caused by poor standards of housekeeping at work. Such training must stress the employees' responsibility for ensuing high standards of housekeeping.

### 31.4 Monitoring

The Site Supervisor will:-

- Ensure that all employees are made aware of the need to maintain the site in a tidy condition throughout the contract.
- Ensure that stacking areas are prepared and that materials are called off in quantities, which will not create difficulties on site.
- Ensure that working areas and accesses on site where employees are required to work are safe. Where difficulties are experienced, the Site Manager must be informed to discuss improvements.
- Ensure that all waste materials are cleared and disposed of safely as work proceeds. All materials delivered to site for use will be stored safely ensuring that accesses are not obstructed.
- Ensure all openings in floors are securely fenced, covered and clearly marked to show that there is an opening below.

- Arrange for sufficient labour and plant to enable clearing up and maintenance of safe accesses, cleaning of welfare facilities etc., to be carried out in accordance with relevant standards.

### 31.5 Control Measures

- Only unload plant and materials in designated areas, away from overhead obstructions. Try and keep access routes clear whilst carry out this operation.
- Materials on palettes must be placed on a level base and no more than 2 bundles high.
- Steel and nylon banding must be safely disposed of to a skip as soon as it is cut. Take care not to leave any bands projecting from a stack.
- Clear up waste materials as work proceeds and dispose of correctly. Keep floor areas clean and dry if possible.
- Keep materials and items in their correct location until required and, if relevant, return them when finished. Keep access clear to material stacks.
- Clean up spillages immediately and dispose of waste correctly.
- Do not leave loose materials or stack sheet materials on platforms or working areas unless safely contained, or restrained. Lay sheets flat if possible.
- Keep welfare facilities clean and do not use them for the storage of plant or materials etc.
- Keep areas around plant and machinery clean and tidy.
- Ensure electrical leads are routed so as to avoid tripping hazards and they are protected from physical damage.
- Ensure clear access to all working areas and, where necessary, provide sound temporary steps or ramps.
- Park private vehicles and plant in the correct, separated, areas.

### 31.6 References

A number of Regulations deal with the need for workplaces and accesses to be kept clear of debris and other materials. Particularly:

*The Construction (Design & Management) Regulations 2007*
*The Workplace (Health, Safety & Welfare) Regulations 1992*
*The Environmental Protection Act 1990*
*The Control of Pollution Act 1974*

**CONTROL MEASURE 32**

## Trackside Safety

### 32.1 Hazards

Working on or near a railway line presents more hazards than normal construction work. Not only are there the usual hazards associated with construction work but there are also the additional hazards of:

- High speed trains moving in close proximity.
- Overhead electric lines carrying 25,000 volts ac
- Fourth rails carrying 750 volts dc

### 32.2 Planning Procedures

All planning will be carried out by the Controller of Site Safety (COSS). The COSS will produce the safe system of work which will be communicated to all those carrying out the works.

The Project Manager must ensure that:

- All persons for whom he is responsible are aware of the requirements of the safe system of work and that they work to it at all times.
- All persons under his responsibility are competent and certified to carry out the works including holders of the PTS certificate.

### 32.3 Training

In addition to the certification required by employees to carry out their normal works, all persons carrying out works on or near rail lines must have attended a PTS (Personal Track Safety) course.

### 32.4 Monitoring

All work on or near railways must be supervised by a COSS who will set up a safe system of work. The COSS must stay with the working group at all times until the work is completed or they have been relived by another COSS. If the COSS is not on site then work must cease.

### 32.5 Control Measures

- Only operate equipment for which you are competent and have been authorised.
- Always work to the method statement. Do not deviate unless the COSS has been informed and an amendment has been made and communicated formerly.
- Work must not be started on or close to conductor lines unless it has been isolated.
- Avoid crossing the lines unless absolutely necessary.
- Do not touch or allow clothing, tools, equipment etc. to come into contact with a conductor rail or any of its connections.
- Be aware of overhead power lines or structures such as bridges.

### 32.6 References

*The Health & Safety at Work Act 1974*
*The Construction (Design & Management) Regulations 2007*
*The Management of Health & Safety at Work Regulations 1999*
*The Railway (Safety Case) Regulations 2000*
*The Railways (Safety Critical Works) Regulations 1994*

**CONTROL MEASURE**
**33**

## Training & Instruction

### 33.1 Training

*Health and safety training is a statutory requirement under Section 2 of the Health and Safety at Work Act, 1974. All staff must be trained in safety procedures for the work they are required to carry out.*

The training that we will provide breaks down into four types of training to be provided:

- Induction training for new employees, including details of the requirements in this Policy, and any site-specific rules, method statements or requirements
- Technical training, such as, plant operation, use of abrasive wheels, asbestos awareness,
- Health and safety training such as general site safety, manual handling, hazardous substances.
- Tool Box Talks to raise and maintain awareness on the major health and safety issues relevant for the specific site

Records of the training received by staff will be kept in personnel files for each employee.

Mr. Thomas Lee is responsible for reviewing the Company's Health and Safety training programme and shall maintain an up to date record of all staff training. Training needs will be reviewed from time to time with the Safety Consultants and training will be carried out taking into account a wide range of factors including any accident/incident trends, new legislation, changes in working practices etc.

### 33.2 Induction Training

Induction training will be given to all new employees by their manager covering:

- Emergency procedures
- The Company's safety rules
- Specific Hazards (particularly applicable for sites)
- Safety organization
- The Company's safety consultants
- The Company's safety objectives
- First aid arrangements
- The requirements for specific task permits e.g. Hotworks, Confined Spaces, (as applicable to their situation)
- PPE
- Individual and the Company's legal responsibilities
- Disciplinary procedures.

Confirmation of receipt of this information will be by signing the appropriate declaration or attendance sheet, which will be copied to the individual personnel file.

### 33.3 Technical Training

It is the Company's policy that all personnel will be suitably trained for the work which they are employed to carry out. Copies of any relevant certification will be kept at head office and supplied to sites for the site file as requested.

No person is to operate any item of plant or equipment for which they have not been trained or do not hold the relevant certification.

### 33.4 Health and Safety Training

All Company personnel will receive health and safety training relevant to the work they are carrying out.

*34.4.1 Site Personnel* – All site and workshop personnel will be required to attend a 1 day safety awareness course.

*34.4.2 Office Personnel* – Office personnel will be required to attend a ½ day Office Safety course.

*34.4.3 Manual Handling* – All Company personnel will be required to attend a ½ day manual handling course

### 33.5 Refresher Training

- Where courses are required, under current legislation, to be refreshed on a stated basis this will be carried out.
- All the safety courses stated in paragraph 31.4 will be refreshed at least on a 3 yearly basis.
- All other courses will be refreshed as determined by the Company.

### 33.6 Tool Box Talks

Tool Box Talks (on site) will be held by the Supervisor and should be held at least monthly. Attendance sheets to be signed by all persons receiving the TBT with copies retained on site for reference purposes. At the end of each contract, these should be returned to head office for retention.

