

Rodger (Builders) Ltd

Company Health & Safety Policy

INTRODUCTION - SAFETY IS EVERYBODY'S BUSINESS !

This policy has been prepared and issued to all our employees and sub-contractors to ensure that everyone is aware that we are committed to preventing accidents and ill-health on our sites and workplaces.

The information it contains relates to the work, plant, equipment and procedures of our Company. If any of the checkpoints cannot be answered satisfactorily, inform your Supervisor or Manager immediately.

Please read this policy and refer to it regularly. Make sure you know your duties for health and safety.

We are counting on your co-operation!

Dated Wednesday, 16 January 2008.

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Rodger (Builders) Ltd

Health & Safety Policy

Part 1: Health and Safety Policy Statement

This is a statement of policy by the Rodger (Builders) Ltd about its intentions, organisation and arrangements for ensuring the health and safety at work of its employees, Members of the public, visitors and contractors, whilst on our sites or in our premises.

Supplementary to this general Policy Statement, as necessary, there will be specific policies and procedures describing, in detail, health and safety provisions in each part of the organisation.

Statement of Intent

It is the policy of Rodger (Builders) Ltd to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees while they are at work and of others who may be affected by their undertakings, and to comply with the Health and Safety at Work etc. Act 1974 and all other allied relevant legislation as appropriate.

Objectives

In order to achieve compliance with the statement of policy, Rodger (Builders) Ltd has set the following objectives:

- To set and maintain high standards for health and safety at its Offices, and sites.
- To identify risks and set in place programmes to remove or reduce these risks.
- To ensure that these standards are communicated to all employees.
- To ensure that all personnel are given the necessary information, instruction and training to enable them to work in a safe manner.
- To ensure the dissemination and discussion of relevant information on safety and health issues.
- To develop promotional campaigns and otherwise to encourage safety and health awareness of employees and residents.
- To monitor its operation at each site.

Responsibilities

To ensure the prevention of ill health and the avoidance of accidents, and the promotion of safe and healthy workplaces, the following responsibilities have been established.

Managing Director

William Rodger has established the overall Health and Safety Policy and has responsibility for implementing and monitoring the policy principally through the Directors.

Directors

The Directors are responsible for:

- Keeping the Group Health and Safety Policy under review and ensuring that it is revised as and when necessary.
- Monitoring the Policy's implementation, and setting targets or objectives where appropriate.
- Reporting on progress to the Board of Directors
- Bringing to the Boards attention any faults or areas of weakness in the Policy or its implementation.
- Ensuring that the relevant resources are made available to enable the policy to be implemented.

Site Agents & Managers

Site agents & managers are responsible for:

- The practical implementation of the Health and Safety policy, the Health and Safety at Work etc. Act 1974 and other relevant legislation.
- Ensuring that the operations under their control are, as far as is reasonably practicable, conducted without detriment to the health and safety of employees or others who may be affected by their activities.
- Ensuring that their area of responsibility is subject to risk assessment, regular inspections and audits.
- Ensuring that all accidents, incidents and near misses, within their area of responsibility, are reported, reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action taken, where necessary.

Representatives of employee safety

The role of the Representative of employee safety is to:

- Communicate policy on all health and safety matters within their work areas.
- Encourage all personnel to be involved in matters of health and safety.
- Attend Health and Safety Committee meetings.
- Carry out periodic inspections to identify unsafe equipment, working conditions, practices and fire hazards, make reports of findings and recommendations regarding the remedying of any defects.
- Assist with risk assessments where appropriate.
- Assist with accident investigation.
- Consult with managers and supervisors on all issues of health and safety.

Individual Responsibilities

All employees are required to:

- Co-operate in implementing the requirements of all Health and Safety legislation, related codes of practice and safety instructions.
- Refrain from doing anything which constitutes a danger to themselves or others.
- Immediately bring to the attention of their line management/supervisor/site management, any situations or practices that are noted which may lead to injuries or ill health.
- Ensure that any equipment issued to them, or for which they are responsible, is correctly used and properly stored.
- Be responsible for good housekeeping in the area in which they are working.
- Report all accidents, incidents, dangerous occurrences and near misses, in accordance with company guidance.

Contractors

All Contractors working on site are required to comply with appropriate rules and regulations governing their work activities. Contractors are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner.

Communication

The name of the person designated with the responsibility for health and safety within the group is to be prominently displayed for the information of all employees. Communication of information will be conducted by team briefings, and information on company notice boards.

Consultation and Training

The Directors are committed to involving employees at all levels in the maintenance of Health and Safety standards and to provide them with adequate information, instruction and training. External health and safety consultants will be used to provide professional health, safety, and occupational advice, as required.

Policy Review

The effectiveness of general policy statement and other specific policies in use throughout the Company will be regularly reviewed and revised as and when necessary.

SIGNED:

NAME:

POSITION:

DATED:

Part 2: OUR ORGANISATION FOR HEALTH AND SAFETY

This defines 'Who is to do what' with regard to health and safety. It covers the responsibilities within Rodger (Builders) Ltd for allocated health and safety tasks.

Responsibilities

It is important that we are all aware of the legal responsibilities we have and work together to achieve a high standard of health and safety.

All personnel must know what lines of communication and levels of responsibility exist to ensure that safety matters are dealt with efficiently.

Employees' responsibilities

All our employees, regardless of position or occupation, have general duties under Sections 7 and 8 of the Health and Safety at Work etc. Act 1974 and other related legislation.

We ALL have the legal responsibility to:

- Take reasonable care of our own safety and the safety of any other persons who may be affected by what we do or fail to do at work.
- Co-operate with each other so as to enable compliance with any imposed legal duty or requirement.
- Not interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety.

The following individual posts have been allocated specific health and safety responsibilities within the terms of our Policy:

- William Rodger (WWR) who will act as the health and safety co-ordinator.
- The directors.
- The site Agents & managers.

They are also required to monitor their areas of control as well as the performance and activities of subordinates to ensure that acceptable standards are maintained.

Where several members of staff are involved with assisting the employer to carry out their health and safety duties then one should be appointed as co-ordinator. In our company the person responsible for the co-ordination of health and safety matters is WWR.

Initiatives and planned action will be based on legal duties, outcomes of risk assessments and recommendations/decisions of the safety committee such initiatives will be considered by the Board of Directors (BOD).

In addition to other responsibilities specified in the job description the H&S co-ordinator will have the following functions in his role as the health and safety co-ordinator.

The Health & Safety Co-Coordinator should:

- Be aware of the chief requirements of the HSWA and other legislation relevant to the company and be able to keep abreast of any changes in the law.
- Be responsible for keeping the health and safety policy documentation up to date.
- Report legal developments and good practice management methods to the directors, department managers and supervisors necessary.
- Be the main point of contact with and organise the contract and work of any health and safety consultant to be employed.
- Be able to and carry out regular health and safety audits and produce audit reports in conjunction with our health and safety consultants.
- Report the findings of audits to relevant managers appointed for health and safety purposes.
- Take charge of and co-ordinate health and safety monitoring activities.
- Receive information from appointed competent persons (i.e. the departmental managers, consultants, contractors) on a regular arranged basis.
- Disseminate relevant trade safety information to the relevant stakeholders within and external to the company as and when necessary.
- Take charge of the maintenance of fire fighting appliances throughout the building and fulfilling the terms of the fire certificate as agreed with the local fire authority.
- Maintain the central training records file documenting, which staff has had what safety training.
- Keep records of health and safety induction training.
- Act as the focus for communicating the health and safety message generally, using paper or electronic means as appropriate.

- Help to prepare annual health and safety budgets with appointed departmental managers and confirm by the board of directors (BOD)
- Prepare the annual accident report for the BOD in conjunction to include the number and obvious implications of accidents and absence due to illness.
- Provide relevant information to safety reps via the safety committee.
- Organise first aid training in conjunction with the department managers and the office supervisors.
- Appoint fire wardens and organise their training in consultation with the general manager and the office supervisor.
- Collate risk assessment results into a summary report for the health and safety policy manual.

The Site Agents & Managers

Have responsibility within the company for ensuring:

- The objectives outlined within the safety policy and management control system are fully understood and observed by persons under their control.
- The responsibilities for health and safety defined within the health and safety management control system are fully understood, and implemented as appropriate, by all persons under your control.
- Changes in the health and safety policy and management control system are brought to the attention of all persons under your control.
- Safe systems of work are developed, implemented and controlled.
- Suitable risk assessments are carried out covering all processes and activities carried out by the company with adequate records maintained.

Communication and consultation

Adequate communication channels are maintained so that information concerning health and safety matters, including the results of risk assessments, which may affect any or all employees, is communicated to them. Initiatives and planned action will be based on legal duties, outcomes of risk assessments and recommendations/decisions of the safety committee and in conjunction with the nominated health and safety co-ordinator.

Matters concerning health and safety raised by any employee are thoroughly investigated, and where necessary, effective action taken. Matters which cannot be effectively remedied are referred to the appropriate site agent / manager for guidance or advice.

Regular meetings are held where any matters relating to Health, Safety and Welfare may be discussed.

Finance and planning

Adequate funds, materials, equipment and human resources are provided to meet all health and safety requirements.

Contingency planning

Effective contingency planning arrangements are in place to control potentially serious hazards or situations of imminent danger.

Monitoring

The department manager is required to monitor their area of control as well as the performance and activities of subordinates to ensure that acceptable standards are maintained. The health and safety monitoring activities are to be carried out at fortnightly intervals based on the outcomes of risk assessments. When monitoring is carried out reference should be made to the relevant Safe Working Systems, the contents of the risk assessment reports and any other relevant information such as applicable manufacturer's instructions. Where necessary the general manager will report findings to the WWR so that appropriate action can be taken.

Welfare

Adequate welfare facilities are provided and maintained to a satisfactory standard

Housekeeping

A safe means of access and egress to the place of work is provided.

The workplace is maintained in a clean and tidy condition with effective cleaning schedules implemented.

Work environment

Adequate provisions are made with respect to heating, lighting and ventilation.

Sufficient workspace is available to allow work activities to be carried out safely.

Accidents and ill-health

All accidents, ill-health or near-miss incidents arising from the work activity are adequately investigated, recorded and reported as detailed in the Accident and Incident reporting procedure.

Accident reporting

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) require accidents, diseases and dangerous occurrences which result from work to be reported. This allows the enforcing authority to identify hazardous situations and workplaces, and to compile annual statistics on occupational accidents and ill-health.

Reports of accidents must also be kept at the workplace, and may prove useful as an indication of unsafe areas and work activities. They may also provide a benchmark for improving our safety performance at work.

Under the Social Security (Claims and Payments) Regulations 1979 (as amended), employers must record all accidents, however minor the injuries are, in Accident Book BI 510. Employees are obliged to report any accidents they have at work to their employer immediately, and the employer must at least be aware of the circumstances leading to each accident. Failure to record the details of all injuries in the Accident Book could lead to claims for industrial injury benefits not being accepted. Accident Books must also be available for inspection by enforcement officers. They must be kept for at least three years after the date of the last entry.

