

Cairn Contracts (Aberdeen) Ltd.

COMPANY POLICY FOR HEALTH AND SAFETY AT WORK

REVIEWED – NOVEMBER, 2006

SIGNED.....

COLIN GILL (DIRECTOR)

**UNIT 4 NORTHFIELD INDUSTRIAL ESTATE
QUARRY ROAD ABERDEEN AB16 5UU**

Tel : 01224 699777 Fax : 01224 699790

Email : Colin@cairncontracts.com

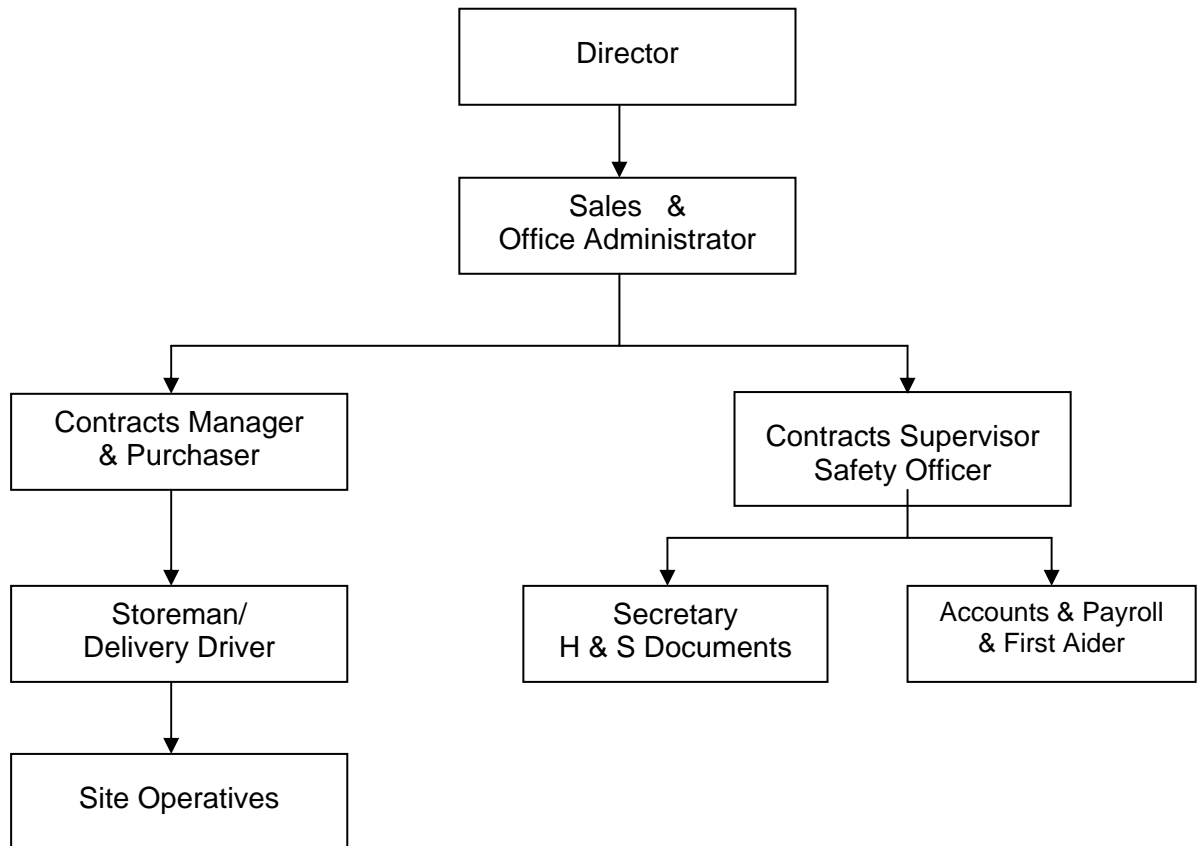
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COMPANY ORGANISATIONAL CHART



Health and Safety at Work Policy

Section 2(3) of the Health and Safety etc. Act 1974 requires that the employer prepare a written statement of his general policy with respect to the Health and Safety at work of his employees and the arrangements in force for the carrying out and reviewing that policy.

The statement and any revision of it must be brought to the attention of all Company employees.

Citation, Commencement and Revocation

This document shall be cited as “**The Health and Safety at Work Policy**” of:

CAIRN CONTRACTS (ABERDEEN) LTD.

hereafter referred to as the “Company”.

The policy will come into force on the date of the signing of this document or as altered, amended and re-issued thereafter. It cannot be enforced until it has been brought to the attention of all affected persons in the employment of the Company at the time of the issue/ amendment. The revision or alteration will be recorded on the amendment list attached to the master copy of the document.

This document revokes any and all previous documents that the Company may have issued from time to time as it’s Health and Safety at work policy.

There will be only one master copy of this document, which will be held in the Company office.

The master copy may be consulted, on request and given reasonable notice, by any person employed by the Company who wishes to check the status of any other copy of this document to which that employee may have access.

The responsibility for the review and revision of this document shall rest with:

Mr Colin Gill or in his absence Mr. W. McEwan

as does that for the updating of the master and satellite copies and for informing the employees of the Company of revisions which may affect them, or their work situation.

General Policy Statement on Health and Safety at Work

The Company is committed to a policy for the protection of its employees and others, including members of the public, its plant and equipment and the environment, from damage and loss during, or as a result of Company activities and operations.

The objective of this Policy shall be to ensure the provision and maintenance, so far as is reasonably practicable, of a working environment that is safe and healthy for all and to ensure that workplace hazards and associated risks are eliminated or controlled.

Employees at all levels are required to give the Policy their full support and are encouraged to make positive contribution to the improvement of Health and Safety in the Company's field of operations. All constructive suggestions will be given careful consideration by management. It is fundamental to the effectiveness of this Policy that safety and health shall be managed at all levels of employment and every employee recognises and adopts responsibility for the safe execution of his own duties.

Management and employees shall use the policies and procedures outlined in this document alike to assess the methods of operation within their particular area of influence. As the Company activities bring us into close proximity with the public, it is essential that the safety of others should be of paramount importance and must be given every consideration when planning and executing activities.

The Company will, through its Supervisors and Safety Adviser, identify and provide suitable and sufficient information, instruction and training, such that the individual may be safe and healthy in his work situation and he may secure the safety and health of others, by the recognition and control of any hazard and risk to which they may be exposed as a result of Company activities.

When appropriate, the Company shall undertake full consultation with the employees or their accredited representatives, in order to promote health, safety and welfare in the work situation. This shall not inhibit any employee from undertaking individual consultation or actions that may benefit the Health and Safety performance of the Company.

The Company is a Member of the Safety Association of Federated Employers (S.A.F.E.), who will form a source of information and advice on matters of Health and Safety.

Any employee of the Company shall have the right to consult with or seek advice from the Safety Adviser and at the employee's request this may be in confidence.

This Policy shall apply to all employees of the Company, regardless of employment status and any wording implying one sex shall be deemed to be applicable equally to the other.

.....
C. D. Gill
Unit 4 Northfield Industrial Estate
Quarry Road, Aberdeen AB16 5UU

.....
Date

Statutory Requirements

All Company operations shall be governed by:

The Health and Safety at Work etc. Act 1974, (HASWA)

HASWA places general duties on both the employer, to ensure the safety and health at work of employees and “others” and on the employee, not to endanger themselves or others or to misuse anything provided in the interests of health, safety or welfare. In addition, there are many regulations that seek to control specific hazards (scaffolding, noise, electricity, hazardous substances, lifting equipment, cutting, welding etc.) and are too numerous to list here.