All employees will be consulted prior to being asked to undertake training in order to ascertain that they are willing to do so.

### 33.7 Information and instruction

Our approach to providing suitable information and instruction includes the following:

- General safety procedures are contained within this health and safety document.
- At the site induction training session, the relevant Risk Assessment / Method Statement sheets should be read through. This will ensure that our employees are given information on the specific health and safety issues for the project, including any safe working procedures

Further information for employees is provided by the following methods:

- The poster, “Health and safety – what you should know”, which is required to be displayed, is located also in the welfare facilities on site and in the reception area at our offices.
- Safety bulletins and flyers will be issued periodically, as a result of an incident, or following a health and safety meeting with safety representatives. This method may also be used to introduce the requirements of new legislation, or to inform and instruct employees on the Company’s Code of Practice for Health and Safety.
- In addition to formal training, briefing seminars will be held for employees to instruct and inform them of any health and safety matters.
- Toolbox talks which will be given at least on a monthly basis. Toolbox talks may be given on set subjects or on subjects specific to the work being carried out.

**CONTROL MEASURE**
**34**

## Transport and Occupational Driving

It is policy of the Company that all transport is of sound condition and suitable for the purpose for which it is provided. The Company will ensure that all transport is used by competent persons and that regular maintenance and inspections are carried out to ensure safe operation. Where practicable, suitable procedures shall be designed and communicated to employees to eliminate or sufficiently reduce the risk of harm to anyone working on or near the transport operations.

Transport means any vehicle or item of mobile equipment, including cars, vans, lorries, fork lift trucks, mobile plant or rubber tyre platforms.

### 34.1 Competence

All persons required to drive or operate any form of transport owned by or hired by the Company to carry out its undertakings must be suitably competent and, as a minimum, hold a full UK driving license. Operators of mobile plant, unless under training, must also have a relevant certificate of competence, e.g. CTA / CPCS card, training provider's certificate. When a new vehicle is purchased which is different from the one it is replacing, adequate training will be given by a competent person as nominated by the Managing Director.

Whichever form of license or certificate held by a driver must be produced when requested by the Company. Only originals will be accepted and a photocopy will be taken. Copies will be held at Head Office and the original checked on an annual basis. When it is noted that an employee has 6 points on his / her license, visual checks will be carried out by their manager on a quarterly basis. If an employee has 9 or more points the checks will be carried out on a monthly basis.

It is the responsibility of any driver to inform their Manager / Supervisor if they are convicted of any offence in relation to their driving license and penalties bestowed upon them. Failure to do this could result in the dismissal of that employee.

### 34.2 Risk Assessment

Wherever transport is used, a suitable and sufficient risk assessment (as required by Regulation 3 of The Management of Health and Safety at Work Regulations 1992) is to be carried out by the Manager / Supervisor in control of that department or site. Such possibilities to be looked at and assessed are:

- Persons being struck by vehicles – separation of traffic routes and pedestrian routes, reversing (a banksman must always be used when reversing is carried out in a confined area or where people are working if it cannot be avoided).
- Contact with other plant or vehicles – one way systems, traffic control, speed limits etc.
- Items falling from vehicles – sheeting, stacking of materials.
- Overturning of vehicles – stability, ground conditions, operating procedures.
- Persons falling from transport – mounting and dismounting.

### 34.3 Safety Devices

All persons driving or carrying out maintenance on transport are to ensure that they use safety devices, e.g. seat belts, reversing mirrors, cameras, lights, horns, amber flashing lights, body props, anti-slew bars, etc. Safety devices are never to be intentionally damaged, disconnected or abused.

### 34.4 Reporting Defects

All operators of mobile plant must ensure that they report all defects to their manager / supervisor. If the defect presents a significant hazard the Manager / Supervisor must be informed immediately.

Drivers of road going vehicles must ensure they check their vehicles in accordance with the vehicle handbook. Any defects must be reported to the Workshops immediately.

### 34.5 Security

All drivers are responsible for the safety of their own vehicles. They must ensure that they leave their vehicles / machines in a safe condition whereby unauthorised start-up is prevented. Each vehicle / machine must be parked in a sensible area where it does not present a hazard to other people. Keys must be removed and the vehicle / machine locked. Any other safety devices or immobilisers that are supplied by the Company or manufacturer must be fitted. If the vehicle or machine is left in the yard over a non-working period, the keys must be placed in the office.

### 34.6 Conduct

All persons driving on behalf of the Company must do so in accordance with the Road Traffic Act and Highway Code. At no time, during business or private use, will the Company accept responsibility for any offences committed. If an offence is committed, the employee will be responsible for any fines imposed and may be subject to disciplinary action, which may result in their dismissal.

### 34.7 Mobile Phones

The Company does not allow any person to use a mobile phone whilst driving unless it is a total hands free set. Any hands free kits fitted to vehicles owned by the Company must only be done so with the approval of the Managing Director.

**CONTROL MEASURE**
**35**

## Underground and Overhead Services

The Company will ensure that where work is carried out near overhead services or, where there is a foreseeable risk of coming into contact with underground services, suitable measures will be taken to prevent damage to the services and / or injury to personnel.

### 35.1 Overhead Power Cables

#### *35.1.1 Hazards*

The main hazards from working close to, or under, overhead cable are:

- Electrocution due to contact with live lines.
- Electrocution due to arcing when working close to overhead cables.
- Fire due to contact with overhead cables.

#### *35.1.2 Planning*

*Before work commences:*

- Arrange for the local electricity company to visit the site to advice on heights, distances and any other precautions that may be deemed necessary.
- Ensure a safe system of work is devised and implemented.
- Assume that all overhead lines and cables are 'live' unless advised otherwise by the electricity company.

*Where no work is to be carried out or plant pass underneath existing lines:*

- Barriers should be erected parallel to the overhead lines, a minimum of 6 metres distance.
- Barriers should be decked with coloured bunting to draw attention to the hazards of overhead lines.
- If mobile cranes can encroach on the minimum distance of 6 metres, the distance should be increased. Consider weight and length of boom and whether it would strike a power line if crane toppled over.
- If access is only possible from one side, a barrier that side will be sufficient.

*Where plant may pass under the line:*

- Width of passageway should be as small as possible and no more than ten metres.
- Passageway must be clearly defined by using fencing barriers.
- Goal posts should be in position across the width, be of non-conducting material or rigid construction and distinctively marked for easy identification.
- Warning notices advising of the hazards and the crossbar clearance of goal posts must be erected on each side of the passageway.

*Working beneath overhead line:*

- All plant may be modified with suitable physical restraints to limit their operation.
- Additional care will be needed if clearances are reduced to prevent upward movement of plant.
- No Manager or Supervisor is to authorise work to be carried out underneath cables without first consulting the local electricity board. A suitable risk assessment must then be carried out and a safe system of work formulated.

#### *35.1.3 Training*

All persons working close to, or under, overhead cables are to be given a toolbox talks on the dangers of carrying out work in such an environment.