Part 3: Arrangements

Risk Assessment

We will carry out suitable and sufficient assessments of the risks to the health and safety of our employees and to others who might be affected by our work activities, in compliance with the Management of Health and Safety at Work Regulations 1999. To ensure that this happens we will:

- Identify all hazards with a potential to cause harm to our employees and others who may be affected by our business.
- Evaluate the probability and severity of potential injury or damage.
- Analyse the options for eliminating, reducing or controlling the identified risks and then take the appropriate action.
- Review the assessments periodically and particularly where they may no longer be valid or where there has been a significant change in work activities, processes, etc.
- Keep records in writing, or electronic form, of the significant findings of risk assessments and identify employees who may be especially at risk.
- Provide appropriate health surveillance where there is an identifiable disease or potential adverse health condition related to our work.
- Appoint competent person(s) to assist us in complying with our statutory duties for health and safety.
- Provide our employees and employees of other employers working on our premises with comprehensive and relevant information on risks, preventative and protective measures, emergency procedures and competent persons.

Where we identify a risk of serious or imminent danger, we will:

- Establish appropriate procedures for controlling exposure to this special risk, including the stopping and resumption of work.
- Nominate sufficient competent persons to implement the procedure for evacuation from the premises and restrict access to the danger area for all who have not received adequate instruction.

In addition to the above it is our policy to carry out specific risk assessments in accordance with other Regulations and Codes of Practice, as detailed in the Arrangements section of our Health and Safety Policy.

Fire Safety

Exposure to fire can result in burns and inhalation of smoke, either of which can be sufficiently serious to be fatal. Fires can cause massive destruction to the building structure, services, equipment, goods in storage, also information and records can be destroyed or damaged. We are legally obliged to safeguard our employees etc against exposure to the hazards associated with fire.

For these, we undertake to put in place arrangements for the assessment of risks from fire and appropriate control measures to minimise the risks identified. These measures will include the following arrangements, procedures and controls:

- Inspection of the structure of premises for fire safety annually.
- Fire detection equipment to be installed and inspected regularly.
- Fire alarms will be regularly tested.
- Emergency lighting will be provided as appropriate.
- Fire extinguishers will be placed at clearly labelled fire points.
- Emergency exit routes and signs to be kept clear at all times.
- We will train staff in the use of extinguishers, procedures for fire drills and evacuation.
- Records of training, induction, drills, alarm tests, fire certification to be kept on the premises and up to date in the fire control log book located in the Main Office
- Supervision and monitoring of visitors, including contractors will be carried out by Bill Murdy
- Precautions in respect of disabled people will be implemented.
- Site specific fire safety arrangements will be made where appropriate

These arrangements will be reviewed at least annually and on any significant change in the business or the premises. Improvements and alterations may be carried out, following advice from the Fire Prevention Officer, our Insurers, or our Safety Co-ordinator.

Employees are reminded that they have a legal obligation under the Management of Health and Safety at Work Regulations 1999 to inform their manager of situations where they see serious and imminent danger to health and safety, OR any matters where they see a shortcoming in our arrangements for health and safety protection.

HIV and Other Blood Borne Diseases

We recognise that some of our employees may be concerned about HIV and other blood borne diseases, such as hepatitis B, in our workplace.

We will carry out risk assessments for potential exposure to blood borne diseases, and implement any control measures necessary to protect our employees.

Our workplaces may generally be low risk, and there is no significant risk of contracting blood borne diseases in everyday work situations. However, all staff should follow these procedures:

- Keep all wounds covered.
- If there is a spillage of blood, do not touch the blood. Contact the appropriate Manager or one of the first aid assistants, as they have been trained in how to clean up such spillages safely.
- Injuries must only be treated by a qualified first-aider.

There is a significant risk to first-aiders who treat injuries without using appropriate equipment. We will train all first-aiders in how to protect themselves against blood borne diseases and will provide them with well maintained protective equipment. All first-aiders should keep disposable protective gloves and a protective resuscitation aid at close hand at all times.

Employees suffering from HIV are to be encouraged to report their condition to the employer. Employees found to be suffering from HIV infection or AIDS will not be treated differently from other employees.

The fact that an employee is suffering from HIV infection or AIDS will not be communicated to other employees without the sufferer's consent.

Occupational Ill-health

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) require us to report certain diseases to our enforcing authority.

Site agents / managers will provide their staff with information on any occupational diseases associated with their work activity, where relevant.

Any employee who notices any of the symptoms of, or is diagnosed by a doctor as having, any relevant occupational disease must report this to their site agent / manager as soon as possible.

We will take all reasonably practicable measures to prevent our employees from contracting any occupational disease.

If an occupational disease is contracted, wherever possible we will take steps to protect the employee against further exposure while keeping them in their normal job. If this is not possible, we will try and offer the employee suitable alternative work.

In some cases, we may have to suspend employees to protect their health. This will only be done after all other alternatives have been considered but are not reasonably practicable.

Not reporting an occupational disease associated with your work activity is a disciplinary offence.

Managers must report any occurrences of occupational diseases to the (BOD)

(WR) will report all cases of reportable diseases to the enforcing authority.

Our Occupational Health Provider is **Best Practice based in Selkirk**

Temporary Workers

The Health and Safety at Work, etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to the health and safety of temporary workers employed by our business.

Except where the temporary worker is retained for short periods (e.g. one day or less), they will be given comprehensible information on the risks to their health and safety, including an induction covering the hazards of our business, emergency procedures and the management controls for those risks.

Temporary employees will be exposed to the complete range of risks to which other employees are exposed. They will also be unfamiliar with many of the procedures and will need extra supervision for a period after their induction.

Where the temporary worker is retained only for short periods they will be given information on emergency procedures, and will be continually supervised.

Responsibility for implementing this policy lies with the site agent / managers.

Arrangements and procedures for temporary workers

Agencies of temporary staff will be required to provide evidence that they have a safety policy as a matter of contract between our business and the agency. The policy must include a statement that their workers will comply with our safety procedures whilst on our site.

Agencies of temporary staff will be required to provide evidence of employers' liability insurance.

We will provide the agency with details of risks from our activities to the health and safety of personnel supplied by them.

All agency or other temporary workers will be assigned to the supervision of a management member of the permanent staff.

Where personal protective equipment (PPE) is required and agreed with the agency, it will be provided at no less a standard than for permanent employees.

Where there is no agreement, the agency will be required to provide staff who bring their own PPE. This will apply, for example, to staff using display screen equipment bringing their own glasses if they need visual aids, or maintenance operatives bringing their own safety boots if they are working on site.

We will provide extra supervision for all work experience employees.

We will carry out extra risk assessments for all work experience employees who are under the age of eighteen.

Peripatetic Workers

The Health and Safety at Work, etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and the Workplace (Health, Safety and Welfare) Regulations 1992 apply to our employees who visit other premises in the course of their work (peripatetic workers).

We recognise that this work is carried out in places that are not under our direct control. We will provide additional measures, such as information, instruction and training, to ensure their safety on the premises of others.

Where any of our employees are on other premises for anything other than short periods, we will ensure that those in control of the premises are aware of the proposed activities of our employees, by means of a risk assessment.

We will obtain a risk assessment from the person in control of visited premises, covering any of their activities that may affect our employees.

Arrangements and procedures for peripatetic workers

None of our peripatetic workers will be expected to work on the premises of others without being advised of the hazards they may face and how to deal with them.

We will require all clients to provide our employees with written information on emergency procedures.

Clients will be asked to make available their first-aid arrangements, sanitary and washing facilities, and their facilities for rest, eating meals and, where available, their catering arrangements.

When clients do not wish to make any of their facilities available, our employees will be given sufficient time to locate local alternatives for breaks and sanitary facilities.

All peripatetic workers will be provided with a travelling first-aid box, whether they are working on a client's premises where first-aid is available or not.

Workers on client's premises must conform to all their arrangements for fire, security and liaison, such as signing the visitors' book, observing no smoking areas and reporting to named managers before starting or leaving work or moving to a different area.

Workers on client's premises will be required to liaise with a previously identified contact at management level.

The Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations applies to our working environment.

We recognise that some substances have the potential to cause ill-health and we will introduce measures to identify what substances our employees use or are exposed to in the course of their work.

Wherever we can, we will discontinue the use of harmful substances (so long as this can be done without serious detriment to our business). These substances will be sent for disposal and no more obtained.

Where a harmful substance is being used, we will replace it with a suitable and less hazardous substance wherever possible.

Substances that we must use will be assessed and control measures introduced to prevent risk to our employees or others affected by our business operations. Where reasonably practicable, these measures will not involve personal protective equipment (PPE).

We will assess the use of all new substances introduced into the workplace. At least once a year, we will make an inventory of all substances present on site and review our control measures, to ensure that the management controls are still appropriate and effective.

Where PPE must be used, employees will be provided with the appropriate equipment, which will be maintained, repaired and tested as required by each class of protection.

Information, instruction and training will be provided for all employees who may be exposed to hazardous substances. The necessary information and training will also be provided for any non-employees working on site who may be exposed to hazardous substances.

Arrangements and procedures for COSHH

Substance inventory

A complete inventory covering the hazardous substances used and stored on the premises has been prepared and is available for inspection. The inventory listing is regularly reviewed and revised as necessary. The headings required by the Chemicals (Hazard Information and Packaging for Supply) Regulations will be used for our record purposes.

Employees will be reminded that only hazardous substances listed on the substance inventory may be used. No hazardous substances may be introduced to the workplace without management authorisation in writing.

Risk assessments and data

Specific risk assessments as required by the Control of Substances Hazardous to Health Regulations will be carried out for all hazardous substances and processes in which they are used. Health and safety data will be obtained from the suppliers of all hazardous substances, and will be kept readily available for inspection.

Information, instruction and training

Employees will be given information, instruction and training in the activities they undertake involving hazardous substances. The information given to employees will include the results of the risk assessment, whether or not there are any significant risks. The information will not include the hazard data sheet, because this requires interpretation by a suitably competent person.

The use of hazardous substances will be restricted to trained/experienced authorised persons who are familiar with the safe use of the substances, hazards associated with processes and the safety precautions to be observed.

Controls for exposure to hazardous substances

Wherever reasonably practicable, management of the risk will be used in the following order:

- Elimination: if we don't have it on the premises, we are saved the cost of buying it, time to assess it, the expense of controls, time to monitor the controls, the training of employees and record keeping.
- Substitution: if possible, we will use something less hazardous that may need more cost effective controls, if any.
- Controls: engineering controls will be used rather than other means, wherever reasonably practicable. If other controls are used, such as reducing the numbers of people exposed to it, or the length of time each person is exposed, the manager of the personnel involved will be responsible for ensuring compliance.

Personal Protective Equipment

The Personal Protective Equipment at Work Regulations 1992 applies to our work activities.

Personal protective equipment (PPE) will only be used where it is not reasonably practicable to modify the activity, the process, or the method of work to prevent risk. This is because it protects only the wearer, so others who may enter the zone of hazard without PPE will be at risk.

Specific assessments to comply with the Personal Protective Equipment at Work Regulations 1992 will be carried out by the manager of each area or department.

The appropriate PPE must be worn at all times when on site unless a specific risk assessment indicates otherwise.

For all activities requiring the use of PPE, a record will be made of the protective equipment, the operations and the personnel involved.