In order to discharge these duties, the main responsibility for Health and Safety within the Company will rest with:

Messrs C. Gill (Director) W. McEwan (Contracts Manager) and Mr. D. Kinnear (Contracts Supervisor & Safety Officer)

The nature of operations undertaken by the Company will frequently find the employee on small operations, where it is not reasonably practicable to provide full time site supervision. In these cases, the operative shall mutually, with any other Company employees present, assume responsibility for the conduct of operations, in accordance with their duties imposed under HASWA.

The Company may from time to time issue Safety Instructions or Operational Procedures, Safe Systems of Work, or other documents, giving specific guidelines on how individual or types of operation shall be conducted. Where these are applicable and are brought to the attention of the operative, they shall be binding and shall be adhered to. Where no specific guidance is given, “best industry practice” shall be used as the standard to which operations will be conducted.

The Company’s policy with regard to personal protective equipment (PPE) is given in this Policy and must be adhered to. Where a risk assessment recognises the need for PPE applicable to specific individuals or groups, the Company will provide suitable and sufficient equipment, at no cost to the Company employee and it will be an explicit duty on the employee to use and maintain the equipment provided, as instructed by the Company.

Where any doubt exists as to the correct methods for the conduct of an operation, the matter should be referred to Company Management or for Health and Safety purposes, to the Company’s Safety Adviser.

Responsibilities

General

Breach of any of the following three rules shall be the subject of immediate disciplinary action.

- 1) No employee or other person directed by the Company shall deliberately hazard himself, or another employee, or any other person, by acts and omissions whilst engaged on the Company's operations.
- 2) No employee or other person directed by the Company shall, whilst engaged on the Company's operations, interfere with, or misuse, anything provided by the Company, or any other person or body, in the interests of Health, Safety or Welfare.
- 3) All employees, or others directed by the Company, shall maintain confidentiality in the Company's affairs and shall not divulge any matter to a third party without the express approval of the Company.

Director's Responsibilities - Mr. C. Gill - Director

Mr C. Gill, will be ultimately accountable for the adequacy and efficiency of all arrangements for Health, Safety and Welfare within the Company's operations.

He shall ensure that:

1. All employees of the Company can and do implement this written policy and its implicit aims.
2. Careful consideration is given to all recommendations relating to health, safety and welfare in the Company's operations, from whatever source these may originate.
3. Company operations, the selection of materials and the disposal of waste are geared at preserving the environment, with an ultimate aim of active environmental improvement.
4. All personnel who are under his direct control are selected, instructed, informed, trained and supervised, so as to be safe and competent in their allotted tasks.
5. All operations which are under his direct control are planned, operated and documented, so that the risk of loss, physical or financial, is eliminated, controlled or minimised.
6. He maintains workplace discipline and by good example, ensures that all work equipment and PPE is used and maintained as appropriate.
7. Maintains an adequate knowledge of legislation and good industry practice, so that hazards may be recognised, risks assessed and effective control measures are formulated and implemented.
8. Access to the Company workplace is controlled and only authorised persons who are adequately equipped may enter the area and to take all reasonable steps to ensure their safety for the duration of the visit to the workplace.
9. Advise and inform all employees under his control of the hazards and risks which they may reasonably be expected to encounter in their allotted task and the control measures and means by which these hazards and risks will be controlled.

10. All Company plant and equipment is subject to regular maintenance, inspection, testing and certification in compliance with the Provision and Use of Work Equipment Regulations, 1998 and Lifting Operations and Lifting Equipment Regulations, 1998.
11. Sub Contractors used by the Company are carefully vetted to ensure that they are competent to undertake the works allocated, have trained competent operatives and sufficient resources and procedures to complete their tasks safely and in line with current legislation and good industry practices.

Mr C. Gill shall by good example and endeavour assist **Mr W. McEwan & Mr. D. Kinnear** in the implementation and enforcement of this policy and have due regard for the latter's areas of responsibility listed above.

The Site Foreman

The **Site Foreman** will be responsible to the **Director** for site and workplace operations management and safety. In particular he will ensure that he:

Knows the requirements of the Company's Health and Safety Policy and relevant statutory provisions applying to the project in hand.

Determines safe systems and order of work to be employed on projects and where appropriate ensure that such systems and order of work are in writing, made known to operatives concerned and adhered to at all times, taking appropriate action when it is not.

Co-ordinates suitable and sufficient arrangements for health, safety and welfare, reporting and emergency procedures, monitoring of operations with the Principal Contractor/Contractor during joint ventures.

Obtains all current, relevant information regarding the workplace hazards and the dissemination of such information to anyone likely to be affected by them.

Takes corrective/remedial action on all recommendations made by the Safety Advisers during site visits.

Records all accidents within his remit and reports all accidents, incidents and dangerous occurrences to **Mr W. McEwan** or in his absence, **Mr. D. Kinnear**.

Confirms all assessments required by legislation are provided and adhered to including those provided by other Contractors involved in the undertaking.

Checks the adequacy, suitability and sufficiency of first aid fire fighting equipment that is provided throughout the undertaking and emergency procedures are implemented and made known to all operatives.

Has in place supervision for all new and/or young employees and that they are given warnings and guidance on workplace hazards.

Setting a good personal example when at work and in particular when visiting sites, by complying and enforcing all Site Rules, current legislation and the requirements of the Company's Health and Safety Policy.

The Employee Operative's Responsibilities

Company Operatives will be responsible to the **Site Foreman** in the first instance and ultimately to the **Director**. In the case of the Storeman, he will be directly responsible to **Mr. W. McEwan**, or in his absence **Mr. D. Kinnear**. Instructions issued to the employee by Company Management will be obeyed at all times.

The Operative will be guided by the principles of this Policy and will obey any written Company procedure or safe system of work brought to his attention, or any other written or verbal instruction issued by the Company, or by any authorised person or body.

The Operative will be responsible for:

His personal and workplace safety, by the correct selection, maintenance and use of systems of work and work equipment.

Using and maintaining all personal protective equipment (PPE) provided by the Company for his use at work. The Company rules on and standards of PPE are given elsewhere in this Policy and should be read in conjunction with this paragraph.

Assisting and co-operating in the task of maintaining and improving safety by reporting all defects and/or hazards, offering solutions, encouraging safety in others, especially young persons and not engaging in 'horse play' in the workplace.

Reporting all workplace incidents and accidents (including near misses) or road accidents involving Company vehicles or employees, when they occur to the **Site Foreman** or **Mr Derek Kinnear** where appropriate.

Ensuring that he maintains a high standard of personal hygiene to prevent contamination of skin, food and drink which may cause illness or disease such as dermatitis.

Setting a good personal example by complying with this Company Policy, current legislation, good industry practices and Site Rules.

Plant Operators

In addition to the duties of the general operative, plant operators will be responsible for any plant they use and shall ensure that:

They carry out a daily visual safety examination of the work equipment prior to use.

The statutory documentation for lifting appliances and other plant is maintained, especially the record of weekly checks.

All routine maintenance on the work equipment is completed and any defects are reported to **Mr W. McEwan** or in his absence, **Mr. D. Kinnear.**

Safe systems for the operation of the work equipment are always used and that horseplay in the workplace and misuse of equipment are avoided.

Work equipment is left in a safe condition when not in use and where applicable, keys are removed and kept in a secure place.