#### *35.1.4 Monitoring*

Adequate, competent, supervision is to be given at all times.

#### *35.1.5 Control Measures*

- Operators are not to undertake any works under cables unless they have read and understood the task risk assessment and safe system of work.
- No part of any machine is to encroach within 6m of any cables.
- Plant and vehicles must only pass under cables at designated points where goal posts have been erected.
- Plant and vehicles must not park under any overhead cables unless permission has been given by the site management and it has been allowed for in the safe system of work.
- If at any time overhead cables are contacted, the site manager is to be informed immediately (if safe to leave the machine). Broken cables must never be touched and must never be left unattended.

### 35.2 Underground Services

#### *35.2.1 Hazards*

The main hazards created by excavations and groundworks are:

- Collapse of the sides
- Materials falling onto people working in the excavation.
- People and vehicles falling into the excavation.
- The undermining of nearby structures.
- Contact with underground services.
- Water inflow.

#### *35.2.2 Planning Procedures*

When planning to carry out excavations or groundworks, the manager must:

- Carry out a risk assessment to establish the risks from the hazards mentioned above.
- If personnel are to enter the excavation and there is insufficient room to batter back the sides, suitable supports will be needed.
- Arrange for suitable and sufficient edge protection to ensure that people, vehicle and materials cannot fall into the excavation.
- Carry out an investigation to determine whether any underground services are present. Local service providers should be contacted and cable avoidance tools used by competent persons.
- Ensure that a suitable distance is left when excavating near to structures. If this is not practical then competent advice must be sought to ensure continued stability of the structure and the excavation.
- Ensure that a suitable means of access and egress is available for anyone working in the excavation.
- Determine whether measures need to be taken to establish whether there is a presence of gas or other harmful vapours, odours etc. If so, suitable monitoring equipment must be provided and relevant training given to personnel.
- Establish a safe system of work.
- Introduce a permit to dig system where the works are of high risk.

#### *35.2.3 Training*

When carrying out excavations or groundworks, competent persons may be required for the following:

- Use of cable avoidance tools.
- Reading of service diagrams.
- Use of permit to works systems

- The use of gas monitoring equipment

#### *35.2.4 Monitoring*

Regular monitoring of the excavation needs to be carried out by the manager or supervisor to ensure that continued stability is maintained. Excavations must be checked:

- before the start of every shift
- after any occurrence likely to affect the stability
- after any collapse

If a gas monitor is used, it is to be monitored in accordance with the manufacturer's instructions.

#### *35.2.5 Control Measures*

- Before digging ensure you are aware of the location of all services and protect them as necessary as excavating operations progress.
- Keep soil heaps a suitable distance away from the edge of excavations to prevent collapse due to overload or the materials falling back in.
- No-one is to enter an excavation unless authorised by the site manager / supervisor.
- Suitable PPE must be worn, at all times, in accordance with the risk assessment.
- Ensure that suitable access and egress points are used at all times. Never use suspended services to climb in and out of the excavation.
- An excavation must not be entered if there is evidence of a collapse or potential collapse.
- All persons are to be aware of the sound and meaning of the alarm from gas detection equipment and the action to be taken if an alarm sounds.

#### *35.2.6 Emergency action:*

If damage or leakage is caused or an escape of gas is smelt or suspected:

- Remove all personnel from vicinity.
- Prohibit smoking.
- Extinguish all naked flames or source of ignition (hot works, engines, electrical power) within 25 metres.
- Inform site manager.
- Inform local gas authority.
- Inform client.
- Prevent approach of public or personnel.
- Assist gas personnel, police and fire service as required.
- Inform The Company's Safety Consultant via Head Office.

**If in doubt, seek advice from local gas authority, whose telephone number for emergencies and enquiries can be found in the directory under GAS.**

### 35.3 References

*HSG185 Health & Safety in Excavations*
*Construction (Design & Management) Regulations 2007*
*HSG47 Avoiding Danger from Underground Excavations*

Further information:
*GS6 Avoidance of Danger from Overhead Electrical Lines 1991*
*HSG141 Electrical Safety on Construction Sites 1995.*

**CONTROL MEASURE**
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## Welding Operations

Welding has been defined as the fusion of two pieces of metal, which have been softened by heat and/or pressure.

The two most common welding processes are gas welding and electric arc welding.

### 36.1 Gas Welding

Metal fusion is achieved by the use of very high temperature flames produced by a mixture of gases from a torch or blowpipe. The gases are oxygen and a fuel gas, such as acetylene or liquefied petroleum (LPG).

#### *36.1.1 Gas characteristics*

- *Oxygen* - has no smell, is itself not flammable but readily supports combustion. Too much oxygen in the atmosphere (greater than 25%) can be extremely dangerous. If oxygen impregnates materials, e.g. clothing that would normally burn slowly, they are liable to burst into flame. Blowing out burning overalls with the compressor hose can therefore be highly dangerous.

*The cylinder is painted black and the outlet valve threads are right handed.*

- *Acetylene* - is lighter than air, has a wide flammable range and will form an explosive mixture with air or oxygen.

*The cylinder is painted maroon and the outlet valve threads are left handed.*

- *LPG* - is heavier than air and may collect in low lying areas. LPG is defined as HFL (highly flammable liquid) and described in the HFL and LPG Regulations 1972 as "commercial butane, commercial propane or any mixture of both". These must conform to BS 4250.

*The cylinder is painted red and the outlet valve threads are left handed.*

#### *36.1.2 Storage of gas cylinders*

Oxygen cylinders should be stored at least 3m away from those containing acetylene or LPG. They must not be stored with the LPG or acetylene. Oxygen cylinders may be stacked horizontally, a maximum of 4 high and wedged to prevent rolling.

Acetylene & LPG cylinders, whether full or empty, should always be stored and used in the upright position. If they are allowed to lie horizontally, acetone or LPG liquid will be withdrawn from the cylinders with the gas and safety devices, such as bursting discs, temperature sensitive fusible plugs and relief valves, will be rendered ineffective. Vertically stacked cylinders, whether full or empty, should be secured against falling. Full cylinders should be kept away from empty ones. They should be shielded from direct sunlight or other sources of heat to avoid pressure build up. If acetylene cylinders have been stored horizontally, they must be stored upright for approximately ten minutes to settle before use.

#### *36.1.3 General Precautions*

- Only proprietary fittings should be used on gas welding equipment.
- If a cylinder valve leaks and cannot be tightened with a spanner, the valve should be closed and the cylinder returned to the supplier with a label indicating the fault.
- On no account should oil, grease or other substances, such as soap, be allowed to come into contact with oxygen regulator valves or fittings as these substances are explosive in the presence of high pressure oxygen.

- Any leaking oxygen fittings should not be tightened before closing the cylinder valve and venting the oxygen to atmospheric pressure.
- It is dangerous to allow flame to come into contact with the cylinders or a lighted torch to be hung on a regulator or its guard.
- It is equally dangerous to rest blowpipes on empty oil drums or similar containers, even after the flame has been extinguished.