The manager of each area or department will keep a list of activities that are identified by risk assessments as needing PPE, together with the records of its maintenance, cleaning, disinfection, testing or repair.

All PPE required by the risk assessment for the activity will be provided without charge, as required by law.

Where PPE must be worn, suitable warning signs will be displayed.

Protective Clothing and Equipment

The head, eyes, hands and feet are all very vulnerable to injury. Equipment to prevent such accidents will be made available.

- All operatives are required to wear suitable footwear whilst at work on Company sites or in Company workplaces. 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.
- When necessary operatives will wear the appropriate hearing defenders issued and be instructed in its maintenance and use.
- Operatives will wear the eye protection issued as appropriate to the work carried out.
- Where necessary, operatives will wear the relevant respiratory protective equipment provided.
- All management, supervisory staff, visitors, sub-contractors and employees, shall wear safety helmets, Hi-viz jackets or waistcoats and protective footwear whilst on Company sites. Normal disciplinary proceedings will be used against employees not complying with this requirement.
- Where other protective measures are not practicable, then for certain operations, the use of a safety belt or harness may be necessary. The equipment must be suitable for the particular purpose intended and generally a full harness is preferable. This equipment will be issued when required and operatives instructed in its use together with any other related equipment such as lifelines, connectors, shock absorbers, fall arrest devices etc.
- All persons issued with protective clothing or equipment must immediately report to supervision any loss or defect in the equipment.

All activities requiring the use of PPE will be monitored and any item found unsuitable or damaged will be replaced as necessary.

Only PPE that complies with the relevant British or European standard will be purchased. Where appropriate, only 'CE' marked PPE (and replacement components of PPE) will be purchased. PPE will be selected which does not interfere with other items of equipment.

PPE will be maintained and replaced as necessary to ensure its effectiveness, including cleaning, disinfecting, testing and repair. Employees must report loss or obvious defects in PPE to management as soon as practicable and safe to do so.

Where PPE is subject to statutory inspection and testing, records will be kept by the manager of the activity.

Where appropriate, storage or accommodation will be provided for PPE, separate from that provided for personal outdoor clothing under our welfare arrangements.

Training can significantly reduce the risk of injury or ill-health and will be provided for all operations requiring the use of PPE.

In view of the importance of PPE as the 'last resort' against hazards, employees are required by the business and the law to use PPE for the activities specified in our risk assessments. Repeated failure to do so may be considered as gross misconduct. Employees, who use PPE that has obvious defects and fail to report these to their manager as soon as practicable and safe to do so, may be subject to our disciplinary procedures.

Mandatory Glove Wearing Policy

Introduction and Overview

Analysis of industry accident statistics has identified that personnel working on building and construction sites suffer a significant number of hand injuries. Although the majority of these injuries are not serious, there are potential health implications through infection via cuts and abrasions to the skin – especially where there is contact with raw sewage, or sewage sludge. There are also potential health implications associated with the skin coming into contact with hazardous substances such as concrete and chemical solutions.

Though a minority of the injuries were as a result of contact with such harmful materials and substances, the majority of injuries were cuts, abrasions and puncture wounds as a result of manual handling activities, or contact with sharp materials.

With the aim of eliminating these types of injuries Rodger (Builders) Ltd have introduced a general mandatory glove policy on all sites. The company have adopted this policy, and supplemented its general requirements by introducing a stipulation that gloves will be worn by all personnel on the construction area of a site unless a risk assessment demonstrates that the use of gloves would increase the risk of injury.

Though we recognise that the gloves selected may not meet with the approval of all personnel we feel they are suitable, in general, for the range of activities specified, and that, in the longer term, injuries and ill health will be reduced through their use.

Moreover, whilst we recognise that full compliance will not be achieved 'overnight', we feel that as personnel become accustomed to the wearing of gloves, this will lead to a positive 'glove wearing' culture, and, ultimately, to a benefit for the end user.

The implementation of this policy represents an integral part of our strategy for the ongoing development of our safety culture, and as such we aim to ensure that the individual benefits of this policy will have a wider impact than merely on the incidence rates of hand injuries sustained.

1 Mandatory Glove Wearing Policy

This policy will come into force, on 01.05.05 and applies the glove wearing requirements to the following personnel:

All personnel entering construction areas of sites where Rodger (Builders) Ltd are the Principal Contractor.

All R(B)L personnel on construction areas of sites where R(B)L are not the Principal Contractor.

Exemptions

The policy covers all personnel, from all organisations - carrying out manual operations, and allows for exemptions only where a risk assessment shows that the use of gloves will make an activity more hazardous. (i.e. use of a circular saw bench). Or where a medical condition exists, in which case we reserve the right to seek advice from our company occupational health Provider or where a visitor to site is attending a meeting and visits on a purely clerical basis and is not involved in any manual work.

The key messages associated with this policy implementation are as follows:

It is aimed at protection of personnel working on our sites.

Glove wearing will become mandatory within all construction areas from 1st Jan 2005.

Suggestions for improvements are welcome.

Co-operation of the workforce is vital if the policy is to be a success.

Notification of Policy Requirements

Details of the mandatory glove wearing policy, including copies of the company's wider policy document, have been widely distributed to senior and site management via internal communications.

In addition, a copy of this policy document and the associated Mandatory Glove Wearing Policy Poster, are distributed to all sites within their 'Starter Pack'. These documents are required to be prominently posted on site.

Subcontractors

At tender stage the following information will be supplied to all subcontractors as part of the tender documentation:

Notification of the mandatory nature of glove wearing on construction areas of sites.

Details of criteria to be used to determine who their 'employees' are.

The requirement for them to supply their 'employees' with suitable gloves.

Provide suitable gloves.

Contractors

Contractors appointed by organisations other than R(B)L, who will be working on construction areas of R(B)L sites, must be notified of the same information as subcontractors sufficiently in advance of presenting themselves on site to allow them to make adequate provisions for compliance by then.

Self Employed

Self employed persons who will be working on construction areas of R(B)L sites, must be notified of the mandatory nature of the glove wearing policy, as it applies to the construction areas of the site, prior to appointment.

Client's Employees

Clients must be notified of the mandatory nature of the glove wearing policy, as it applies to the construction areas of the site, at an appropriate time during the normal liaison process.

Responsibility for the Provision of Gloves

All 'employers' of personnel entering the construction areas of a site will provide suitable gloves to their 'employees'.

Where R(B)L are required to supply these to personnel other than our own 'employees', their cost may be counter charged to the relevant 'employer'. Where counter charging is likely to be imposed, as in the case of contractors and subcontractors, then prior notice of

the policy should be given.

R(B)L 'Employees'

The following personnel are deemed, under this policy, to be employees of R(B)L:

- Personnel who have a 'Contract of Employment' with R(B)L
- Personnel engaged directly by R(B)L through an Employment Agency

Arrangements for the Provision of Gloves

R(B)L 'Employees'

The Site Safety Supervisor is responsible for ensuring that suitable arrangements are in place to ensure R(B)L personnel are supplied with gloves appropriate to their day-to-day work activity on site. Where the individual undertakes a variety of tasks during the working day these arrangements must ensure that provision is made for the issue of additional pairs of gloves to suit each of the activities being undertaken.

Where a formal, task specific risk assessment has been carried out, which specifies a different glove type to those identified within the table, then these will be issued as an alternative.

Where gloves have perished, been damaged beyond reasonable use, become lost, or been stolen, they will be replaced. This will preferably be upon satisfactory receipt of the previous pair issued. Misappropriation, or persistent loss, of gloves, will potentially subject the perpetrator to disciplinary action.

All Other 'Employees' and the Self Employed

As indicated above, all personnel 'employed' by organisations other than R(B)L are required to have suitable gloves supplied by their 'employer'. Similarly, all self-employed personnel are required to supply them themselves.

These organisations and individuals may issue gloves under their own arrangements either prior to arrival at, or on, site.

Where other 'employers' or the self employed fail to provide suitable gloves then R(B)L will either prohibit work pending suitable gloves being provided, or issue a suitable pair. The course of action taken will be at the discretion of site management.

An appropriate counter-charge will normally be made for the provision of gloves issued in this manner.

R(B)L Records

The Safety Officer is responsible for ensuring that arrangements are in place for recording all gloves issued by R(B)L within the R(B)L PPE register

The following gloves have been assessed as likely to be suitable for the works generally being undertaken by the groups of personnel identified below. Each case will require to be considered, however, on its individual merits, to ensure that the criteria identified above have been met.

The Indoor Environment

The Workplace (Health, Safety and Welfare) Regulations 1992 govern the health and safety of our indoor, working environments.

Where reasonable, we will adapt the premises and facilities to those employees with disabilities.

It is our policy to exceed the minimum health and safety requirements of the law and to provide a working environment that is both comfortable and that maximises the effectiveness of employees.

In order to achieve this, we will put in place arrangements for the assessment of risks from the working environment and provide, maintain and monitor appropriate control measures to minimise the risks identified.

Responsibility for implementing this policy lies with (WWR) who will delegate functions, as identified in our Organisational Responsibilities.

Employees are reminded that they have a legal obligation under regulation 14(2) of the Management of Health and Safety at Work Regulations 1999 to inform their manager of situations where they see serious imminent danger to health and safety, or any matters where they see a shortcoming in our arrangements for managing health and safety.

Manual Handling

The Manual Handling Operations Regulations 1992 apply to our work activities.

We consider that preventing this type of injury in our business will improve morale and contribute significantly to our profitability by reducing potential losses.

In consideration of their special needs, we will take additional measures to secure the safety of young employees (under eighteen years old) and pregnant or nursing mothers, including modifying our manual handling risk assessments.

Manual handling operations will be assessed for all activities for any loads other than those which are clearly not significant. Manual handling operations in areas or under conditions that may alter the risk will be assessed.

Training in lifting techniques can significantly reduce the risk of injury and will be provided for staff involved in all operations identified as having a significant risk.

All manual handling operations identified as having a significant risk will have the results of the assessment recorded, whether or not the assessment can be easily repeated, in order to demonstrate that it has been carried out.

Arrangements and procedures for manual handling operations

- 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.
- 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.
- 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 1 person is involved then a suitable person must be nominated to control the job.
- 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.

Rehabilitation

Vocational rehabilitation ('rehabilitation') aims to ensure the recovery of employees from injury or illness, and their return to suitable employment.

Rehabilitation of employees is not, in itself, a legal requirement (it is not referred to in health and safety legislation). Instead, it is generally regarded as best management practice.

The practical benefits of vocational rehabilitation include:

- Earlier return to work.
- Reduced disability payments.
- Regained productivity.

Rehabilitation is often more cost-effective than paying long-term disability costs or hiring, training or transferring other workers to fill the post.

We aim to provide our employees with access to rehabilitative treatment in a number of ways, including:

- Using internal or external occupational health and counselling services and providing access to surgery or specialist advice.

Practical actions include, where reasonably practicable, arranging for return to different or altered work, changing hours or making adaptations to the workplace, and retraining and redeployment.

Early actions after injury increase the likelihood of success.

The scope for rehabilitation varies due to factors such as:

- Organisational commitment and culture.
- Organisational awareness, resources and expertise.
- Work tasks and processes.
- Attitudes to workers and co-workers.