The Office Administrator

The Office Administrator (Mr. C. Gill) is responsible for all activities under his control and will:

- a. Know the requirements of the Company Health and Safety Policy.
- b. Be aware of the statutory requirements regarding the office equipment, environment and ensure that the premises are used safely.
- c. Monitor office staff activities and ensure that, where necessary, suitable, sufficient and adequate information, instruction and training are provided to ensure competent use of office machinery and equipment.
- d. Ensure that all office equipment and machinery is kept in a serviceable and safe condition and regularly maintained.
- e. Provide information on any substances hazardous to health and the necessary control measures to be taken to ensure safe working conditions.
- f. Ensure that all relevant assessments for office work undertakings have been completed and where necessary information, instruction, training and supervision are provided.
- g. Report & Record all accidents/dangerous occurrences.
- h. Be responsible for office fire and emergency procedures and the maintenance of all office facilities.
- i. Maintain office discipline and set a good personal example by complying with current legislation and the requirements of the Company's Health and Safety Policy.

Office Assistants

The Office Assistants are responsible to the **Office Administrator (Mr. C. Gill)** and the former's responsibilities are to:

- a. Know the requirements of the Company's Health and Safety Policy.
- b. Ensure that all equipment and machinery are used in a safe manner and are not abused or misused.
- c. Comply with all information, instruction and training given and any safe systems of work to ensure all undertakings are executed in as safe as is reasonably practicable.
- d. Cease using any faulty or damaged equipment and report such un-serviceability to the **Office Administrator** for remedial action to be taken.
- e. Report all accidents/dangerous occurrences, regardless of how minor to the **Office Administrator**.
- f. To report any working procedure or substance which they consider may be unsafe or harmful.
- g. To set a good personal example by complying with current legislation and the requirements of the Company's Health and Safety Policy.

SAFETY INFORMATION AND SERVICES

The Company is a Member of:

The Safety Association of Federated Employers (S.A.F.E.)
Woodburn Road, Blackburn Industrial Estate,
Blackburn, Aberdeen AB21 0RX.
Tel No: 01224 790022
Fax No: 01224790024

who undertake to provide Health and Safety information and advice.

Normal contact will be with the Safety Advisers in the order given below:

Leslie Scorgie, MIOSH, (Grampian Division)

Mobile: 07778934803
Home ~ Tel: (01224) 709814 Fax: (01224) 820247

Andy Petrie, MIOSH, (Group Safety Adviser)

Mobile: 07721 520919
Home ~ Tel: (01674) 830438 Fax: (01674) 830931
Email: apetrie@safety-assoc.co.uk

Robert Murray (Northern Division)

Mobile: 07770 628218537
Tel: (01343) 821852 Fax: (01343) 821929

The Association will be responsible for:

Advising the Company Management and those persons influenced by Company operations on the operation and intent of this Policy.

Advising the Company Management and their employees, on Health and Safety matters, compliance with legislation, training and on the implementation of safe systems by which legal and moral obligations may be fulfilled.

Carrying out safety and health inspections on Company premises and sites, at the request of Company Management and presenting reports on the results and making recommendations for the rectification of areas of weaknesses in the workplace.

Assisting in the evaluation of Health and Safety training needs and implementation of schemes by which these may be met.

The investigation of accidents and incidents reported through the Company's procedures, compiling reports and formulating action responses to the findings in order that loss may be minimised.

Advising on the preparation of assessments for Risk, COSHH, and Manual Handling, on Health and Safety Plans, similar documents and on the revision of this Policy.

Training

HASWA states that it is the employer's duty to provide such information, instruction, training and supervision, so as to ensure the Health and Safety at work of his employees. Several regulations repeat this duty in respect of specific requirements and situations.

The Company recognises that it is only through progressive and continued training that safe systems of work can be maintained and to this end staff will be given the opportunity to undertake training in new tasks and skills, as well as refresher training for those skills already acquired. An essential part of this training will be in Health and Safety.

The Company in consultation with S.A.F.E. will identify the specific requirements for Health and Safety training, relevant providers and courses. All training will be to statutory and other approved industry standards.

First Aid

Mrs Caroline McNaughton (**Office Assistant**) has been given appropriate first aid training to comply with the Health and Safety (First Aid) regulations, 1981.

Confined Spaces

Prior to any Company operative being required to enter confined spaces during Company undertakings, a full assessment of the hazards and risks involved will be undertaken by a competent person and where appropriate information, instruction and training will be given to ensure the operative is capable of undertaking the allocated task(s) safely.

Abrasive Wheels

Employees who are required to mount abrasive wheels will undergo an approved course for this task, as detailed in HSE guidance, HSG 17.

Employees who are required to mount cut-off discs and/or diamond tipped blades and to operate portable cut-off machines, shall undergo an approved course for these tasks.

Personal Protection Equipment

Head Protection

Head protection will be issued to all Company employees, at the time of joining the workforce.

Policy

It is the Company policy that head protection will be worn at all times when the employee is working in an environment where there is a foreseeable risk of head injury, or where there are site rules stipulating the need to wear head protection.

Standard

All head protection used on Company sites or premises will comply with EN 397.

Inspection

Every employee will give the issued protection a thorough visual examination at least weekly.

Replacement

Helmets will be withdrawn from service and replaced immediately if:

- a) The shell is cracked at any point and for any length.
- b) The shell is scratched to a depth of 25% or more of its thickness for any length.
- c) There is any suspicion of defect, damage or deterioration to the shell from any cause
- d) There is any defect or damage to the harness.
- e) The helmet has reached three (3) years from the date of manufacture on the shell.

Employee's Duties

- 1) Any defect in/or loss of the issued headgear is to be reported immediately.
- 2) The helmet will not be subject to excessive heat or sunlight, e.g. exposed under the rear window of a car.
- 3) The shell will not be painted, written upon, or have stickers (other than any approved by the manufacturer) applied to the shell.
- 4) The employee will not use head protection other than that supplied by the Company.

- 5) Helmets will not be worn over any other form of headgear, other than an approved liner. (Liners may be made available to individual employees when required by weather or work practices).
- 6) The employee will store all PPE in a safe and hygienic manner and take all reasonable care of the PPE issued by the Company for his use.
- 7) No equipment supplied by the Company for use at work may be used out with the work situation without the written approval of the Company.
- 8) The employee will be responsible for the regular washing of the sweat band and harness as required. Only warm water and a mild detergent should be used, solvents and polishes are not to be used.

Hearing Protection

Policy

It is the Company Policy that hearing protection will be worn at all times when an assessment made under the Noise at Work Regulations identifies a significant noise risk. The hazard action levels are presently defined as any sound level above 85 dB(A)_{LEP,d} or 140 dB(A) peak.

Standard

The Company will issue suitable hearing protection to EN 352 in the form of disposable plugs, or ear defenders (as a personal issue), dependant on personal preference, length and level of exposure.

Inspection

Where defenders are issued to an individual employee, that employee will be responsible for cleaning the issue and carrying out a thorough visual examination of the ear defenders at least weekly. Any loss or defect is to be reported immediately to **Mr W. McEwan** or in his absence **Mr. D. Kinnear**.

Replacement

Ear defenders will be replaced or repaired immediately they have suffered and defect or damage that affects their efficiency.

Respiratory Protection

Policy

Where an employee is subject to conditions where a hazard exists that cannot be controlled by other means, then a suitable and effective mask will be issued to the employee after face fitting, by the Company and must be worn by the employee at all times when a hazard exists or is suspected.

Standard

The standard mask issued for use (where dust hazards exists) will be a disposable mask to EN 149 : 2001, FFP2S but the risk will be assessed as it may be necessary to issue a higher standard for some dusts or other hazard types.