***36.1.4*** *The principal hazards associated with gas welding are:*

- **Fires and explosions -** When any type of welding equipment is in use, the naked flame or arc provides a source of ignition for any combustible material, flammable gas or vapour.

  Where possible, flammable materials should be kept out of any area where welding is taking place. Where such a course of action is not practicable, fire resisting sheets should be used to protect the surroundings from the flame and metal spatter.

  At least one $CO_2$ or dry powder fire extinguisher should always be immediately available in the area of any welding operation.

- **Burns -** Skin burns may result from metal spatter or from touching hot workpieces. The hands, arms, legs and feet are particularly vulnerable and should be protected by gloves or gauntlets, spats and jackets made from chrome leather. The use of leather safety footwear is also recommended.

  Prolonged exposure to the heat from welding may lead to reddening of the skin on the face. Whilst gas welding, discomfort may be avoided by the use of a hand shield.

- **Eye Damage -** During dry welding processes, the eyes are at risk from penetration of sparks, spatter, slag and other foreign bodies.

  During gas welding infra-red and, of course, visible light, are emitted but not ultra-violet light. Infra-red may dry the outer surface of the eye and cause irritation.

  The eyes must be protected from infra-red and visible light by means of box goggles with a housing made to BS 1542 and filters made to BSEN 169 and 171.

  Ultra-violet (UV) radiation, to which the eyes are very sensitive, is produced during arc welding. The effect of UV radiation on the eyes may vary from conjunctivitis to possible permanent damage to the retina. In order to avoid injury, welders must use a welding helmet or hand held screen, with housing complying with BS 1542 and fitted with appropriate filters to BSEN 169 and 171.

  Persons working in the vicinity of arc welding also need protection from UV radiation. This protection can be given by means of screens placed around the welder's working area.

  Suitable safety signage must be hung on the outside of the screen to warn others of the hazards created by the welder’s arc.

- **Heat Stress -** The longer the duration of welding, the hotter the surroundings become (including the welder). This heat stress is intensified the smaller the confine in which the welding operation takes place.

In extreme cases, the welder may be overcome and faint. If thermal stress is envisaged, ventilation should be introduced and consideration given to having a second person on standby in case of emergency.

It may be necessary to work under a Permit to Work as part of a safe system of work procedure. This would benefit the welder in circumstances as above, particularly in confined or awkward areas.

- **Respiratory Disease -** Every welding process produces gas and fumes which may result in respiratory diseases, often referred to as "metal fume fever". The hot metal vapour from the weld pool produces fumes when the vapour is rapidly cooled and oxidised by the surrounding air. The fumes consist mainly of a cloud of fine particles, predominately iron oxide.

  In addition to fumes, harmful gases may also be generated during gas welding. The principal toxic gases produced are carbon monoxide and nitrous fumes. Carbon monoxide is only formed in dangerous amounts when combustion is incomplete.

  Arc welding produces ozone, a gas which irritates the respiratory system. Nitrous fumes are also produced but to a lesser extent than during gas welding.

  Before carrying out any welding operations the materials involved should be identified, the risks assessed and the necessary control measures established.

  It cannot be assumed that natural ventilation will produce acceptable low gas and fume concentrations in the welder's breathing zone. If a number of welding operations are being carried out in a confined space, the risk is obviously increased. The most effective form of fume control equipment is the type which allows the extractor hood to be placed as close as possible to the weld.

  Ideally, the extracted fume-laden air should be filtered or exhausted into the atmosphere and not allowed to enter the air of the workplace. If fume control is suspected of being inadequate, the air in the breathing zone of the welder must be sampled to determine its suitability for breathing.

- **Systemic Poisoning -** The fumes from galvanised metals, lead coated or other coated metals may affect not only the respiratory system but also the rest of the body, particularly when the work producing the fumes is carried on for any length of time in poorly ventilated conditions.

  The provision of an exhaust ventilation system for this type of work is essential and, in addition, the use of respirators may be required. Air sampling must be carried out to confirm the adequacy of the precautions.

  Where burning or cutting of lead coated steel takes place, the requirements of The Control of Lead at Work Regulations 1980 must be observed.

  Fumes from welding, flame cutting, brazing and burning vary greatly in composition and concentration. Different jobs lead to different levels of exposure to different substances.

  Welding fumes may cause:
  1) Dryness of the throat, tickling, coughing, tightness of the chest and difficulty in breathing.
  2) An acute flu-like illness known as metal fume fever.
  3) Poisoning.
  4) Long term changes in the lungs.

Welding or cutting processes releasing the greatest quantities of harmful fumes which can lead to carcinogenic effects on human tissue include:

1) Work on metallic coatings such as cadmium or zinc plating and chromium, manganese, cobalt and/or nickel hard surfaces.
2) Work on painted surfaces which contain lead, zinc, chromium or cadmium.
3) Mechanised flame cutting.
4) Flame gouging.
5) Frequent regular manual metal arc welding.
6) Flux cored electrode welding.
7) Higher current metal inert gas shielded welding, particularly on stainless and aluminium, copper nickel and their alloys.
8) Oxygen arc cutting and gouging.
9) Using cadmium containing solder.

Minimise risks by

1) Avoiding welding by using other bonding and cutting techniques where possible.
2) Using safer filler materials, such as cadmium free silver solder.
3) Controlling exhaust fumes by providing local exhaust ventilation unless a detailed and thorough risk assessment shows that harmful fumes are not being generated or may be controlled by general ventilation.
4) Providing respiratory protective equipment if control measures are unable to reduce fumes to safe levels.
5) Ensuring workshops have enough low level inlets and high level outlets for air.
6) Not welding near cleaning processes using chlorinated solvents (10m for most welding, 20m for aluminium). The heat and arc from welding may break down the solvents into more harmful substances.

### 36.2 Electric Arc Welding

In electric arc welding, the arc is struck between an electrode and the workpieces. The temperature attained by the welding arc is approximately 4000$^{o}$C. At this temperature the workpieces are melted and fused together.

The principal dangers from electric arc welding are burns, eye flash and electric shocks.

- **Burns -** Proper protective clothing can give protection against burns.
- **Eye Flash -** The effect of excessive ultra violet and infra-red radiation on the cornea of the eye can be particularly painful and debilitating. Welding operators and persons near to the welding process can be affected by eye flash or "arc eye". If proper precautions are taken to screen off and filtered lenses are used to view welding, this will be avoided.

  According to HSE Guidance, the wearing of contact lenses when electric arc welding does not lead to any additional risk of damage to the eyes.

- **Electric Shock -** Electric arc welding uses voltages of up to 100 volts alternating (AC) or direct current (DC), both of which have claimed the lives of welding operators by electrocution.

  There is a risk of breakdown or short circuit between the primary and secondary windings of the transformer which can allow mains voltage through to the electrode. The precautions are simple and all properly trained electric arc welders should be conversant with the following:

1) The electrode holder should be properly constructed, conforming to BS 38, having a fully insulated handle fitted with a shield or barrier to prevent inadvertent contact by hand with the electrode or live parts of the holder. The electrode holder should be unplugged when not in use.