Sickness absence policy is a possible framework for rehabilitation, but it is not always the best arrangement.

Practical steps that we can take to ensure a successful approach to rehabilitation include:

- A clear policy on rehabilitating workers, with sensible links to other company policies.
- Considering the interaction between sickness absence management and the disciplinary processes.
- Consulting with the workforce to develop a policy on rehabilitation, and being open about the implementation of the policy.
- Responding actively to sickness absence by staying in touch with employees who are off sick and referring them for early medical checks.
- Keeping an open mind about whether that absence may be work-related (and investigating possible causes).
- Providing access to good occupational health facilities.

Occupational Stress

Stress is the adverse reaction people have to excessive pressure or other types of demand placed on them. There is an important distinction between pressure, which can have positive results if managed correctly, and stress, which is always negative and can be detrimental to health.

Health, safety and welfare

We are committed to protecting the health, safety and welfare of our employees, and we acknowledge the importance of identifying and reducing any factors that may cause workplace stress.

This policy applies to everyone in the company. Managers are responsible for implementation and the organisation is responsible for providing the necessary resources.

We will:

- Look for any factors that may cause stress at work, during our risk assessments.
- Consult with employees on our proposed actions to deal with workplace stress.
- Ensure good communication between management, safety representatives and staff, particularly where there are significant changes in methods of working.
- Ensure staff is sufficiently trained to discharge their duties.
- Not tolerate bullying or harassment from any member of staff.

Managers will offer support to a member of staff who is experiencing stress outside work, e.g. bereavement or separation.

We will support individuals who have been absent due to stress and advise them and their management on a planned return to work.

We will monitor and review the effectiveness of our measures to reduce stress, and collate sickness absence and other statistics.

Employees should:

- Raise issues of concern with Health and Safety Representatives or the line manager.
- Accept opportunities for counselling when recommended.

Pregnant Workers

The Management of Health and Safety at Work Regulations 1999 and the Maternity (Compulsory Leave) Regulations 1994 apply to any of our employees who are pregnant, breast feeding or who have given birth within the last six months. The Workplace (Health, Safety and Welfare) Regulations 1992 require us to provide rest facilities for new or expectant mothers.

Our risk assessments cover new and expectant mothers. Female workers will be informed of any additional risks they may face if they become pregnant or are breast feeding.

We recognise the extra vulnerability of pregnant and nursing mothers and additional risk assessments will be made when a woman notifies her manager that she is pregnant. Additional measures will be applied for six months after the birth.

We are only required by law to take extra precautions for pregnant or nursing mothers if we are notified of their conditions. If pregnant employees do not provide confirmation from their medical practitioner, we will request medical confirmation.

Our display screen equipment workstations, e.g. computer terminals, are properly assessed and controlled and there is no additional risk to pregnant women or nursing mothers.

Additional risks to pregnant women and nursing mothers will be minimised, but in some cases this will not be reasonably practicable, including:

- Extended shift-work.
- Strenuous manual handling.
- Sitting/standing for extended periods.
- Work in extremes of temperature, such as baking operations or cold stores.
- Work in areas or on surfaces with a higher risk of slips, trips or falls.
- Activities which prevent the employee leaving the work area for rest or to use toilet facilities.

- Any case where the medical practitioner of a pregnant woman or nursing mother states that her normal work could affect her health and safety.

As required by law, if additional risks to pregnant women and nursing mothers cannot reasonably be reduced, we will find alternative work (with no loss of terms or conditions), or authorise paid leave if alternative work is not available.

We will provide a private rest area for pregnant women and nursing mothers, where smoking is not permitted. The rest area will be situated as near to sanitary facilities as possible. There will be facilities for the worker to lie down in the rest area.

Smoking at Work

The Workplace (Health, Safety and Welfare) Regulations 1992 apply to smoking in rest areas at our workplace. There are also laws that prohibit smoking in certain areas or activities.

Our risk assessment will take into account the effects of tobacco smoke on non-smokers where this may pose a risk to their health.

Our procedures in relation to smoking will only be changed after full consultation with all employees.

We recognise that smokers have a right to smoke and that non-smokers have a right not to breathe tobacco smoke. We are legally required by the Workplace (Health, Safety and Welfare) Regulations 1992 to protect non-smokers from the effects of tobacco smoke in rest areas. We will make provision for this by ensuring that

- **Smoking is not permitted anywhere within the office building on the first and second floors but is permitted on the ground floor.**
- **Smoking is not permitted in the joiners shop or workshop canteen**
- **Smoking in the vicinity of the fuel pumps and LPG tanks is strictly prohibited**

Site specific rules may apply when working at other sites. Such rules must also be observed.

Work Equipment

The Provision and Use of Work Equipment Regulations 1998 apply to the functioning and safety of our work equipment. Where reasonable, we will adapt the work equipment, or its use, to those employees with disabilities, as long as this creates no additional hazards.

In order to minimise the risk of injury from work equipment, we will put in place arrangements for the assessment of risks and then create appropriate control measures to minimise the risks identified. These measures will include the following arrangements and procedures:

- A full assessment of all new or second-hand equipment purchased.
- All equipment purchased will comply with any relevant product safety standards.
- All hired or rented equipment will be required to comply with the Regulations, and will include the provision of comprehensible information on safe use.
- Inspection of the equipment and testing where necessary.
- A log for all equipment that could give rise to serious injury.
- Adequate and identifiable means of isolation, where appropriate.
- The provision of suitable and effective safety devices.
- The provision of suitable and effective controls.
- Suitable and readily comprehensible signs and warnings.
- Suitable general, task and emergency lighting.
- Suitable training.

These arrangements will be reviewed at least annually and on any significant change in the type, nature or use of equipment.

In areas where the workforce has employees whose English is poor, the information will be provided in appropriate languages, either written or spoken.

Young Persons

We will carry out a suitable and sufficient risk assessment for all work involving young persons (16 to 18 years old) prior to their employment, and will communicate the result of this to them on their commencement of work. Notification to the local careers office must be made.

Risk assessments for work involving young persons will be modified with the following considerations relating to their:

- Physical and psychological capacity to carry out the work effectively.
- Potential exposure to toxic or harmful substances or agents (including radiation & asbestos).
- Inexperience in the recognition of potentially hazardous situations, or lack of training.
- Potential exposure to extremes of heat or cold, noise or vibration.

Where young persons or school age children (on work or other experience schemes) may be exposed to risk, their parent or guardian will be advised of the identified risks.

Occupational Road Safety

The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 require us to assess any risks to employees and others, including the public, from work activities. Significant risks should be reduced as far as reasonably practicable. This legal requirement applies to occupational road use.

It is our policy to ensure the health and safety of our employees while they are in vehicles on company business.

We will ensure that:

- Significant risks are identified and measures are introduced to eliminate or reduce them, as far as reasonably practicable.
- Company vehicles will be safe to drive and properly maintained.
- Company drivers are competent for the tasks required: those who drive on company business will be evaluated for any training requirements.
- The duration and timing of drivers' schedules does not lead to undue fatigue: employees may contact their department manager if they have concerns about the amount or nature of workplace driving.

Employees are not entitled to drive on company business until they have written confirmation that they are entitled to do so, from a department manager. They must also report any driving bans or endorsements on their driving licence for offences committed under the R T A. Employees must provide a copy their driving licences at the start of their employment and annually at 1st February each year thereafter.

Driving a vehicle on company business while under the influence of alcohol or non-prescribed drugs is forbidden. Should this happen, we will initiate disciplinary action against the individual(s) concerned, and may report the employee to the police, depending on the circumstances.

Staff should not drive whilst taking a course of medicine that might impair their judgement.

Mobile phones or similar equipment

On the 1st December 2003 the law relating to the use of mobile phones, whilst driving came into effect.

The following came into effect immediately:-

1. under no circumstances should a call be made whilst driving.
2. no mobile phones are answered whilst driving a company vehicle, unless said the vehicle is fitted with an approved hands free kit.
3. if a hands free kit **is not fitted** to the vehicle, then the mobile phone **should be left switched on but only used** while stationary and with the engine switched off.
4. Do not stop at the roadside to use your mobile phone in any capacity, unless you find an approved safe stopping area (lay by, car park) – again the vehicle's engine must be switched off prior to the mobile being used.
5. Mobile phones are not to be used whilst sitting in traffic jams or at traffic lights

The company will not accept liability for any prosecution or claims of damage made against them should the incident(s) occur in direct violation of the above policy and disciplinary action will be taken against you

Requirements on employees

To ensure proper standards of competence, we require all employees to make a valid and appropriate driving licence available for inspection as soon as reasonably possible, on request. All our employees are expected to be aware of, and comply with, general road safety law, and to take reasonable care of

themselves, passengers and the public while driving. Although the company is fully responsible for the safety of its own vehicles, employees should advise their department manager if they have any concerns about the safety of a company vehicle.

Use of own vehicle

Employees who use their own vehicle for work related to this company should be confident about the vehicle's general condition. If unsure, they should seek competent advice. If required by law, the vehicle should have a current MOT, and be suitably insured for business use. Our personnel/accounts section can provide help on insurance queries.

LIFTING OPERATIONS

Lifting Operations

The collapse or overturning of a crane can injure other people as well as the crane driver, especially on a crowded site or where the crane is working near a public thoroughfare. Cranes are required to be inspected weekly, thoroughly examined every 14 months and tested and thoroughly examined every 4 years, by a competent person, and these details recorded.

- Certificates of test and thorough examination must be available.
- Drivers must be trained, competent and over 18 years old, and if necessary be duly certificated.
- Controls (levers, handles, switches, etc.) must be clearly marked.
- Cranes should be sited on a hard level base.
- All items of lifting gear - slings, shackles, eyebolts etc. must be in good order with test certificates provided and each item thoroughly examined within the last 6 months with entries made in the register.
- Only trained and authorised persons will carry out slinging operations and give relevant signals to the driver.
- Cranes will be maintained and inspected regularly and any defects reported immediately.
- Cranes must not be overloaded by incorrect use or by failing to estimate the load correctly.
- Information about the weight of loads to be lifted must be obtained before work commences.
- Cranes must be marked with the safe working load permitted and if relevant be fitted with an automatic safe load indicator.
- Cranes will only be erected and dismantled by trained persons under the supervision of a competent person.
- Measures will be taken to ensure the stability of cranes when working on soft ground or slopes.
- All personnel working with or near cranes will wear a safety helmet.
- All cranes must be secured and left in a safe condition at the end of each working period, taking into account the safety of children.
- Loads will not be left suspended while the crane is unattended.
- Loads will not be carried over personnel or public areas unless such areas are protected by suitable precautions and all loose materials will be fully secured or covered during lifting operations.
- Safety measures will be taken when persons are carrying out maintenance or inspections where a fall of 2 metres or more is possible.
- If any crane collapses or overturns on site, or any part fails, the applicable Safety Supervisor must be contacted immediately and the procedures for Dangerous Occurrences detailed in this Policy must be carried out.
- The Safety Supervisor will be consulted at an early stage when any large or unusual lifting operation is to be carried out, especially tandem lifts.
- Appropriate precautions will be taken to ensure adequate clearance is given to overhead electricity cables and other services.
- Adequate clearance will be given when working next to any structure or object etc. to prevent personnel becoming trapped.
- If it is necessary to inspect the bottom faces of heavy loads, purpose made, tested stands must be used.
- 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.
- 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.
- 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.
- "Dynamo" type eyebolts will not be used, only the "Collar" type will be used.