Replacement

The disposable mask will normally be replaced after one shift but where the wearing is not continuous, it may be kept in a suitable container, such as a plastic bag, for further use to a total of 8 hours maximum wear.

Eye Protection

Policy

It is the Company Policy that eye protection will be worn at all times in the workplace to prevent, so far as is reasonably practicable, eye injuries. This will include operating grinders, drills, lathes welding etc., as well as where dust or chemical splashes may occur.

Standard

The standard eye protection supplied by the Company will be pair of goggles or safety spectacles complying with EN 166, with additional protection as required.

Inspection

Where personal eye protection is issued to an individual employee, he will be responsible for examining the goggles or visor at least weekly and for reporting any defect or loss immediately to **Mr. D. Kinnear**.

Where the eye protection is supplied on a one off job basis, or is supplied for use with a particular piece of equipment, the person about to use the eye protection must ensure their suitability prior to use.

High Visibility Clothing

It is the policy of the Company that all operatives will be issued with a high visibility vest to wear during spells of work within the bounds of a building site where it is important that his presence is easily seen.

Replacement vests will be provided by **Mr. D. Kinnear**.

Foot Injury and Safety Footwear

Introduction

In accordance with the “Assessment” requirements of the “Management Regulations”, the Company is required to assess the risk of injury to employee’s feet that may result from the normal or exceptional activities undertaken in the course of our operations.

Assessment of Risk of Injury to Feet

Foot Penetration

The Company recognises the hazard of foot penetration by ‘sharps’ discarded at ground, floor or platform level. Proper housekeeping and the removal of ‘sharps’ should provide effective control against foot penetration, but cannot be relied upon. In view of this, the Company will include in all footwear specification the requirement for a pierce resistant steel mid-sole.

Frontal Foot Injury Form Impact

The hazard of injury due to impact to the frontal area of the foot, especially the toes, is recognised and the risk is assessed as being appreciable in all areas where unsecured weights may be found. Such areas will include all sites and workshops, areas where transport is being unloaded, materials moved and other areas where heavy equipment and supplies are being transferred or re-sited.

No totally effective control measure has been identified, although good housekeeping in the sense of stacking and access, together with correct manual handling, securing of loads and other measures, will mitigate the level of risk. It is therefore considered by the Company that personal protective equipment, in the form of safety footwear, is required to be worn by all persons in the above areas or involved in the hazardous operation.

Other Foot Injuries

Other hazards recognised are strains, etc. to the ankle (due to twisting) and of the ankle bones being struck by or against objects. Again, whilst housekeeping will reduce the risk level, no totally effective preventative measure is identified and therefore safety foot wear will be, at all times boots, rather than shoes.

Safety Footwear Provision to Employees

Having recognised the provision of safety footwear is required the Company is obliged to supply this to the employee at no charge.

The Company has therefore selected a standard issue to all employees that complies with British Standards EN 345 (200 joule category).

One pair of boots will be issued to each employee at the time he first joins the Company. The boots will be replaced, as and when required, at no additional charge, upon the return of the original or subsequent boots in a worn out or damaged condition.

Provision of Non-Standard Footwear

There may be exceptional circumstances where, for medical or other reasons, the provision of non-standard footwear is required and the Company will consider each case individually.

Employee's Choice

Where an employee, wishes, for personal reasons, to wear equivalent but more expensive footwear, individual purchase is not permitted. The footwear may however be supplied by the Company and subject to prior agreement, the cost differential being recovered from the employee's pay.

Employee's Duties

The employee is required under the Health and Safety at Work Act, Sections 7 & 8, to "co-operate with regard to any duty imposed on his employment and to take care of any item provided in the interests of health, safety and welfare".

Any replacement of footwear that is required for reasons other than "fair wear and tear" shall be investigated and will result in disciplinary action, should it be proved to be the result of negligence or deliberate abuse or misuse by the employee.

Discipline

Any employee found in any identified hazard areas who is not wearing the protective footwear issued, will be subject to disciplinary action.

Provision of Gloves

The Company recognises the hazards and risks associated with the handling of glass, metals, ‘sharps’ and insulating products and will issue gloves to their Operatives of the standard conforming with EN 388 and ‘Sure-Grip type.

Policy in Respect of Non-Employees

The Company does not recognise any responsibility for the supply of Personal Protective Equipment to any individual who is not a direct employee of the Company. This will include employees of Contractors or self-employed persons or any other such category, working with or on behalf of the Company.

The Company Policy in respect of the wearing of protective footwear, will however be enforced on all places where the Company is in control and on all persons who wish to access such places.

Cairn Contracts (Aberdeen) Ltd.

Unit 4 Northfield Industrial Estate
Quarry road Aberdeen AB16 5UU

FOOT INJURY AND SAFETY FOOTWEAR

PERSONAL PROTECTIVE EQUIPMENT - SAFETY FOOTWEAR ISSUE

NAME:

WORKS NUMBER:

N.I. NUMBER:

JOB TITLE:

DATE OF ISSUE:

I have received, read and understood the Company's 'Policy on Foot Injury and Safety Footwear', including the conditions listed below.

- a) Protective footwear will be worn at all times.
- b) All reasonable efforts will be taken in the maintenance and security of all footwear issued.
- c) Damage to footwear issued, which could adversely effect its protective capabilities, will be reported to the Company as soon as possible.

Option

I wish to select non-standard footwear and agree to the deduction of £.....
(being the cost difference between these and the standard issue) from my next pay.

Declaration

I acknowledge receipt of the safety footwear and agree to the conditions stated above and to the spirit of the Policy.

Signed: Date:

Control of Substances Hazardous to Health Regulations, 2002

COSHH Co-ordinator

Mr Colin Gill will assume responsibility for all COSHH matters. In particular, he will have responsibility for:

Maintaining the Company COSHH Manual.

Obtaining and recording all data sheets on materials and substances purchased or issued.

Carrying out and recording assessments of new substances and materials identified, as detailed in the COSHH Policy in this document.

Information - Purchased Substances The responsibility for the collection of relevant data information shall rest with **Mr. W. McEwan or in his absence Mrs Irene Hosie** who will obtain such information from the supplier and maintain a record of all relevant data sheets and information.

Information - Process Produced Substances The responsibility for the recognition of process produced hazards will rest with **Mr. W. McEwan** In the event of a recognition problem, all work in the area should cease and the matter be referred to him and/or the Safety Advisor without delay.

COSHH Standard Assessment **Mr C. Gill** shall decide whether or not the substance falls within one or more standard assessments, giving appropriate standard reference/s.

COSHH non-standard Assessment Substance deemed by **Mr C. Gill** not to fall into a standard category, will be referred to SAFE for guidance on completion of a non-standard assessment.

Assessment Register **Mrs. Irene Hosie** shall maintain all COSHH records and assessments in a central register in the Company Office.

Site Assessments Site Assessments will be carried out by **Mr. W. McEwan** or in his absence **Mr. D. Kinnear** from the standard assessment information, taking account of the environment, quantities, work practices, etc., prevailing on site.

He shall inform all those at risk of any action and/or PPE, required to control the hazard.

The Site Assessment shall be recorded on the appropriate form that will be returned to the Company Office on completion of the site works.

Where **Mr. W. McEwan** or **Mr D. Kinnear** identifies the need for a specialist assessment or monitoring to be undertaken, he may consult with the Safety Adviser on appropriate action.

Risk Assessment

The Risk Assessment Co-ordinator is Mrs Irene Hosie.

The Company uses risk assessments that are maintained at the Company Office by the above named.