2) The welding leads should be insulated and kept in good condition.

3) The welding current must be returned from the workpiece to the welding set by means of a separate insulated welding lead. The workpiece must be connected to earth so that the protective device on the primary side of the transformer will operate in the event of a transformer fault.

4) Welding earths and welding returns should be securely attached to the work by cable lugs or earth clamps in the case of standard conductors or by bolts for strip conductors.

5) Bolts are not satisfactory for stranded conductors since the strands do not stay tight under the bolt head for any length of time and, once loose, can become detached and create unintended paths for the return current.

6) The welding operator should always wear adequate protective clothing. The temptation to 'strip off' during hot conditions has contributed to fatal welding accidents. Adequate protective clothing will protect against electrical contact between the welder's body and his surroundings and against inadvertent contact with the live welding electrode.
7) In high temperatures when protective clothing is discarded, the use of an insulated work platform will provide additional protection.

8) Stray welding currents can cause danger in unexpected ways. For example, if the welding current is not returned to the welding set via a proper return connection, the current may seek other routes back to the welding set. Such paths may include the protective conductors of portable electric tools and other earthed electrical equipment.

9) Lifting chains, wire ropes, slings and ball or roller bearings may also offer a preferential return path. The damage or even burning out of these alternative conductive paths can give rise to danger.

- **Arc Welding Check List**

1) ***The Circuit -*** The current used for electric arc welding may be either DC or AC and, whichever system is used, it is important that the voltage be as low as is consistent with efficient welding.

   On construction sites, arc welding is usually carried out with DC supplied from diesel driven mobile generators. A welding lead takes the current from the generator to the electrode holder. A welding return usually, but incorrectly, termed the "earth" carries the return current from the workpiece being welded back to the generator. Check that the equipment is in good order and that all connections are adequate.

2) ***Cables and Cable Couplings -*** Welding leads and welding return cables are frequently dragged over rough surfaces. Check that the insulation is suitable for hard wear and examine frequently for defects. Check that the part of the cable which is connected to the electrode holder is as flexible as possible, so as not to hamper the movement of the welding activity.

Check the welding return is of a section not less than that of the welding lead. Make sure joints between cable sections are made with properly constructed insulated cable couplings and adequately shrouded so that live metal is not exposed if the parts of the connector are separated.

The welding return should be firmly connected to the metal on which welding is taking place by means of a well constructed clamp.

3) ***Electrode Holders -*** Check that the electrode holder is in good condition and the springs are effective or that the threaded sleeve is working correctly. The holders must be fully insulated so that the live portions cannot be touched accidentally.

**CONTROL MEASURE**
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## Working at Height

### 37.1 Hazards
The main hazards associated with work at heights include:-
- Falls of persons from working place or accesses.
- Falls of materials or articles.

### 37.2 Planning Procedures
All work will be planned taking into account the relevant standards, risk assessments and the requirements of any Health and Safety Plan required for the work.

The Contract Manager will:-
- Ensure that work is planned to ensure that a safe access/egress and working place is provided for operatives to work at heights before work commences on site.
- Ensure that where practicable, work at heights is carried out from a safe position on a building or structure or from a scaffold provided in accordance with the appropriate policy section.
- Ensure that suitable and sufficient material and equipment is provided on site for work to be carried out safely in accordance with the relevant standard, risk assessments and any method statements.

### 37.3 Training
Training will be provided for any operative required to work at heights in the use of safety belts or harnesses and other equipment before work commences. Regular refresher training to maintain and develop competence levels must also be provided.

### 37.4 Monitoring
The Site Supervisor will:-
- Ensure that work is carried out as planned and in accordance with the relevant standards and risk assessments. Also those operatives have received instructions in safe working procedures and the use of any safety equipment provided.
- Inspect weekly, all safety equipment, staging, safety belts, harnesses, anchorages, etc. and any defects noted at weekly inspections or reported by operatives shall be attended to immediately. Ensure that individuals inspect their equipment immediately prior to use. Any defective equipment should be exchanged, repaired before use.
- Ensure that all necessary precautions are taken to ensure that persons do not walk or work beneath operatives carrying out work at high level.

### 37.5 Control Measures
- Suitable and sufficient signs warning of men working above will be erected in a suitable location.
- All personnel on sites where work at heights is being carried out, will wear safety helmets.
- The safety of other workers, the public and particularly children must be a priority consideration during the working period. Access to the working areas must be removed or fenced outside working hours or when unattended.
- All working areas at heights will be guarded to prevent falls of persons and materials where practicable, or other suitable protective procedures will be used.
- No-one is to go beyond any barriers / fencing which is protecting a leading edge, without wearing appropriate fall arrest equipment and clipping on to a suitable anchorage point.
- Appropriate safety equipment will be used when necessary i.e. safety belts, harnesses, fall arrest devices etc.

- Control measures identified in the appropriate risk assessment must also be implemented.

**37.6References**

*The Work at Height Regulations 2005*
*The Management of Health & Safety at Work Regulations 1999*
*The Personal Protective Equipment at Work Regulations 1992*
*British Standard 2482 covering scaffold boards*
*British Standard 1129 covering lightweight staging*

**CONTROL MEASURE**
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## Working Over or Near Water

### 38.1 Hazards
Accidental entry into water can be caused by falls, trips and slips, being knocked over by moving objects, e.g. crane loads, loss of balance, high winds, missing barriers, rising swell/tide and swell from passing water traffic.

### 38.2 Planning Procedures
If employees have to work near or over water a risk assessment must be carried out and the agreed safe system of work must be implemented, including the emergency procedures established. Training in emergency procedures and use of emergency equipment must be given to all operatives and careful consideration given to the storage of equipment. Additional specialist PPE required for this type of work will be automatic life preservers.

Other factors to be taken into consideration are the weather forecast, which should be obtained and published at the beginning of each shift, and tidal information.

There must be on site:
- Rescue equipment
- An audible alarm system.
- Good communication, e.g. telephone or radio.
- Displayed telephone numbers of emergency services.
- Access for emergency vehicles.
- Trained first aiders.

### 38.3 Training
All persons carrying out work over or near water will be trained in any specific PPE that they may be issued with for their safety. It may be necessary to train some personnel in rescue procedures in the event of someone falling into the water.

### 38.4 Monitoring
Supervisors are to ensure that all works is carried out in accordance with the safe system of work and that all persons are wearing their PPE correctly.

It will be necessary for supervisors to carry out regular checks to ensure that any physical barriers and rescue equipment are still securely in place.

### 38.5 Health Considerations: Leptospirosis
Operatives working over or near water or on contaminated land are exposed to the danger of contracting Leptospirosis, popularly known as Weills Disease.

| | |
|---|---|
| *Early symptoms* | flu like - fever, headache, chill |
| *Later symptoms* | tightening of the skin, yellowing of the skin, internal bleeding, failure of internal organs, e.g. kidneys and liver. |

If symptoms are not treated within four weeks the result could be fatal.