Hoists

- Only trained and authorised persons will erect, alter or use this equipment.
- Hoists will be erected on stable ground and will be securely tied to the adjacent structure.
- All material used for the hoist, especially the ropes and safety devices, will be checked by a competent person before erection and use to ensure they are in good condition.
- Ensure hoists have been issued with current test and examination certificates.
- Ensure safe working loads are clearly displayed and are adhered to.
- Ensure that all enclosures, gates and guards are in place before the hoist is used.
- Ensure that loads are secure and cannot fall from the goods platform.
- No person is allowed to ride on the platform of a hoist unless it is specifically installed as a passenger hoist.
- Operating controls should be clearly marked and operated from one position only.
- Only trained persons will give signals to the hoist operator.
- Hoists will be inspected weekly by a competent person and the results recorded in the Site Register.
- Ensure that hoists are regularly maintained, serviced and kept in good repair. If defects are noted, these should be remedied as soon as possible, and if such defects could affect safety then the hoist must not be used until those defects are rectified.
- All personnel working with or near a hoist will wear safety helmets.

Asbestos

- Only a licensed Asbestos Removal Contractor may carry out work with asbestos insulation or coatings.
- The removal work must be monitored during the stripping operation and checked when completed by an independent NATLAS Accredited laboratory.
- Ensure any materials containing asbestos are disposed of properly.
- Only fully trained and authorised persons will carry out work involving asbestos, and specific control measures applicable will be defined in the appropriate Method Statement.
- Copies of the pocket card, "Asbestos Alert for the Construction Worker", and the poster prepared by the Health and Safety Executive are available from the Safety Supervisor or direct from the Health and Safety Executive and will be issued to employees who may come into contact with asbestos in any form, e.g. maintenance or refurbishment workers, demolition operatives, etc.
- Where any work involving asbestos is being carried out, then the leaflet "Asbestos and You", pocket cards and posters listing the "Asbestos Code" will be issued to site. These items are published by the Health and Safety Executive and are available from the Safety Supervisor or direct from the Health and Safety Executive.
- The supply for use at work of materials containing amosite or crocidolite asbestos is now prohibited. Any materials containing asbestos must be marked with a warning transfer or label.

Noise

- 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 85db then ear protectors will be made available.
- If the noise level exceeds 90db then ear protectors will be worn and that area clearly identified.
- Ear protection supplied must 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 Supervisor will provide the following services on request:- noise survey, noise assessment, noise monitoring, noise control measures, individual noise monitoring, training and instruction for personnel, supply of warning signs and ear protectors.

Isocyanates

- Ensure COSHH assessments have been carried out and the necessary protective measures implemented. Only authorised persons will carry out the work.
- Ensure protective clothing and equipment, and welfare/washing facilities are available, maintained and used.
- Ensure good ventilation of the working area, or if necessary use local exhaust ventilation including filtration if required.
- Ensure good personal hygiene by using the barrier creams available and washing thoroughly before eating, drinking, smoking or going to the toilet.
- Do not eat, drink or smoke in areas where isocyanates are being used.

Paint Spraying

- Ensure that a site/job specific written assessment of the risks to health has been carried out and that all necessary protective clothing and equipment is provided for use by operatives engaged in paint spraying operations as

required, taking into account the type of coating to be applied, working conditions, etc. Paint manufacturer's hazard data sheets regarding health, safety or fire risks, storage, etc. must be obtained and used to prepare written assessment of risk.

- Check all spraying equipment, compressed air supplied, hygiene facilities, extraction equipment, electrical equipment, fire fighting equipment and so on at least weekly and take action to have any defect rectified.
- Do not eat, drink or smoke in paint spraying areas or booths.
- Paint spraying must not be carried out inside premises other than in the areas constructed and fitted out in accordance with the relevant standards.
- All notices, signs, etc. required to ensure other persons do not enter paint spraying areas will be displayed.
- Emergency procedures must be defined and instructions given to all operatives in the event of fire, asphyxiation, accidental ingestion of paint etc. for each paint spraying operation.
- The Safety Supervisor will be consulted for advice on construction of new paint spray booths, spraying in confined spaces and the spraying of the following materials:- Polyurethane paints (isocyanates), epoxy based paints.

PART 4 – SITE SAFETY

Administration

All new sites are to be notified to HSE if they will be greater than 6 weeks duration. A site pack of notices, regulations, registers etc. should be arranged.

Sub-contractors should be issued with a copy of our policy and a list of their responsibilities, and should make their own policy available.

All necessary information should be obtained from suppliers on health and safety aspects of any articles or substances to be used on site.

Notifications required in respect of Fire Certificates, offices, asbestos removal, and use of explosives etc. should be made when necessary.

All available information should be requested from service authorities on the existence of services on site.

Setting up Sites

Welfare facilities should be arranged or set up where required.

All necessary notices, fencing etc. should be provided to ensure the safety of the public, particularly children.

First aid facilities should be provided and persons appointed to maintain facilities, or trained First Aiders should be available.

Statutory notices should be displayed.

Fire precautions should be considered and fire-fighting equipment provided.

Protection of the Public

The site should always be made as secure as possible against trespass by children, especially at times when no one is on the site.

If there is perimeter fencing, is it undamaged and are gates secured?

If the site is not fenced are all areas safe? Excavations should be fenced or covered.

All ladders should be removed at the end of each working period or made incapable of use by boarding the rungs.

All plant should be immobilised at the end of each working period.

Bricks and all other materials should be safely stacked.

GENERAL HAZARDS

Overhead Cables

The main hazards are contact with the cables by drilling rig masts, plant or vehicles or by operatives handling long objects, e.g. scaffold tube, cladding sheet, ladder, etc.

- Where plant or vehicles are required to work adjacent to or pass under, or any work activity takes place in the vicinity of, overhead power cables, then suitable barriers will be erected in order to maintain a safe distance from the cables.
- Care will be exercised when handling long objects such as scaffold tube, ladders etc. which may be outside the barriers provided but may protrude a sufficient distance into the areas to allow the object to touch the power cables. Electricity can "arc" across a gap and this must also be taken into account.
- Where specific work has to take place beneath overhead cables then the cables may need to be isolated and a Permit-to-Work system operated. The Safety Supervisor must be consulted for advice in these circumstances.
- In certain situations, capacitated or induced AC voltages can be created in fences and pipelines which run parallel to overhead cables which carry a voltage of more than 30 kV. The Safety Supervisor must be consulted for specialist advice before work commences.
- Suitable notices etc. may be arranged by the Safety Supervisor on request.

Liquefied Petroleum Gas

- Cylinders should be stored in the open air, at ground level and in a lockable storage area. The store must be away from any basement areas, drains, excavations etc. as LPG is heavier than air.
- Only those cylinders connected to equipment or in use will be kept in work areas. Empty cylinders will be removed to store as soon as possible. Cylinders not being used should have the valve fully closed.
- Cylinders should be kept away from flammable materials and sources of heat.
- Adequate ventilation must be provided to any work area/office where LPG is used to ensure no build-up of harmful gases including possible leaks from cylinders. Cylinders must be placed outside wherever possible with a piped supply into the area of use.
- Where large quantities of LPG are used or stored, or if use in a confined space or unusual situation is required, then the Safety Supervisor will be contacted for advice.
- Equipment will be regularly inspected and maintained, and specific checks made of the hoses and connections.
- Fire fighting equipment will be available in appropriate locations.
- Heaters should be fitted with flame failure and oxygen sensing devices.
- Transport of cylinders should be in open-backed vehicles with the cylinders secured upright. The driver should have information on emergency procedures, and the vehicle should carry a fire extinguisher and carry markings if appropriate.

Highly Flammable Liquids

- Ensure flammable liquids are kept in the correct storage areas until required for work and returned there when finished.
- Ensure the relevant fire extinguishers and materials are available before work commences e.g. dry powder (blue).

- Ensure supplies of absorbent material are available to soak up spillages and a suitable closed metal container is available to contain waste until correct disposal can be arranged.
- Only use the correct containers, suitably marked, for such liquids.
- Do not use liquids for purposes other than that intended e.g. they must not be used for cleaning substances from the skin or clothing.
- Transportation of liquids should only be in a vehicle approved for such carriage and then, only in the authorised containers.
- No person will smoke in any place where such liquids are stored or used and the liquids will be kept away from any source of heat or ignition other than that intended as part of authorised work procedures.
- Do not use such liquids in confined spaces, as the vapour given off is likely to cause an explosive mixture with air.
- Only use in well-ventilated areas.
- Report defects in equipment or facilities immediately.
- The Safety Supervisor will be asked for advice when there is any doubt about precautions required or where highly flammable liquids are used in large quantities or in unusual situations.
- Ensure the supply of necessary signs, fire extinguishers etc. is arranged.

Workshops

- Ensure the workplace is kept clean and tidy and clear access is maintained around working areas,
- Ensure the lighting is adequate for the work being carried out.
- Ensure adequate heating and ventilation is provided, especially extraction equipment for any relevant operations.
- Ensure fire exits, fire extinguishers etc. are kept clear and are maintained.
- Ensure items and materials are stored securely.
- Ensure that electrical equipment is inspected and maintained regularly. Report any defects immediately.
- Clean up spillages immediately and dispose of correctly.
- Do not use machines or equipment unless you have been specifically trained and authorised.
- Wear the relevant protective clothing and equipment for the work being carried out.
- Do not obstruct any notice provided for safety instructions.
- Do not remove any guards or safety devices provided unless you are specifically authorised to do so. All guards must be securely in position before machinery etc. is used.
- Ensure welfare facilities are available and kept clean.
- Ensure adequate first aid facilities are provided and maintained.

The Main Office

- Ensure that the requirements of the Display Screen Regs. are complied with in respect of heating, lighting, height and comfort of desks and chairs,
- Ensure that all office workers have adequate space in which to work and that the office temperature is adequate.
- Ensure that display screens are set at a suitable distance from its operator, that the brightness is set to avoid discomfort and eye strain. Polarised filters should be available where the brightness cannot be controlled adequately.
- Foot and wrist rests should be available to support the operator in a correct posture.
- Ensure files and consumables are in easy reach of office workers to avoid unnecessary stretching.
- A small set of steps should be provided in the office to allow access to items stored on higher level shelves.
- The first aid box which is clearly marked with a large green cross should be adequately stocked at all times.
- The qualified first-aiders on the site are W Rodger, W Murdie and E Johnston.
- The nearest health centre is Earlston Health Centre at the Kid Gate Tel No 01896 848 333 and for more serious complaints and out of hours services the Borders General Hospital on Melrose By-Pass Tel No 01896 826 042
- The office accident book is retained in the First Aid box in the main office
- Drawers and cupboards shall be maintained to avoid jams and stiffness causing wrist injuries to those trying to open a damaged piece of furniture.
- All filing cabinets must be fitted with a fail-safe device such that only one drawer at a time can be opened to avoid over balancing, and they should be closed after use to avoid trip hazards
- Ensure all books, brochures and magazines that are stored on shelves are neat, do not overlap the shelves, and that there is no risk of them falling onto a person below.
- Ensure that computer cables are clipped and tidy at all times to avoid trip hazards.
- Carpeting and floor coverings should be fitted correctly to prevent trip hazards.
- Nosings and coverings at stairways should be secure.
- The Emergency Procedures File will be regularly updated to ensure its pertinence and currency and will be retained in the firebox at the entrance to the office and staff will be issued with a copy with which they should make themselves familiar.