Where there is no generic assessment appropriate to the hazard involved, a specific assessment will be carried out by **Mr Derek Kinnear** in accordance with the procedure given below.

The "Significant findings" resulting from the assessment will be recorded on the appropriate form and preserved until the completion of the contract. On completion of the contract the forms will be returned to the Company Office for retention on file.

The Management of Health and Safety at Work Regulations 1999.

These regulations require all employers to undertake a systematic general examination of every work activity - "The Risk Assessment"

An employer with five or more employees must record - "The Significant Findings" of the assessment and identify any group of employees who are especial at risk.

The resulting assessment must satisfy the obligations imposed by these regulations "To identify the measures the employer needs to take to comply with relevant statutory provisions" and will assist in the process of "Safety Management".

The Company will take the process beyond the bare legal necessity and will incorporate systems which will identify all foreseeable hazards and eliminate/control the associated risk, so far as is reasonably practicable.

The procedure taken to draw up the assessment will be:

- a) Identify the hazard (something with the potential to do harm)

This could include:

- 1) A substance (e.g. asbestos)
- 2) A machine (e.g. a lathe)
- 3) A work method (e.g. roof access)
- 4) A natural hazard (e.g. ice)
- 5) Other organisational aspects (e.g. physical makeup of personnel)

Is the hazard covered by specific legislation (such as a substance under COSHH) or has it already been assessed elsewhere (such as foot injury in the Company Safety Policy)?

- b) Evaluate the risk to employees and others who may be affected (The likelihood that harm from the specific hazard may be realised and its probable severity) in the light of controls which are already in place or which may be deployed. Identify existing controls and evaluate their effect on the risk.
- c) Formulate responses to the identified risks not already controlled. These can take the form of method statements to change work practices, the supply of alternative equipment, the provision of alternative materials, or any other effective method.

N.B. The supply of PPE, to mitigate the risk, should always be the last resort when no effective control can be identified.

- d) Record the significant findings and those groups of employees who are especially at risk.
- e) Inform, instruct and train as required, not only those in groups at risk, but also others who may materially affect the production, recognition and control of hazards and risk, both now and in the future.
- f) Supervise and monitor the work situation and open effective feedback systems.
- g) Review the assessment in the light of any/all identified changes, altering the assessment or the control methods as may be necessary.

The assessment must be undertaken in a systematic and thorough manner, so that not only are the obvious hazards recognised but also those not normally present, are identified and evaluated.

For the above reasons, consultation with those who have personal experience or knowledge of tasks or situation should be regarded as an essential prerequisite of effective assessment.

Assessment is required for all tasks that may produce hazard or risk. This includes not only site operations but also those that are workshop based.

Hazardous Substances

Information and guidance on these hazards are given elsewhere in this Policy and in the COSHH Manual held in the Company Office by **Mrs. Irene Hosie**.

Noise

The hazard and risk associated with proximity to a noise source, such as poorly maintained plant, is easily recognised and quantified. The Safety Adviser is equipped with a noise meter which will allow suspected sources to be evaluated, but a general rule of thumb is, “If two persons standing 2 metres apart have to shout to each other to be understood, a problem exists and should be addressed”.

General Policy

If doubt exists in the mind of the person either allotting or carrying out the task, guidance should be sought from **Mr William McEwan** or in his absence **Mr. D. Kinnear** or from the Safety Adviser, after consultation with the former.

Recording of Risk Assessments

Risk Assessment records should be kept on a standard form and should contain the following minimum information:

1. The hazard identified.
2. The significant risk caused by the identified hazard.
3. The existing Controls, their effect and efficiency on the significant risk.
4. The Groups, or individuals, whom the significant risk will affect adversely.

Further guidance on the subject may be found in the S.A.F.E. manual

Safety Procedure

Accident/Dangerous Occurrence Reporting

In the event of an accident or incident taking place, the Company has a legal obligation, in certain circumstances, to report this to the Health and Safety Executive. It will in all circumstances have a moral obligation to investigate the occurrence, with a view to the improvement of systems of work aimed at preventing repetition and further loss.

With this object, the following procedure will be adopted in the event of any accident or incident taking place on a Company controlled site (whether or not it involves Company employees or work equipment), or involving a Company employee or Company work equipment on a site controlled by others, or in any other circumstance involving Company operations.

Procedure

Where an incident occurs which involves Company operations, employees or work equipment (including motor vehicles), it will be the duty of the employee to advise the Company Management by the fastest practicable means immediately the situation has been stabilised. The fastest possible means will normally be by telephone.

Where an incident occurs, the **Site Foreman** will be advised immediately of the occurrence and the nature and degree of seriousness of the incident. All accidents involving personal injury to any employee will be recorded in the Accident Book, (Form BI 510), held in the Company Office, by Custodians, **Mr C. Gill** or in his absence **Mr. D. Kinnear**. Access to the information recorded will be in accordance with the Data Protection Act, 1998.

Mr C. Gill or in his absence **Mr. D. Kinnear** will assess the situation and where it is considered necessary, advise S.A.F.E., the Company's Safety Advisers so that an investigation into the circumstances can be undertaken and a written report submitted to the Company.

Out with Normal Working Hours

The above procedure will still be applicable out with normal hours. In the event of no Company Management being contactable and the matter being urgent, any of the Safety Advisers, (S.A.F.E.), should be contacted direct, at the numbers given in the Company Safety Policy, to give guidance on the procedure to be adopted.

Reportable Accidents and Dangerous Occurrences

Any accident involving one or more of the under listed must be reported to the HSE immediately by the quickest means, normally telephone.

The HSE Incident Contact Centre, Telephone Number 0845 300 9923.

Death of any person as a result of an accident at work.

Any amputation

Fracture of any bone, other than to fingers, thumbs or toes.

Loss of sight, (whether temporary or permanent), or any other eye injury.

Dislocation of the shoulder, hip, knee or spine.

Electric shock or burn causing unconsciousness requiring resuscitation or admittance to hospital for more than 24 hours.

Any injury leading to hypothermia, heat induced illness or to unconsciousness requiring resuscitation or admittance to hospital for more than 24 hours.

Unconsciousness due to asphyxia by exposure to a harmful substance or biological agent.

Acute illness or unconsciousness caused by any poisoning by any route.

Acute illness caused by exposure to infected material or a biological agent.

Collapse, overturning or failure of any load bearing part of any lift, hoist, crane, derrick, mobile powered access platform, access cradle, excavator, piling rig or fork lift truck.

Explosion, bursting or collapse of any closed vessel, boiler etc.

Contact with or arcing from, any overhead electric cable caused by any plant or equipment.

Electrical short circuit with fire or explosion.

Explosion or fire caused by any material resulting in stoppage of work or plant for more than 24 hours.

Uncontrolled release of 100 kg or more of a flammable liquid, 10 kg or more of a flammable liquid above its normal boiling point or 10 kg or more gas, inside a building and 500 kg or more of such substances outside a building.

Collapse or partial collapse of any scaffold over 5 metres in height or fall of any cradle etc.

Collapse of 5 tonnes or more of any building or structure, or any falsework, wall or floor in any workplace.

Uncontrolled release of any biological agents.

Bursting, explosion or collapse or fire involving a pipeline.

Other Reportable Injuries and Deaths

The following must be reported to the HSE within 10 days, by telephone or on Form 2508:

Any accident at work where, because of an injury, a person is incapacitated for work of their usual kind, for more than three consecutive days, not including the day of the accident but counting rest days, weekends etc.

The death of an employee if it occurs within one year of the date of the reportable injury, even though the injury has been previously reported.