It is essential that doctors are informed of their patients' occupation if they work over or near water.
Any accident at work which could involve the possibility of contracting Leptospirosis should be entered into the accident book (BI 150).

## 38.6 Control Measures

- After having come into contact with water or sewerage, hands and forearms should be thoroughly washed.
- Wet protective clothing should be dried as soon as possible.
- Cuts and scratches should be treated immediately by washing, applying antiseptic and covering with gauze and adhesive plaster and further treatment sought from a doctor.
- Avoid rubbing nose, mouth and eyes whilst working.
- See your doctor before and whilst working in contaminated land or land-locked water.
- Safe systems of work to be followed at all times.
- PPE must be worn by all persons, in accordance with the safe system of work, whilst near or over the water

## 38.7 References

*The Work at Height Regulations 2005*
*Management of Health & Safety at Work Regulations 1999*
*Construction (Design & Management) Regulations 2007*
*Personal Protective Equipment at Work Regulations 1992*

**CONTROL MEASURE**
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## Workshops

### 39.1 Hazards
Due to the variety of work that is carried out in engineering workshops, it is difficult to detail all the hazards and control measures required to reduce the risk of injury or ill-health to persons working or visiting. However some of the main hazards are:

- Movements of heavy plant and equipment.
- Welding and grinding operations.
- Manual handling.
- Working with moving parts.
- Supporting of machinery or parts of heavy machinery.
- Working with oils, lubricants and other substances.
- Noise and vibration.

### 39.2 Planning Procedures
Due to the consistency of work carried out in engineering workshops, it may be reasonably practicable to carry out initial risk assessments and review them on an annual basis, unless there is reason to believe that they are no longer valid in the interim.

Workshop manuals can be utilised to eliminate the need for individual method statement, however methods of work should be established for operations not generally covered by workshop manuals.

A maintenance regime must be established for all work equipment used within the workshops e.g. grinders, metal working machinery, welding equipment, lifting equipment etc.

### 39.3 Training
All personnel working in the workshops must be competent to carry out the works they are undertaking, relevant certification must be produced and kept on file. Further training may be required by statutory instruments e.g. abrasive wheels training. Relevant training is to be identified by the Manager in charge of the workshops as part of the general risk assessment. Further to this regular toolbox talks (e.g. monthly) must be given.

### 39.4 Monitoring
The manager in charge of the workshops must carry out regular safety tours to ensure that works are carried out in accordance with relevant method statements, manuals and risk assessments.

The company safety consultants (The Worksafe Partnership) may be instructed by the Directors to carry out formal inspections / audits.

### 39.5 Control Measures
Personnel working in the workshops must:

- Only use work equipment for which they have received adequate training and have been authorised to use by the manager in charge.
- Operate plant and work equipment in accordance with any training given.
- Only operate plant and equipment at speeds recommended by the manufacturer.
- Ensure that all works are carried out in accordance with relevant method statements, manufacturers' instructions and the risk assessment.
- Inform their line manager if they believe the method statements or risk assessments are invalid or unworkable.
- Inform their line manager if they identify any hazards not already identified by the risk assessment.

- Use any safety devices supplied or inform their line manager if safety devices are inadequate.
- Wear, maintain and report the loss of any personal protective equipment required as identified by the risk assessment.
- Only use substances in a manner for which they have been assessed under the requirements of the CoSHH Regulations. Personnel must fully comply with the requirements of these assessments.
- Ensure equipment is adequately supported at all times when working in or underneath where there is a risk of collapse or entrapment.
- Ensure that only suitable access systems are used when working at height.
- Ensure they keep their work areas tidy. All tools must be put away when not in use, waste materials to be disposed of in the correct manner and all hoses and cables to be protected from damage or to prevent causing a trip hazard.

**39.6References**

The following is only a small list of references that supply legal requirements or guidance for working in engineering workshops:

*Legal*

*The Management of Health and Safety at Work Regulations 1999*
*The Provision & Use of Work Equipment Regulations 1998*
*The Lifting Operations & Lifting Equipment Regulations 1998*
*The Control of Substances Hazardous to Health Regulations 2002*
*The Workplace (Health, Safety & Welfare) Regulations 1992*
*The Manual Handling Operations Regulations 1992*
*The Personal Protective Equipment at Work Regulations 1992*
*The Electricity at Work Regulations 1989*
*The Control of Noise at Work Regulations 2005*

*Guidance*

*HSG6 Safety in Working with Lift Trucks*
*HSG17 Safety in the Use of Abrasive Wheels*
*HSG 88 Hand-arm Vibration*
*HSG 118 Electrical Safety in Arc Welding*

**APPENDIX A**

## Health And Safety Rules For Site Personnel

1) All personnel must attend a site induction course before working on the site.

2) Safety helmets must be worn at all times unless in a machine with a roll-over protective structure (ROPS) cab. Fitters must wear bump caps while working on or under machines and safety helmets at all other times.

3) When not in cabs a high visibility vest / jacket must be worn.

4) Safety footwear must be worn at all times. Safety trainers are not allowed

5) Hearing protection must be worn in identified areas.

6) Gloves must be worn when handling contaminated materials.

7) Smoking is only permitted in designated areas.

8) Wash and dry hands before eating, drinking or smoking.

9) All personnel must sign in and out of the site daily.

10) Do not enter any excavations that have not been shored up, no matter how shallow, without first obtaining permission from the site Supervisor.

11) All accidents, injuries or near misses must immediately be reported to the site Supervisor / manager.

12) Adequate toilet facilities are provided - anyone caught not using them will be disciplined.

13) It is prohibited to possess or to consume alcohol, drugs or other intoxicants on site or be under their influence. Observe 'no smoking' rules.

14) Never put yourself in a position of danger when working near moving plant or equipment. If working alongside plant or equipment, never assume that the operator has seen you - always let him know you are there.

15) Personal protective equipment must be used at all times where required by a risk assessment or site requirements.

16) Permits to Work, Site Safety Procedures and other Safe Systems of Work and Method Statements must be followed.

17) All plant and equipment is to be operated and repaired only by trained competent personnel who have been given authority by the Supervisor / supervisor acting on behalf of the Company.

18) Site safety signs are to be obeyed at all times, as are site speed limits and The Road Traffic Act when on the public highway.

19) It is prohibited to bring firearms or unauthorised explosives on site.

20) Incorrect or faulty tools must be reported immediately and taken out of use.

21) It is prohibited to indulge in horseplay, fighting or malicious damage.

## HEALTH AND SAFETY RULES FOR PLANT OPERATORS

1) Only personnel over the age of 18 years who holding a current CITB licence, or equivalent, will be allowed to operate plant on site. A copy of this licence must be given to the site Supervisor / manager.

2) All machines are to be operated in accordance with the site conditions.

3) Empty machines must give way to loaded ones.

4) Carry out checks as described on the daily check list and report any faults or potential faults immediately.