Work in Occupied Premises

All work in occupied premises must be carried out in accordance with the appropriate sections of the Safety Policy for access equipment, electrical equipment, health hazards, noise, LPG etc. but additionally taking into account the safety of the occupants which will require a consideration of their lack of awareness of the hazards involved in the work, their curiosity and any disablement.

- Particular attention must be paid to housekeeping and all accesses, fire escape routes and other areas in use by the occupants, must be kept clear of materials, waste, tools and equipment, trailing leads etc. Any spills of water, oil or other substances which could create slippery conditions must be cleared up immediately.
- Areas where work is taking place must not be left unattended unless all tools, materials, equipment etc. have been removed or placed in a safe position or access to the area by occupants has been prevented.
- No work involving blow lamps, welding equipment etc. must be carried out within one hour of the completion of a shift and the working area must be checked for smouldering before operatives leave the site.
- Fire extinguishers must be readily available.
- Tools and equipment must not be left unattended in occupied premises unless precautions taken to ensure that access to the working area by occupants has been prevented.

Work in Schools

- Liaison with the School Head or appointed representative will be maintained during the contract, with specific regard for work planning.
- The need for safety signs to be posted will be considered prior to the contract starting and then displayed where and when relevant.
- Where possible, separation of the working areas from occupied areas will be carried out by the use of boarding/sheeting at least 2m high, or for temporary areas by a demarcation area of at least 2m distant.
- Erection of barriers/scaffold etc. will be carried out when staff/pupils are not present unless inside the working area already defined.
- Access points to staff, public and pupils under scaffold will be adequately protected.
- Where necessary i.e. if scaffolding adjoins an occupied area, then appropriate brickguards/sheeting will be fixed to the scaffold.
- Access points to scaffolding including ladders will be secured to prevent access by children.
- Access to/from fire exits will be maintained at all times.
- Method Statements will be drawn up for the identification and removal of asbestos.
- Methods for paint stripping will be considered- old paint may contain lead.
- The prevention of any nuisance from dust, noise, fumes etc. will be ensured.
- COSH assessments will be available prior to work commencing, where possible, and the relevant details kept on site.
- All work in rooms/areas above occupied areas will be carefully considered to ensure no risk to those below, this is especially important with regard to fragile roofs and roof lights.
- 110v portable equipment will be used and trailing leads will be kept out of any access areas used by staff/pupils as far as is practicable.
- Material and equipment will not be left unattended in areas open to staff/pupils.
- Care will be exercised when any movement of site machinery/plant is required.
- Excavations will be securely covered when not in immediate use.

Fire Prevention on Site

- Provide a suitable means of raising an alarm on the site. The alarm should be audible in all areas of the site and take account of any noise/operating machinery etc.
- Written procedures should be clearly displayed and all staff made aware of the requirements.
- Keep emergency access areas clear.
- Ensure fire exit routes are clear and unlocked when persons are on site.
- Ensure adequate fire fighting facilities are available, are clearly defined and free of obstructions.
- Ensure any design requirements for the duration of the construction period are maintained.
- Ensure temporary offices and buildings are sited correctly and are of the correct fire-resisting construction. These should also have suitable fire precautions installed.
- Ensure working areas are kept clean and tidy, and waste is disposed of promptly. Keep waste collection areas away from any flammable stores, buildings etc.

- Ensure highly flammable liquids and LPG are stored correctly, and kept to a minimum on the site.
- Ensure electricity and gas supplies are correctly installed and maintained by a competent person, and are inspected regularly.
- Ensure any "Hot Permit -to- Work" is followed and the appropriate precautions taken and maintained.
- Ensure operating plant is in the open air and separated from working areas and building as far as practicable. Special procedures and precautions will be required if this is not possible. Care will need to be exercised for plant fuel to avoid spillages/leakage's and ensure that provision is made to contain these.

Lone Working

There is no general prohibition on a person working alone, but there are specific instances where legislation requires more than 1 person to be involved in the operations, in which case the work will be planned for the relevant number of persons, i.e. Operation of large drilling plant which must have a minimum of 2 operatives.

In certain circumstances, lone working is not permissible and the worker will be physically supervised e.g. young persons operating prescribed dangerous machinery, persons undergoing training.

Devising safe working arrangements for solitary workers should be no different from organising the safety of other employees. Hazards need to be identified and the risks assessed.

- Solitary workers should not be exposed to significantly more risks than employees who work together.
- Likely hazards might include:- fire, equipment failure, illness, accidents, is there any special risk?, safe access/exit for one person?, manual handling of access equipment e.g. ladders and trestles, handling of plant, substances and goods i.e. weight considerations, medical condition of employee, lack of suitable training. This list is by no means exhaustive but gives a guide to what types of hazard to consider.

ACCESS

General Access

More than 50% of the accidents that keep men away from work involve falls or collisions, of men, materials and vehicles. It is therefore vital that access from place to place be made safe.

- All drill rods and tools to be stored safely and in a tidy manner.
- 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.
- Remove protruding nails from timber before stacking.
- 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 and air hoses are routed so as to avoid tripping hazards and they are protected from physical damage.
- Do not throw debris, materials etc. from a scaffold - they must be lowered to ground level or a debris chute used.
- Working platforms on open joists will be correctly guarded and installed to eliminate any traps.
- Ensure edge protection and handholds are provided to all stairways and landing openings.
- Ensure clear access to all working areas and where necessary provide sound temporary steps or ramps.
- Holes or openings must be covered over with securely fixed covers, or, alternatively fenced off.
- Adequate artificial lighting will be provided when work has to continue after dark.

Workshop Housekeeping

- Ensure that access routes are planned, deliveries are programmed to ensure that excess materials are not stored, storage areas are defined, compounds are planned and that any contractors are made aware of the Company requirements with regard to storage, clearing up, tidiness, etc.
- Ensure that storage areas are prepared and that materials are ordered in quantities which will not create difficulties.
- Ensure that all waste materials are cleared and disposed of safely as work proceeds. All materials delivered will be stored safely ensuring that accesses are not obstructed.
- Ensure all openings or inspection pits in floors are securely covered when not in use.
- Debris must not be disposed of by burning unless full agreement has been received from local authority and precautions taken to prevent fire spreading to adjacent premises, materials etc.
- No substance or materials giving off toxic or noxious fumes or leaving toxic residues must be disposed of by burning.
- Fires must not be left unattended.

- Where debris is disposed of in skips, the debris must not be burnt in the skip and the skip must not be lifted by lifting appliance and lifting gear unless designed for the purpose and an accurate estimate of the load can be made.
- Return equipment to its storage when work is completed.
- Keep the access routes clear, and general work areas tidy.
- Clean up spillages promptly and dispose of correctly.

Scaffolding

The main hazards associated with the use of scaffolding are falls from height, falling materials, collapse of structure, unsuitable base, overloading, unsound materials, unsafe access, untrained erectors, adverse weather conditions, overhead cables and other obstructions.

- Scaffolders erecting scaffolds with platforms more than 5 metres above the ground on Company sites must hold a current CITB record card.
- All scaffolds must be straight and square.
- All materials must be in sound condition and checked before each use by the scaffolder.
- Standards must be placed on a base plate and if necessary also on a timber sole plate to ensure a firm foundation.
- Tube joints in adjacent bays or lifts should be staggered and as close to the standard/ ledger connection as possible.
- Swivel couplers must be used on ledgers or bracing joints.
- Face bracing must be provided to all scaffolds.
- Ties must be fitted as the scaffold is erected, and be in accordance with Code of Practice requirements. Where ties cannot be provided then the method of ensuring that the scaffold is adequately supported must be specified and recorded.
- Ledger bracing must be fitted as required.
- Putlog/single couplers must only be used in non-load bearing situations.
- Platform boards must be adequately supported. (A maximum span of 1.2m and maximum overhang of 150mm for 38mm boards).
- Guard-rails and toe boards must be fitted to all exposed edges of working or access platforms.
- Ladders must be in good condition and secured at the appropriate angle with sufficient projection other handhold at the stepping off position.
- Any scaffold being erected, altered, dismantled, or otherwise not suitable for use by employees must have a notice erected warning, that it is not to be used.
- The Safety Supervisor must be consulted at an early stage if there are any extensive or unusual scaffolding conditions.
- All scaffolds must be checked at the end of each working day to ensure that access to the scaffold by children has been prevented.
- Scaffold will be inspected weekly, and before first use, by a competent person and the results recorded.
- Alterations to any scaffold must be carried out by a competent person. Nobody will remove any part of a scaffold unless authorised to do so.

- Loading towers should be considered special structures and a design drawing made available. Suitable access for loading should be provided. Base arrangement should be adequate for the extra loading. Adequate ties should be fitted. Gates must be provided and used on the loading side. Adequate bracing must be fitted.

Mobile Tower Scaffolds

The main hazards associated with the use of tower scaffolding are falls from height, falling materials, collapse of structure, unsuitable base, overloading, unsound materials, unsafe access, untrained erectors, adverse weather conditions, overhead cables and other obstructions

- Check location for overhead electricity cable hazards and other obstructions.
- Tower should be erected on firm, level ground with metal base plates and adequate timber sole plates (unless ground is concrete or similar).
- Castor wheels, if fitted, should only be used on level ground and be fitted with brakes.
- Components should be correctly fitted together, and the tower kept vertical. Manufacturer's instructions must be followed regarding erection, especially for bracing.
- Maximum height to least base width ratio must be established from the manufacturer. This may include an allowance for outriggers where fitted.
- Wherever possible, the tower should be tied to the structure using secure points. This applies especially in windy or exposed conditions.
- When moving a tower, no personnel or loose materials should be on the platform. Always apply pressure at or near the base of the tower.
- Ladder access must be inside the tower, either vertical or inclined stair types and fixed to the narrowest side. Use of the frame members (unless specifically designed as a ladder) for climbing the tower is not permitted.
- All ladder loadings must be carried by the tower i.e. free-standing ladders must not be used, unless the tower is firmly secured to the structure and the ladder is similarly secured.
- Platforms must be fully boarded, with guard rails and toe boards, and access provided by trapdoors.
- Towers should be loaded only in accordance with manufacturer's instructions.

Ladders

More accidents arise each year from the use and/or misuse of ladders than from any other single piece of equipment.

- Ladders with a defective rung must not be used.
- Ladders must be in good condition and of adequate length and strength for the work in progress.
- Ladders must be secured at the top and be long enough to extend 1.05 metres above the landing place.
- It is recommended that ladders are placed at an angle of 1:4.
- Place ladders on a firm level base.
- Ensure that the step-off area is clear if using a ladder to reach a platform.
- Ladders should be positioned so that over reaching is not necessary and when working persons should not stand on the top three rungs.