Reportable Diseases

Diseases such as occupational dermatitis, Leptospirosis etc, listed in the RIDDOR, 1995, will be reported to the HSE on Form 2508, by **Mr W. McEwan** or in his absence **Mr. D. Kinnear**. Further advice will be sought from S.A.F.E. Advisers, as and when required.

Record Keeping

The minimum details required when recording a reportable accident/dangerous occurrence are as follows:

Date, time and place of the incident.

Full name, address, occupation and nature of the injuries suffered.

In the event of an accident to a non-employee, full name, status eg visitor, bystander etc and injuries sustained.

A brief description of the circumstances in which the incident happened.

Date on which the event was reported to the enforcing authority, means of reporting eg telephone and either name of person receiving the report or official reference number.

For the reporting of diseases, the minimum particulars required to be kept are:

Date of diagnosing the disease and its name/nature.

Name, occupation and address of person affected.

Name and address of the medical practitioner who diagnosed the disease.

The date on which the disease was reported to the enforcement authority, method of reporting and name of person receiving the report, if applicable.

Ladders - Safe Use and General Guidelines

References:-

- 1) Construction Information Sheet, (CIS 49), General Access Scaffolds and Ladders
- 2) Provision and Use of Work Equipment Regs., 1998.
- 3) Construction (Health, Safety and Welfare) Regs 1996.
- 4) HSG 150 (Rev), Health and Safety in Construction.

Construction (H, S & W) Regs : 6(5)

A ladder shall not be used as, or as a means of access to or egress from, a place of work unless it is reasonable to do so having regard to -

- (a) The nature of the work being carried out and its duration; and
- (b) The risk to the safety to any person arising from the use of the ladder.

A ladder should only be used when no safer means of access is practicable.

Procedure

Before erecting or moving a ladder, the area should be checked to ensure that there are no overhead lines in proximity. A permit to work may be required in areas where power lines are present and checks should be made of site procedures before any work commences.

Ladders will be visually inspected before use on every occasion. No ladder shall be used if it is defective in any way and must be taken out of use for repairs and clearly marked as defective. If the damage is beyond repair the ladder will be destroyed. In both cases, the matter must be reported to **Mr. W. McEwan** or in his absence **Mr. D. Kinnear** as soon as possible.

Company ladders will have identity markings and be subject to 6 monthly examination and a record of those examinations will be maintained by **Mr D. Kinnear**. There should be no:

- Damage or worn stiles, particularly at the head or foot of the ladder.
- Broken, missing, loose or worn rungs.
- Mud or grease on the rungs.
- Rungs supported solely by nails, screws or spikes etc.
- Movement in the rungs or stiles.
- Decayed timber or the corrosion of fittings.
- Insecure tie rods.
- Warping, sagging or distortion.
- Fraying or damage to ropes, pulleys etc.

No ladder will be painted or otherwise treated in any way that would hide or conceal any defects. They may be treated with a transparent coating of varnish, shallac or clear preservative.

Where work is to be carried out from the ladder or heavy loadings are to be imposed, only Grade 1 ladders will be used in Company operations.

Sections of extension ladders will overlap by a minimum of:-

Up to 5m (closed length)	1 1/2 rungs
Between 5 & 6 m (closed length)	2 1/2 rungs
Over 6 m (closed length)	3 1/2 rungs

The correct angle at which a ladder should be set is 75° to the horizontal, i.e. one out to every 4 up and this must be adhered to.

Ladders will always be lashed at the top (on both stiles), footed or secured with intermediate ties. Ropes or lashings used to secure the ladder must be in good condition.

The base for supporting a ladder will be firm and level. No makeshift use of bricks or timber packing will be used for gaining additional height or to level up the stiles.

Ladders must be sited clear of excavations and in a position where they do not cause a hazard or are likely to be struck or dislodged. Where necessary, barriers should be placed around the foot as added protection.

Bracing boards will be used where ladders are used adjacent to windows and other openings.

Ladders should not be placed on or leant against any fragile surface or fitting.

Ladders will extend a minimum of 1.05 m above the landing place and must not be placed adjacent to any scaffold tube which would interfere with the footing or access of any person using the ladder.

If the vertical height of the ladder is over 9 metres, an intermediate landing with toe boards and guard rails must be provided, wherever practicable.

Always face the ladder when climbing/descending, using both hands for holding onto.

Tools and materials must be carried up in suitable bags/belts or hoisted up/lowered afterwards.

Tools requiring both hands should not be used. When not in use the tools should be hooked or otherwise secured to the ladder.

Only one person should be on the ladder at any one time.

The top of the ladder must not be repositioned by jumping while standing on rungs.

When a ladder must be left in position after working hours, a board should be lashed between the rungs to prevent unauthorised access.

Over reaching leads to overbalancing. A safe working position is for both thighs and hips to be kept between the stiles and not less than 5 rungs from the top of the ladder.

Carrying a Ladder

A short ladder should be carried by having it vertical against the shoulder and holding one of the lower rungs, using the other hand to hold the stile.

Longer ladders should be carried horizontally by two people, taking care when negotiating corners or obstacles.

Erecting and Lowering a Ladder

When a ladder is flat on the ground, one person should stand on the bottom rung while the other takes position at the head and taking hold of the top rung, raises the ladder off the ground.

Rung by rung, that person moves towards the foot of the ladder lifting as they go. The person at the foot grasps the lower rungs as soon as possible and draws the ladder towards them, steadying it at the same time.

This sequence is reversed when lowering.

Short ladders may be raised by one person placing the foot of the ladder against a wall or fixture and pushing the ladder upwards from the top.

Roof ladders should be erected by first erecting a plain ladder for access, ensuring that it is secured or footed and extending at least one metre above the roof but not leaning on any gutter, plastic or fragile material.

The roof ladder should be brought up and pushed over the roof on its wheels and once over the ridge the ladder should be turned over to engage the hook. Always check that the ridge tiles are secure as the ladder may need to be secured with ropes.

Step Ladders

Many of the general safety rules for ladder use apply to step ladders. Additional safety guidance is as follows:

Treads, hinges, bolts, screws and fixtures must all be sound.

Retaining cords or hinges should be of equal length and in good condition.

The step ladder must be stable when open and standing on a level base.

The legs should be opened as far as possible, with all four being firmly and squarely on the ground.

The steps must be set at right angles to the work, wherever possible.

When the step ladder is used, the knees of the user should be kept below the top of the steps.

The top tread of the ladder should never be used as a working platform, unless it has been constructed as a work platform with a secure handhold.

Operational Procedure

Tower Scaffold - Prefabricated Aluminium

References:-

- 1) HSE Guidance Note GS.42 “Tower Scaffolds”
 - 2) Construction Information Sheet (CIS 10) “Tower Scaffolds”
 - 3) Prefabricated Aluminium Scaffolding Manufacturers Association - “Operators Code of Practice (Ninth Revision, January, 2003)
 - 4) The Construction (H.S.W.) Regulations 1996.
 - 5) The Provision and Use of Work Equipment Regulations 1998.
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Procedure - for guidance only

1. **Components**

- a) Frame section (In HD1004 the access ladder will be integral).
- b) Brace, 2 component lengths (horizontal and angled application).
- c) Adjustable leg.
- d) Caster will lock (may be incorporated into c).
- e) Base plate (May be incorporated into c).
- f) Platform {0.6 m[24”] wide.
- g) Toe boards (required for all platforms over 2 metres from the ground).
- h) Stabilisers.
- i) Outriggers.