5) Observe all speed limits, signs and predetermined haul routes. Anyone caught speeding, in the opinion of the site Supervisor, manager or Health, Safety & Environmental Manager, will be disciplined.

6) Ensure that machines are parked safely and, where possible, immobilised. All blades, buckets and aprons must be at ground level if the machine is left unattended.

7) No passengers are to be carried on machines unless a purpose built passenger seat is provided.

8) Flashing amber warning lights are to be used at all times.

9) All operatives of machines with reversing lights, reversing horns or reversing cameras must ensure that they are working correctly.

10) Seat belts are to be worn at all times.

11) Machines are not to be left running whilst unattended.

12) No person is to reverse on site unless it is safe to do so, or are under the guidance of a banksman.

13) No personal radios, CDs or cassette players are permitted on site. **Mobile phones are not to be used whilst at work except for the business or emergency calls on behalf of the Company**. All other calls are to be made during your own time.

**APPENDIX B**

## Health & Safety Rules for Visitors

***TO BE READ BY ALL VISITORS TO THESE WORKS***

1) Visitors' parking is at the discretion of the site manager. The Company will not accept any responsibility for parked vehicles.

2) Visitors must sign in at the site office.

3) Visitors will be received by the appointed site manager.

4) Visitors are to wear personal protective equipment (PPE) as advised or loaned.

5) Visitors are the responsibility of the site manager and must be escorted at all times.

6) Visitors are to obey safety signs erected to safeguard them from known hazards.

7) Visitors are to comply with any emergency evacuation drill on the site.

8) No visitor must leave the site until they have:

- returned any loaned PPE
- signed out at the site office.

9) Visitors not in compliance with the above may not be allowed entry on a future occasion.

10) Any PPE not returned will be charged for at replacement cost.

**APPENDIX C**

## Health & Safety Rules for Contractors

1) **Accidents**
The contractor's manager, supervisor or senior person on site must notify the relevant departmental manager / contact person of any accident, however minor, for entry into the accident book. If there are no representatives of the Company available at the time, the accident must be notified to a nominated Company representative by telephone within 24 hours.

2) **Access Equipment**
Where contractors are required to use access equipment, they must be suitably qualified and competent. Proof of competence will be required by the Company management before work commences. The access equipment, and any recommended personal protective equipment, must be used in accordance with any legislation and industry guidance.

3) **CoSHH**
When the contractor is to use any substances which are covered under the CoSHH Regulations, he must notify the Company management representative of the nature and quantities that will be brought onto site. Where necessary the Contractor must ensure adequate storage and handling facilities are supplied.

No materials must be brought on to any premises under the control of the Company unless they are in suitable containers which are clearly labelled with their contents. All materials must be correctly replaced in the storage facility after use.

Adequate CoSHH Assessments must be made available on request for scrutiny by the Company's management representative.

At no time must contractors use any substance which is the property of the Company unless permission has been given by the management representative and the relevant CoSHH assessment read.

4) **Electrical Work**
All electrical work and work involving the use of electrical equipment must be carried out in accordance with the Electricity at Work Regulations 1989. All persons involved in carrying out work on electrical systems must be competent.

When contractors need to use electrically powered portable tools on site, they must only use those that operate from a power source not exceeding 110 volts, except in the case of electrical welding equipment which is designed to operate from supplies exceeding this. In this case the equipment must be suitably protected by safety devices such as residual current detectors.

5) **Flammable Liquids**
All flammable liquids must be stored in suitable facilities outside buildings and away from any sources of ignition. Storage of flammable liquids in areas already in use by our own employees may be used with prior permission from the relevant manager.

Where bulk supplies are stored, i.e. fuel, they must be stored in a container with an integral bund and must be protected from leakage due to damage, vandalism or neglect.

6) **Fire**
All contractors must be aware of and follow the fire procedures laid down for the particular site / department where they are working.

Contractors are responsible for supplying sufficient suitable fire fighting equipment for operations which have a specific fire hazard i.e. 'hot works'. All welding sets must have a suitable fire extinguisher provided as part of their normal equipment.

7) **First Aid**
All contractors are responsible for ensuring that suitable first aid cover is available during their works. First aid cover may be supplied by the Company with prior arrangement with the relevant manager.

8) **Lifting Operations**
Prior to any lifting operations commencing a lifting plan must be developed by the contractor and approval sought from the relevant Pryor Manager. All persons involved in lifting operations must be competent and aware of the contents of the lifting plan.

Contractors who bring their own lifting equipment (cranes, excavators, chains, shackles, etc) onto site / our premises must comply with all statutory requirements relating to the testing and examination and proof of such made available before works commence.

9) **Noise**
Noise assessments must be carried out, as necessary, by all contractors. Where a particular problem is identified, i.e. it does not comply with the Noise at Work Regulations 1989, suitable action must be taken in accordance with the hierarchy of controls.

When an identified noise hazard cannot be eliminated or controlled sufficiently, the contractor must ensure that employees are supplied with suitable hearing protection and information is communicated to other persons who may be affected.

10) **Operations**
All operations must be carried out in accordance with the relevant legislation and in accordance with the requirements laid out in *Control Measure 6* of this document (attached).

All contractors' supervisors must ensure that any work they carry out is suitable and sufficiently risk assessed and the findings communicated to their own employees and anyone else who may be affected.

11) **Overhead Cables**
No work must be carried out within the vicinity of overhead cables, as laid down in GS6 (Avoidance of Danger from Overhead Electrical Lines), without prior consultation with the relevant Pryor Manager and the relevant statutory undertaker.

12) **Plant and Machinery**
Plant and machinery must only to be operated by persons who hold a certificate of competence relevant to the site or place of work.

All plant and machinery must be in good working order and fitted with suitable safety devices as required by legislation.

Maintenance must be carried out by the operator on a daily basis and a suitable report sheet completed.

13) **Personal Protective Equipment**

The contractor shall supply suitable and sufficient personal protective equipment in accordance with their own risk assessment and industry standards. The minimum requirements on sites managed by the Company are:

- Safety helmets
- Safety boots
- High visibility vests or jackets
- Any site specific requirements in force.

14) **Portable Hand Tools**

Contractors must ensure that, where they provide portable hand tools to their employees or portable hand tools are supplied and used by the employees, they are suitable for use.

In this case, 'suitable for use' means that they are suitable for the work in which they are being used and that they are in a serviceable condition and will not give rise to health and safety risks.

15) **Underground Services**

No work, involving the breaking of ground, must be carried out unless a suitable safe system of work has been put in place to ensure that any underground services have been identified, located and protected. At no time must any mechanical digging be carried out within 0.5 metres of any underground service.

16) **Waste**

Contractors will be responsible for the removal of wastes relating to their operations from the work area and will have such articles disposed of in accordance with the relevant environmental legislation. The contractor will be responsible for raising the appropriate consignment note, a copy of which must be given to relevant Company manager. The burning of rubbish is not permitted at any workplace under the control of the Company.

17) **Welfare**

Contractors must ensure that adequate welfare facilities are provided for their employees. The Company may permit contractors to use facilities provided for their own employees with prior permission from the relevant manager.