- Ladders should be inspected as part of the regular inspection of scaffolding on the site, and entries made in F91 Part 1.

Stepladders, Trestles, Staging

- Equipment should be checked for defects before use (timber should not be painted which hides defects) e.g. cracks, warps, loose hinges, missing screens, loose or damaged stiles or braces.
- Equipment should be placed on a firm, level base.
- If the platform is over 2m high, then alternative access methods should be considered
- Trestles are intended for light work and should not be overloaded.
- Special precautions must be taken with regard to guard rails etc. if trestles are used on scaffold platforms, roofs or any location above ground level. Adequate access width should be provided around such trestles.
- Lightweight staging should be used for the platform, but if scaffold boards are used then the span should not exceed 1.5m for 38mm boards, and platforms should not overhang the support by more than 150mm.
- Platforms should not be higher than two-thirds the height of the trestles, and in no case should the overall height be such that a person can fall more than 4.5m.

Mobile Elevating Work Platforms

- 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 manufacturer's 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 test, inspection 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 any electrical supply is routed safely and is connected to the mains supply in an approved manner.
- 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.
- Emergency stop and isolation switches etc. should be clearly marked and operatives using the equipment should be aware of the emergency procedures.
- 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.
- Keep the platform clean and free from loose materials or debris etc. This may require regular attention depending on the work being carried out.

Roofwork

- Edges of roofs must be securely barriered to prevent persons falling from the edge.
- Openings in the roof area where it may be possible for a person to fall through must be securely barriered or if not practicable then other suitable protective measures such as safety belts will be used.
- Appropriate crawling boards and crawling ladders will be used where necessary.
- Appropriate guards or barriers will be installed to prevent the fall of materials, tools etc. from the roof area.
- Suitable measures will be taken to protect persons from coming into contact with overhead electricity cables.
- Suitable barriers will be placed around fragile materials on the roof or if not practicable then crawling ladders or boards will be used to cross such materials.
- Adequate equipment will be provided and used to move tools, materials etc. to and from the roof area.
- All personnel working near or below roofing operations will wear safety helmets.
- Work will only take place if the weather conditions permit and must take into account any effects due to high wind or gusting, rain, ice, snow etc.
- Roof access must be prevented to unauthorised persons, particularly children, after working hours.
- Where special roof shapes, additional hazards, materials containing asbestos or other unusual factors are involved, the Safety Supervisor will be involved at an early stage.
- Material being stored on the roof before use should be spread out so that no part of the roof structure, platform etc. is overloaded.
- Work with asbestos-cement or mineral fibre materials, LPG and bitumen boilers etc. requires extra precaution (see separate sections)
- Warning notices such as "Fragile Roof", "Hole Below", must be clearly displayed when appropriate.
- HSE leaflet IND(G) 21 (L) "Working on Fragile Roofs", will be issued to operatives involved in this work.

Steel Erection

Steel erection is one of the highest risk occupations in the Construction Industry. The main hazards are falls from the structure, collapse of the structure during construction, materials falling from the structure.

- A Method Statement must be prepared and followed at all times; any changes must be planned and agreed.

- Safety helmets and safety harnesses will be worn by all operatives on steel erection work. The helmets will be provided with chinstraps for use at heights.
- Steel erectors will not be required or permitted to carry out unsafe practices such as walking on the top flange of steel beams, climbing up or sliding down columns, etc.
- The safety of the public and particularly children must be a priority consideration during steel erection operations and when securing a site at the end of each working shift.
- Only fully trained and competent persons will be engaged on this work.
- Special care will be taken during lifting and slinging operations to ensure the sections are secure and cannot slip.
- Adequate precautions must be taken to provide support for temporarily unsecured sections before final fixing.
- Adequate, secure access must be provided at all times.
- Ensure lifting areas are clear of obstructions especially overhead cables etc.
- Clear signs must be displayed if areas are to be kept clear of other persons.

Work Adjacent to or Over Water

- Ensure that persons do not fall into water by the provision of barriers, fencing, safety harnesses, covers to openings, etc. These precautions must also protect the safety of the public, especially children.
- Suitable security measures will be necessary to prevent the theft of rescue equipment, boats, etc. outside working hours.
- Weather, tidal, flooding, etc. conditions must be taken into account when planning rescue measures and using boats as transport.
- Ensure that all safety equipment is in good condition before each use and that it is worn or used.
- Ensure you know the safety procedures and the arrangements for summoning assistance.

PLANT

- Carry out daily checks on plant before use and report any defects. Notify your Supervisor immediately if any defect could be hazardous and do not operate the plant until it has been rectified.
- Only trained, authorised and, where relevant, certificated persons will operate plant.
- All guards must be in good order and in position while plant is operating.
- Only use the correct item of plant for the work required.
- Ensure the work area is suitable for the job being done e.g. level ground, clear working area, good ventilation etc.
- Banksmen must be trained, and available for some operations e.g. reversing, crane work etc.
- Ensure servicing schedules are available and maintained.
- Secure and immobilise plant when left unattended. Do not leave plant engines running when operator is not present, especially in public areas.
- Wear high visibility clothing at all times
- Hearing protection must be worn when working in high noise levels.
- Plant operators must not drink alcohol during the working day or shift.
- All personnel required to enter areas where lifting appliances are in use (e.g. drilling rigs, cranes, excavators, piling frames etc.) will be provided with safety helmets and will be required to wear them as directed by site supervision.
- Children must not be permitted to enter working areas whilst plant is in use and all necessary measures required to avoid hazards to children on the site outside working hours must be taken, particularly if it is not possible to fully fence the site.
- Plant that contains pressure vessels such as air receivers, steam boilers etc. will require specific inspection, tests, and examinations of those parts and relevant records kept.
- Lifting appliances will be inspected weekly and have a thorough examination at the specified period in accordance with statutory requirements.

Fork Lift Trucks & Teleporters

- Trucks should be selected for the type of work to be done and the ground conditions on site.
- Only trained and certificated operators will drive fork lift trucks.
- The truck must not be overloaded in excess of the manufacturer's loading table.
- Ensure the load is stable on the machine and driving operations are carried out smoothly. Well maintained pallets must be used.
- Loading towers and scaffold platforms must be designed to take specified loads and the Buying Department must specify the maximum weight of unit loads from suppliers.
- Drivers and those involved with the use of forklift trucks are required to wear a safety helmet.
- Ensure personnel are clear of the load during lifting operations and when travelling.
- Trucks must be maintained and serviced in accordance with manufacturers recommendations and the lifting chains examined at 6-monthly intervals.

Transport

In addition to the company drivers handbook which must be read, signed and a photocopy returned to the office the following also applies,

- Only authorised, licensed drivers will drive site transport and be over the age of 18 unless under the direct supervision of an authorised driver.
- Site transport will be maintained in accordance with a planned schedule and will be inspected regularly for obvious defects. Checks will include water, oil, fuel, lights, tyre, brakes etc.
- Site transport will only be used for the work it was designed for and will not be used improperly.
- Loads on site transport will be secure and the vehicle will not be overloaded.
- Vehicles used for transporting dangerous substances above the relevant quantity will carry the relevant marking plates and necessary information.
- No person will ride in or on any vehicle unless there is correct seating provided, and it is used correctly.
- No persons will remain in or on a vehicle during the loading of loose materials unless they are adequately protected.
- Where necessary a banksman will be used during reversing or other operations.
- Vehicles will be driven in relation to the site conditions with regards to the speed of the vehicle, especially on slopes
- Vehicles will be left securely braked and the engine switched off when left unattended.
- Where vehicles are required to tip into any excavation or over the edge of an embankment, then banksmen or physical stops will be used to prevent the vehicle overrunning the edges.
- Refuelling will take place at the designated areas using the equipment provided to ensure no spillages.
- Vehicles will not be driven in Confined Spaces unless specific ventilation measures have been installed.
- When working in those areas designated, all persons will wear high visibility clothing, especially banksmen.
- All necessary guards will be in place before a vehicle is used on site and will not be operated without them.
- Relevant parts of vehicles will be securely propped during maintenance operations e.g. tilt cabs and tipper bodies.
- All authorised dumper drivers will be given a copy of the HSE Card IND(G)16(C) - "Safe Working with Small Dumpers".
- Transport drivers will not consume any intoxicating liquids during the working day or shift.
- All company cars and other vehicles used on public roads must be maintained in accordance with manufacturers recommendations.
- Any defects which affect safe handling or use must be reported and attended to immediately.
- The Highway Code must be observed at all times.

Use of Skips

- Obtain written permission from the appropriate Highway Authority before siting a skip on any public highway.

- Ensure it is adequately and correctly lit after dark, it is clearly marked with the owner's name and telephone number (or address), it is removed as soon as practicable following filling, conditions imposed by the granted permission have been complied with.
- Skips should be sited on level ground with adequate, firm access for vehicle loading/unloading.
- Should not cause an unnecessary obstruction.
- Colour may be specified but Builders' Skips (Markings) Regulations 1984 specify that a plate marked with red and yellow fluorescent reflex diagonal stripes (complying with BS Au/52 Rear marking plates for vehicles), should be fitted to the outer edge of each end of a skip parked on the highway. These plates must be kept clean and should be unobstructed that they can be seen at a reasonable distance by any users of the highway.
- Skips may require a cover to prevent debris flying out especially when using chutes.
- Highly flammable, explosive, noxious or other hazardous materials should not normally be allowed to be deposited in skips and this also includes material, which could putrefy or cause a nuisance to other users of the highway.
- Materials should not be allowed to spill from the skip, especially during transport and the load may require to be covered. Contents may require occasional dampening to prevent a dust nuisance.
- Generally, a lamp will be required at each corner either on the ground or mounted on the skip. A single skip on the highway should have an inclined line of cones on its approach side (on a main traffic route). At night, these cones should be alternated with road danger lamps.
- Two or more skips may be guarded as one, provided they are close enough together in a row.
- The cones requirement may be waived if they would interfere with an access.
- Removal should be carried out as soon as practicable after filling.

Electrical Equipment:

- 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. Work on equipment will only be done by an authorised person.
- Only 110 v equipment (or less) will be used on site. The exception being the installation and use of borehole submersible pumps, which must be used and installed in accordance with the manufacturers instructions.
- 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 or similar hazards. 240 volt extension leads are not acceptable for 110v transformers
- Whenever possible, site electrical supplies will be protected by residual current and other such protection devices.
- All electrical appliances must display a current and valid portable appliance label indicating the next test date. (equipment/appliances must not be used beyond the valid test date)
- All portable tools, cables etc. should be identified and regularly inspected and maintained by a competent electrician. Visual pre use checks must be made by the user checking the equipment/appliance for any sign of damage such as cuts, wear, chemical attack to cables damage to plugs and the equipment/appliances, and immediately report to the appropriate person any defects.
- 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.