2. Prior to the start of erection, all components should be inspected by a competent person. The common faults will be physical damage to the material of the components and the underside of the lower cross member tube of the frame sections should be checked for hammer damage. Welds between the fittings and the tubes should be checked for cracking and if this is suspected, then the component should be set aside for expert examination, the supplier or a person of equal competence.
3. It should be ensured that all necessary components are to hand before assembly starts and that a "Scaffold Incomplete" notice is available, in case erection has to be stopped before the tower is complete.
4. All components should be compatible, of the same type and for the same design of tower.
5. Erecting the tower should only be undertaken by a competent person sufficiently instructed and trained who has become experienced through practice who should be familiar with the Manufacturer's instructions, a copy of which should always be available to him.
6. The ground surface should be suitable, castors should only be used on tarmac, concrete or other suitable hard surfaces and to increase stability they should all face outwards. On softer surfaces steel base plates should be used, with wooden sole boards for these and the stabilisers/outriggers.
7. Erecting the tower is started by fitting adjustable legs with castors or base plates, to the end frames. At least one leg should be closed, the others being adjusted to make the tower vertical with minimum extension.
8. Stabilisers or outriggers should be fitted as soon as possible in the erection procedure.
9. All connection locking devices should be fitted as the unit is assembled and not left to the end of the procedure.
10. End frame rails should never be used as the access ladder. Ladders should be tied to one of the narrow ends of the scaffold and access to the working platform gained by climbing the ladder from the inside.
11. Platforms should be fitted, where practicable, to give a safe working platform for the erection of the next lift. Working platform boards should be secured with cleats or other proprietary fittings.

Stability - Height to Base Ratio

Towers that are not suitable to wind loading.

It is no longer appropriate to apply the rule of thumb of 3.5 times the minimum base width from the ground for height to base ratio. Erectors must always refer to the suppliers assembly instructions for this information. However, as a general rule, stabilisers or outriggers will be required once the tower has been built beyond its first frame level.

Wind speeds over 17 m.p.h.

All work must cease on the tower.

In wind speeds exceeding 25 mph, the tower must be tied into a rigid structure and if it is likely to reach 40mph, the tower should be dismantled.

Tying-in should be employed where possible and may be essential in some applications.

Use of Youngman Board Bridges

It is permissible to bridge between two fully locked and stabilised towers using a Youngman Board but this should only be undertaken by experienced erectors who have a methods statement. As the Youngman is only 0.46m (18") wide, two boards will be required in order to comply with statute. The boards should rest on and be secured to, load bearing components of the tower. Toe boards and guard rails must be fitted. This may be required on both sides if the boards are not close to the building face.

Moving an Erected Tower

Ensure that there is no danger from overhead power lines.

Outriggers should be employed, in preference to stabilisers, in order that full stability is maintained during the moving process. If stabilisers are used then they should be lifted only the minimum distance from the ground.

Ensure that the ground is clear of all obstructions and potholes.

Inspections

Towers should be inspected before use, at the start of each shift and after re-siting.

A competent person should inspect towers weekly, after significant alterations, when adverse weather conditions may have affected it stability and the results recorded.

N.B. Under no circumstances should a ladder ever be placed on the platform of a tower scaffold in order to increase its height. Care must also be taken when exerting pressure on the tower during operations, such as drilling into a structure, to ensure the stability of the tower is unaffected.

Scaffolding – General

The **Site Foreman** will ensure that all scaffolding workplaces are suitable and safe for use prior to them first being used when a Company Operative has erected it. In all cases of first use a certificate confirming that the scaffold is completed and safe for purpose will be issued by the competent contracted erector or Company operative undertaking the work.

Statutory checks of the scaffolding will be undertaken thereafter by the Company's competent erector, responsible for the site operations or by the Principal Contractor if the scaffolding is supplied by them. A written record of those checks will be maintained.

Under no circumstances will any non-trained Company operative attempt to erect, alter or dismantle workplace scaffolding unless under the direct supervision of a competent operative.

Operational Procedure

First Aid

Contents of First Aid Boxes and Kits.

	First Aid Kit	Travelling Kit
Guidance Card	1	1
Sterile Adhesive Dressings (Assorted Sizes)	20	6
Sterile Eye Pad with attachments	2	0
Triangular Bandages	6	2
Safety Pins	6	2
Sterile Un-medicated Wound Dressings (Medium sized, individually wrapped, 10cmx8cm)	6	0
Sterile Un-medicated Wound Dressings (Large, individually wrapped, 13cmx9cm)	2	1
Sterile Un-medicated Wound Dressings (Extra Large, individually wrapped, 28cmx17.5cm)	3	0
Moist Cleaning Wipes (Individually wrapped)	0	10

Notes

1. Soap, water and disposable drying materials should be provided for first aid purposes. Where they are not available, individually wrapped moist cleaning wipes, which are not impregnated with alcohol, may be used. The use of antiseptics is not necessary for the first aid treatment of wounds.

2. First aid boxes and kits should contain a sufficient quantity of suitable first aid materials and nothing else.
 3. Contents should be replenished as soon as possible after use. Items should not be used after the expiry date shown on the packets. Contents should be checked frequently and deficiencies reported to **Mrs. Caroline McNaughton (First Aider)**.
 4. First aid boxes should be made of suitable material, designed to protect the contents from damp and dust, and should be clearly identified as first aid containers. The marking should be a white cross on a green background in accordance with the Safety Signs and Safety Signals Regs. 1996.
 5. First aid boxes should contain only those items that a first aider has been trained to use.
 6. Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be reused once the sterile seal is broken. At least 900ml should be provided.
 7. Disposable plastic gloves and aprons should be provided near the first aid materials for the protection of the first aided who should be aware of the infection potential from AIDS, HIV and Hepatitis.
 8. Plastic disposable bags for soiled and used first aid dressings should be provided. Local authorities should be consulted for guidance on disposal.
- NB** Eye baths/eye refillable containers should not be used for eye irrigation.

Operational Procedure

Tackling a Small Fire

Company personnel should not normally tackle fires but there are occasions when a person using “first aid” fire fighting appliances could extinguish a small fire of a very localised nature. Tackling any fire has however a high risk factor and should only be attempted by persons having the training and experience necessary to allow the exercise to be carried out safely. All persons should be familiar with and observe the following precautions:

Action in the event of fire

ALWAYS RAISE THE ALARM BEFORE ATTEMPTING TO TACKLE ANY FIRE

On discovering a fire shout **Fire, Fire** ensuring that everyone in the vicinity hears, banging metals together or other similar means to attract their attention.

Ensure that Company Management is informed of the fire, its location and nature so that precise details may be passed to the Emergency Services.

Having done so, you may then consider whether to attempt to fight the fire as described above.

Assembly Points

In the event of a fire, the Company has nominated the following area as an Assembly Point where employees are to report to for a head count taken by **Mr. Colin Gill** or his nominated deputy:

QUARRY ROAD, OUTSIDE THE FRONT OF THE COMPANY PREMISES

Tackling the fire

Never tackle any fire alone. The nature of materials found in offices today makes it certain that fumes will be given off by any fire and these may be toxic or asphyxiant. Another person or persons who can raise the alarm and move you to a safe location if you are overcome should always accompany you.

EVEN IF A SMALL BLAZE APPEARS TO BE EXTINGUISHED THE FIRE SERVICE MUST BE CALLED TO ENSURE THAT THE FIRE IS OUT AND TO SATISFY INSURANCE REQUIREMENTS.

If the fire appears to be out, stand by the site and observe until the fire service arrives. If the fire is not extinguished at the first attempt, isolate by closing all doors and evacuate to the emergency assembly point advising the Company person in charge of the situation.