**APPENDIX**
**D**

## Primary Current Legislation

Every attempt has been made to ensure the statutory legislation listed is up to date but, with an ever-changing legislative programme, no warranty is given or implied that it is complete or exhaustive. It is, however, representative of the legislation applicable to work in offices, workshops and on construction sites. The legislative framework is constantly being reviewed and updated. Check with the HSE for correct legislation applicable at any one time.

### Acts of Parliament, Regulations and Orders

*Asbestos (Licensing) Regulations 1983*
*Asbestos (Prohibition) Regulations 1992*
*Asbestos (Prohibition) (Amendment) Regulations 1999*
*Builders' Skips (Markings) Regulations 1984*
*Building Act*
*Building Regulations 1991 – Approved Document B: Fire Safety Amendments 2002*
*Carriage of Dangerous Goods by Road (Driver Training) Regulations 1996*
*Carriage of Dangerous Goods by Road Regulations 1996 (amended 1999)*
*Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (CHIP 3)*
*Clean Air Act 1993*
*Collection and Disposal of Waste Regulations 1988 (amended 1989)*
*Confined Spaces Regulations 1997*
*Conservation (Natural Habitats etc.) Regulations 1994*
*Construction (Design and Management) Regulations 2007*
*Construction (Head Protection) Regulations 1989*
*Control of Asbestos Regulations 2006*
*Control of Asbestos in the Air Regulations 1990*
*Control of Explosives Regulations 1991*
*Control of Lead at Work Regulations 2002*
*Control of Major Accident Hazards 1999 (COMAH)*
*Control of Noise at Work Regulations 2005*
*Control of Pollution Act 1974*
*Control of Pollution (Amendment) Act 1989*
*Control of Pollution (Oil Storage) (England) Regulations 2001*
*Control of Substances Hazardous to Health Regulations 2002 (COSHH) (amended 2004)*
*Control of Vibration at Work Regulations 2005*
*Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991 (amended 1998)*
*Controlled Waste Regulations 1992 (amended 1993)*
*Criminal Damage Act 1971*
*Dangerous Substances (Notifications and Marking of Sites) Regulations 1990*
*Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)*
*Data Protection Act 1998*
*Disability Discrimination Act 1995*
*Diving Operations at Work Regulations 1981*
*Docks Regulations 1988*
*Electrical (Overhead Lines) Regulations 1970*
*Electricity at Work Regulations 1989*
*Electricity Supply Regulations 1988*
*Employers' Liability (Compulsory Insurance) Act 1969*
*Employers' Liability (Defective Equipment) Act 1969*
*Employment Act 1989*
*Employment Rights Act 1996*

*Environment Act 1995*
*Environmental Protection Act 1990*
*Environmental Protection (Duty of Care) Regulations 1991*
*Explosives Act 1875*
*Factories Act 1961*
*Fire (Scotland) Act 2005*
*Food Safety (General Good Hygiene) Regulations 1995*
*Food Safety Act 1990*
*Gas Safety (Installation and Use) Regulations 1998*
*Groundwater Regulations 1998*
*Guard Dogs Act 1975*
*Hazardous Waste Regulations 2005*
*Health and Safety (Consultation with Employees) Regulations 1996*
*Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002*
*Health and Safety (Enforcing Authority) Regulations 1989*
*Health and Safety (First Aid) Regulations 1981*
*Health and Safety (Information for Employees) Regulations 1989*
*Health and Safety (Miscellaneous Provisions) (Metrification etc.) Regulations 1992*
*Health and Safety (Safety Signs and Signals) Regulations 1996*
*Health and Safety (Temperature Control) Regulations 1995*
*Health and Safety (Training for Employment) Regulations 1990*
*Health and Safety at Work etc. Act 1974*
*Hedgerow Regulations 1997*
*Highways Act 1980*
*Ionizing Radiation Regulations 1999*
*Landfill (England and Wales) Regulations 2002*
*Landfill Tax Regulations 1996*
*Landfill Tax (Qualifying Material) Order 1996*
*Landfill Tax (Contaminated Land) Order 1996*
*Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)*
*List of Wastes Regulations 2005*
*Low Voltage Electrical Equipment (Safety) Regulations 1989*
*Management of Health and Safety at Work Regulations 1999 (Management Regulations)*
*Manual Handling Operations Regulations 1992 (MHO)*
*Mines and Quarries Acts (as applicable)*
*Misuse of Drugs Act 1971*
*New Roads and Street Works Act 1991*
*Noise and Statutory Nuisance Act 1993*
*Occupiers' Liability Acts 1957 and 1984*
*Party Wall Act 1996*
*Personal Protective Equipment at Work Regulations 1992 (as amended)*
*Petroleum (Consolidation) Acts 1928 and 1936*
*Petroleum Safety (Petrol Station and Storage) Regulations 1988*
*Petroleum Spirit (Plastic Containers) Regulations 1998*
*Pipelines Safety Regulations 1996*
*Police and Criminal Evidence Act 1984*
*Pollution Prevention and Control Act 1999*
*Pollution Prevention and Control Regulations 2000*
*Pressure Systems Safety Regulations 2000*
*Protection of Badgers Act 1992*
*Provision and Use of Work Equipment Regulations 1999 (PUWER)*
*Public Health Act 1961*
*Quarries Regulations 1999*
*Radioactive Substances Act 1993*
*Railways (Safety Case) Regulations 2000*
*Railways (Safety Critical Work) Regulations 1994*

*Regulatory Reform (Fire Safety) Order 2005*
*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)*
*Road Traffic Act 1988*
*Road Vehicle (Construction and Use) Regulations 1986*
*Safety Representatives and Safety Committees Regulations 1977*
*Salmon and Freshwater Fisheries Act 1975*
*Simple Pressure Vessels (Safety) Regulations 1991*
*Social Security (Claims and Payments) Regulations 1979*
*Social Security (Industrial Injuries) (Prescribed Diseases) Regulations 1985*
*Social Security Act 1989*
*Special Waste Amendment (Scotland) Regulations 2004*
*Street Works (Qualifications of Supervisors and Operatives) Regulations 1992*
*Supply of Machinery (Safety) Regulations 1992*
*Telecommunication Acts and Regulations*
*Theft Act 1968*
*Town and Country Planning Act 1990*
*Trade Union Reform and Employment Rights Act 1993*
*Traffic Signs Regulations and General Directions 2002*
*Transport and Works Act 1992*
*Waste Management Licensing Regulations 1994, and Amendments 1995/1996/1997/1998*
*Waste Management Regulations 1996*
*Waste Management (Miscellaneous Provisions) Regulations 1997*
*Water Industry Act 1991*
*Water Resources Act 1991*
*Wildlife and Countryside Act 1981*
*Wild Mammals (Protection) Act 1996*
*Work at Height Regulations 2005*
*Work in Compressed Air Regulations 1996*
*Working Time Regulations 1998*
*Workplace (Health, Safety and Welfare) Regulations 1992*