Compressed Air Equipment

- Check equipment daily before use, and report defects immediately.
- Ensure all guards, safety devices, brakes etc. are in good condition and operating correctly.
- Ensure engine cover stays are in good condition and fully locked into position when the cover is open.
- Engine covers/flaps must be in place during use, to ensure noise control is effective, this also includes mufflers fitted to breakers. Additional protective equipment such as ear muffs or goggles may be required and these will be worn.
- Hoses, connection and valves must be in good condition and correctly fitted.
- When using an air "lance" or similar, eye protection must be worn and a valve fitted to the lance to shut off the air supply. The work area should be cleared of other persons unless they are also adequately protected.
- Take care when blowing out condensation etc. from hoses and ensure that the open end is secure and not pointing at anybody.
- Do not use compressed air for blowing down clothing etc. as compressed air can enter the body via the skin. This is a major reason for people not to "fool around" with compressed air as severe injuries can result.
- Disconnect equipment from the compressor when changing discs, tools etc., do not just fold.
- Ensure the jockey wheel, stands and brakes are operational before manhandling compressors.
- Use a vehicle to move compressors wherever possible.
- Wear eye, foot and ear protection where needed but especially with breakers and abrasive discs.
- Ensure the air receiver has been thoroughly examined within the last 24 months and a certificate provided.

Cartridge Tools

- Only operatives who are trained and authorised will use this equipment.
- Only low-velocity indirect types tools will be permitted on site.
- Tools and cartridges will not be left unattended and will be returned to the store when not required for use. They will be kept in the lockable box provided and not stored loose and taken on to site in that box when needed.
- Eye protection will be available and used when these tools are being operated.
- Equipment will be regularly inspected and maintained. Any defects will be reported and the equipment not used until repaired.
- Instructions for use will be kept available in the box for each tool.
- Operators will ensure that the work area is clear of other persons when using these tools. This is especially important when penetration could go straight through the materials.

- Safety helmets and ear defenders must be worn if necessary.
- Pin and cartridge must be selected as suitable for the work being done.
- Splinter guards must be fitted and used where appropriate.
- Ensure work is carried out from a firm and stable position.
- Cartridge tools should not be used where there is likely to be flammable vapours or gases, or there is a risk of a dust explosion.
- In the event of a misfire, follow the Manufacturers instructions exactly.
- The Safety Supervisor must be asked for advice where there is any doubt on precautions required or difficulty experienced in obtaining training from cartridge tool manufacturers.

Abrasive Wheels

- Ensure the disc or wheel is mounted correctly. This must only be done by a competent, appointed person.
- The machine must be regularly serviced to ensure that the speed of the machine spindle is correct.
- 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, which may be generated.
- 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 electrically operated 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.

Welding /Cutting

- Only trained and authorised operatives will use welding/burning equipment.
- Flashback arrestors will be fitted to all oxygen and fuel gas regulators.
- Assessments of risks to health from welding, cutting or burning operations must be available before work commences. No painted metal will be cut or welded until advice is obtained from the Safety Supervisor on precautions required.
- No welding, cutting or burning will take place in confined spaces until advice is obtained from the Safety Supervisor on precautions required.
- Electric welding equipment will be used in accordance with the relevant standards especially with regard to isolation, earthing and wiring arrangements.
- Appropriate protective clothing e.g. gloves, boots, overalls, aprons, eye protection etc. will be worn at all times during operations.
- Operatives should remove personal jewellery before work commences.

- Electrode holders should be disconnected before replacing the electrode.
- Ensure adequate fire precautions are available before work commences and take care that any location adjacent especially below the work area is monitored for possible fires. Check the work area following completion of work for any possible smouldering debris.
- Check and maintain the equipment regularly.
- Ensure adequate protection is provided to protect others from the work by the use of screens etc.
- Special precautions will be required if any hot work has to be carried out on any tanks or containers. The Safety Supervisor must be contacted for advice before work commences, to verify that flammable liquids, residues etc. are not present.
- Ensure all equipment is in good condition and that all connections are correctly made to ensure that no gas leaks into the work area.
- Store equipment and gas cylinders correctly when not in use.
- Keep gas cylinders upright, and secure during use or storage.
- Ensure good ventilation during work operations.
- Consider if a "flame permit-to-work" is required.

General Industrial Machinery

Permit-to-Work

- Usually required for maintenance operations where safeguards may have to be removed.
- Usually a specific written sequence or system of controls to be employed will be provided, this will require formal actions by those responsible and signatures that the various actions have been carried out satisfactorily. The permit will need to vary dependent upon the nature and degree of risk, the complexity of the work required and the industry involved.

Controls

- Adequate access for man and materials-machinery layout will be carefully considered, and sufficient.
- Ergonomic operating positions - siting of operating controls, seating etc.
- Safe working platforms - level, guarded, slip resistant
- Adequate lighting - local or general
- Adequate ventilation including process exhaust ventilation
- Adequate lifting and handling precautions - weight, sharp edges, stability.
- Safeguards to be designed that bypassing is as difficult as reasonably possible.
- Entanglement - reduce speed, smooth surfaces, increase distance from operator, provision of fixed guards, means to prevent indrawn nips.
- Friction/abrasion - reduce speed, smooth surfaces, correct adjustment of adjacent moving parts, close guarding.
- Cutting - reduce speed, increased corner radii on machine parts, eliminate raw edges of materials, and avoid adjacent surfaces.
- Shearing - fill any gaps, reduce clearances so that parts of body cannot enter,

- Stabbing/puncture - reduce speed, eliminate sharpness, use sheet material in place of mesh guards.
- Impact - reduce speed/force, fixed guards.
- Crushing - as for shearing
- Injection - reduce pressure; protect areas where high-pressure exit is possible.

Types of Safeguards

- Enclose/protect operating controls to prevent accidental operation.
- Hold-to-run controls where guards have to be temporarily moved.
- Limited movement devices.
- Emergency stop controls, including trip wires, pressure sensitive devices etc.
- Warnings for automatic machinery.
- Braking systems.
- Fixed guards - solid, loose, bellows etc., Preferably fixed so that use of a special authorised tool is the only possible means for removal. May protect a danger area by its proximity, or it may protect by total enclosure, or may protect by distance.
- Interlock guards - machine will not operate until guard(s) is in position e.g. trapped key, power source interlock, magnetic switch electrical limit switches.
- Trip Devices
- Electrosensitive systems e.g. photoelectric, microwave, radar, ultrasonic etc.
- Two-hand devices where guarding may not be practicable i.e. machine requires two hands to operate with timer operation installed between both controls to prevent two people operating the machine thereby allowing free hands.
- Mechanical restraint devices-restraint to operate following the failure of some part of the machine.
- One or more of the above controls may be appropriate for any single situation e.g. an interlocked guard may be coupled to a braking system to protect against somebody putting their hand through an opening before the machine has come to rest.
- Guard systems should always be designed to fail-safe and should be arranged that defeatability is kept to an absolute minimum.
- Protection may be required to enclose a process, which may generate a dust, mist, fume, and vapour.
- Protection from noise should be considered, physical guards may also serve to limit noise if carefully designed.

Information

- Training manuals, operational manuals, instruction placards will be provided as relevant. Information should be clear and concise.

Grit Blasting

A Method Statement must be prepared for this work and a check made to establish if the item being grit blasted or the abrasive used is likely to produce a dust harmful to health.

- Ensure a proper signalling arrangement is set up.
- Ensure a "dead man's handle" is fitted to the blasting nozzle.
- Enclose the area wherever possible to minimise the spread of dust.
- Wear the protective clothing provided which may include, heavy duty overalls, gauntlets, airline helmet, ear protection etc.
- Use silica - free grits wherever possible.
- Use a wet process wherever possible.
- Ensure safe access to the working area.
- Ensure adequate protection for members of the public and other persons working on site.
- Clean the site regularly and dispose of material by appropriate means.
- The Safety Supervisor will be asked to provide advice on grit blasting operations, especially in hazardous areas, confined spaces or where access problems may be encountered.
- Ensure any necessary warning signs, notices, etc. are positioned clearly.

Melanoma & Sun Burn

Who is at Risk?

- Anybody whose job is predominantly carried out outdoors
- Anybody who has fair skin and light eyes is more at risk
- Anybody with ginger hair
- Anybody with lots of freckles

What are the risks caused by exposure to Ultra Violet Radiation from the Sun?

- Premature aging of the skin
- Sunburn
- Skin Cancer (Melanoma)

What precautions should you take?

- Try to work in the shade and take regular breaks in the shade
- Do not try to get a tan. Wear long sleeved T-shirts, and long trousers
- Wear a hard hat that protects the ears, face and use a flap to protect the back of the neck.
- Take regular drinks of water
- Use a sun block of Factor 15 as a minimum as directed on the package
- Check your skin regularly for any moles, growths or changing skin tones

- Consult your doctor at the slightest sign of anything unusual

Permit-to-Work

- Procedures will be required when access into any area needs to be controlled, due to existing hazardous conditions or the work being carried out.
- Permits should clearly show the precautions required and these must be followed.
- Possible areas where a Permit system is required include work near toxic substances, electrical installations, fumigation, confined spaces, work near cranes, some welding operations, work with pressurised systems.
- Specific reference should be made to the relevant section of the detailed Safety Policy or any specific operating procedures that apply to the work being carried out.

Inspection of Fire/Storm Damaged Premises

Specific procedures should be established before entering these premises, but generally should include the following:-

- Liaison with occupier(s) to establish contents of building.
- Liaison with Fire/Emergency services who may have attended the scene and could provide valuable information.
- Consultation, if necessary, with local Planning Authority who may have plans for the building if none are available on site.
- Assessment of building and contents to establish if there any chemical or biological hazards likely to be present especially giving consideration to the action of any fire, water etc. which might have converted harmless substances into a hazard, also the possibility of contamination from sewage overflow.
- Isolation of existing site services.
- Provision of safe access.
- Liaison with specialists such as civil/structural engineers, chemists, occupational hygienists, and their possible attendance at the site.
- Make reference to any information regarding the site such as previous inspection records etc.
- Plan order of inspection and prepare a written Method Statement.
- Carry out a preliminary visual external inspection.
- Allow consideration for weather conditions at the time of inspection.
- Utilise experienced personnel only, who should always be accompanied. Trainees should always be accompanied and supervised directly.
- Plan arrangements for the security of unsafe areas if not the complete building.
- Ensure that the correct protective clothing and safety equipment is available and is adequate for the circumstances, and arrange any necessary welfare facilities.

Waste Management

- If you dispose of the waste at one of your own sites then a copy of your Waste Disposal Licence should be available.
- If a sub-contractor disposes of the waste, how do you check:-

- (a) Where the waste is being transported to? and
 - (b) that the site to which the waste is transported has a Waste Disposal Licence.
- A certified copy of your registration with the Waste Regulations Authority as a carrier of waste should be available if all or part of the waste from the works site is transported.
 - If you arrange for all or part of the waste to be transported from the works site by a sub-contractor, a certified copy of the proposed sub-contractor's registration as a carrier of waste will be required from the successful tenderer.
 - Controlled Waste Transfer Note should be available as required to comply with the Duty of Care Code of Practice issued by the Department of The Environment.
 - The arrangements you have made to comply with the Duty of Care should be readily available.

DRILLING RIG OPERATORS AND PERSONNEL

- All drilling and associated personnel have to read this document in conjunction with the "British Drilling Association" document "**CODE OF SAFE DRILLING PRACTICE**".