The building and Company vehicles are equipped with one or more of the following types of fire appliances, familiarise yourself with their locations, methods of operation, uses and restrictions.

Types of Portable Extinguishers

N.B. From January 1997, all new portable fire extinguishers will be manufactured with ALL RED bodies, 5% of the area of which MAY be in the distinguishing colour, but this could only be the lettering.

ALWAYS CHECK THE TYPE OF EXTINGUISHER BEFORE USE.

Dry Powder

For electrical fires, burning liquids, etc.

Spray with sweeping motion from near edge of burning liquid driving the fire to the rear edge until all flames are extinguished. On electrical fires spray directly at fire, **after switching off the power.**

Water - 9 litres (Red) (Also applies to hoses) For wood, paper etc. fires.

THIS EXTINGUISHER MUST NOT BE USED ON ELECTRICAL FIRES OR NEAR ELECTRICAL POWER SOURCES

The water jet should be sprayed directly at the seat of the fire with a slight sweeping motion. Fires rising vertically, curtains, etc. should be tackled at the base, following up the fire spread. There is danger of re-ignition from hot spots, rake ashes and soak thoroughly.

Carbon Di-Oxide (CO₂) - 2 kg (Black) For electrical fires, burning liquids, etc.

Spray directly at the seat of the fire unless this causes spatter of the burning material. Works by gas blanket and cooling effect. Ineffective in draught as gas blanket is dispersed.

High re-ignition risk.

Do not touch un-insulated parts of extinguisher during operation due to freezing effects of gas discharge. Do not use in confined spaces, unless the area is cleared and secured to prevent entry. The gas will cause oxygen reduction and possible asphyxiation.

Weekly and Annual Checks and Servicing

Mr C. Gill will be responsible for the weekly checks and annual servicing programme of the extinguishers held within the Company Office area and for recording maintenance and service records of all Company fire extinguishers.

Vehicle Drivers are responsible for the weekly checks of the fire extinguisher provided in their vehicle and for the reporting of any defects to **Mr W. McEwan** or in his absence **Mr. D. Kinnear**.

Operational Procedure

Transport

Nominated Persons

Company vehicles will be issued to a Nominated Person who will be responsible for the daily checks on tyres, oil, water, lights etc. Any defects will be reported in the first instance to **Mr W. McEwan** or in his absence **Mr. D. Kinnear** as soon as possible, if the Nominated Person cannot correct them at the time they are found.

Authorised Drivers

Company vehicles will only be driven by those persons who are listed in the registrar kept in the Company office and who have been given approval to drive that class of vehicle by the Company. Authorised drivers are required to advise the Company of any cautions, charges or convictions that may affect the validity of their licence.

Vehicle Load Capacity

Authorised Drivers will be familiar with the load capacity of their vehicle and will not exceed gross, axle, wheel, roof or towing permissible loadings.

Towing

Authorised Drivers will not tow any trailer or appliance unless it is within the capacity of the vehicle and is equipped with the statutory lighting, brakes, etc. required for that item of equipment.

Speed Limits

Authorised Drivers will familiarise themselves with the speed limit applicable to the vehicle or configuration of which they are in control and they will not, under any circumstances, exceed that limit.

Seat Belts

Where these are fitted, they will be worn by all drivers and passengers when the vehicle is in motion, whether the vehicle is on the road or on a site.

Mobile Telephones

Where Company mobile telephones are provided with 'hands free' kit fitted in their vehicles, they may only be used by the driver when answering incoming calls. Under no circumstances are drivers, when their vehicles are in motion, to use the telephones to dial out other than by a programmed number system.

Smoking

Smoking in Company vehicles is strictly prohibited.

Highway Code

The Company adopts the Highway Code as a Safety Procedure and all Authorised Drivers will operate to that code.

Limitation in Use

Authorised Drivers are permitted to use Company vehicles only in connection with the performance of Company business and for no other purpose. No person is permitted to operate a Company vehicle whilst under the influence of a stimulant or medication that might impair judgement.

Operational Procedure

Electricity at Work

Company Management recognises the hazards of electricity at work and associated risks of use throughout the work sites.

Procedures for checks of equipment

Electricity systems will be regularly checked and maintained to a high standard. Operatives using any lead or equipment should pre-use check:

- a) No bare wires are visible.
- b) The cable covering is not damaged and is free from cuts and abrasions, apart from scuffing.
- c) The plug is in good condition, the casing is not cracked, pins are not bent or the key way is not blocked with loose material.
- d) There are no taped or other non-standard joints in the cable.
- e) The outer covering (sheath) of the cable is gripping where it enters the plug or the equipment. The coloured insulation of the internal wires are not visible.
- f) The outer case of the equipment is not damaged or loose and all screws are in place.
- g) There are no overheating or burn marks on the cable or the equipment.
- h) The trip devices, (RCDs), are working effectively by pressing the 'test' button every day.

Reporting damaged equipment

Employees will report to **Mr W. McEwan** or in his absence, **Mr. D. Kinnear** any faults immediately and stop using the tool or cable should any damage be found.

Damaged equipment will be taken out of service and returned to the Workshop with a label attached to it clearly detailing the faults. **Mr D. Kinnear** will keep a record of all equipment damaged and subsequent repairs made to it.

Under no circumstances should any make shift repairs be made to any Company equipment. Under no circumstances is equipment owned by an operative to be used in any Company operation.

Any operative suspecting that there is a fault inside the equipment but cannot confirm this by visual inspection should report his suspicions and take the equipment out of service, as described above.

Inspection and Electrical Testing

Mr W. McEwan or in his absence **Mr. D. Kinnear** will ensure that all electrical equipment is inspected and electrically tested at regular intervals, depending on frequency of use and environment in which it is used. He will record all such inspections and examinations and the equipment will show clearly details of the last test date and company serial number.

Use of Electrical Equipment

Where possible, cordless tools or tools which operate from a 110 volt supply system that is Centre - tapped to earth so that the maximum voltage to earth should not exceed 55 volts will be used. Splash proof plugs will be fitted to equipment used out-with the workshop environs. In the case of lighting equipment, still lower voltage will be used where possible.

Before any work is done in an area or environment where there is a risk of flammable vapours or explosion, specialist advice will be sought on the use of tools and equipment.

Operational Procedure

Manual Handling

The lifting and moving of loads is one of the most common causes of injury at work. To help avoid such lifting and handling the following should be considered:

- a. Is it necessary to lift the load manually or can it be done mechanically?
- b. Identification, before the work starts, of all operations which involve either lifting or awkward loads or repetitive lifting.
- c. If the load is too heavy or awkward for lifting alone, seeking assistance to carry out the lift.
- d. Positioning loads by machine and planning to reduce the height from which they have to be lifted and distance over which they have to be carried.

Manual Handling Techniques

- a. **Stop and think.** Plan the lift. Where is the load going to be placed? Use appropriate handling aids if possible.
- b. **Place the feet.** Have the feet apart, giving a balanced and stable base for lifting. Have the leading leg as far forward as is comfortable.
- c. **Adopt a good posture.** Bend the knees so that the hands when grasping the load are as nearly level with the waist as possible. However do not kneel or over flex the knees. Keeping the back straight, maintaining its natural curve (tucking in the chin while gripping the load helps). Lean forward a little over the load if necessary to get a good grip. Keep shoulders level and facing the same direction as the hips.
- d. **Get a firm grip.** Try to keep the arms within the boundary formed by the legs. The optimum position and nature of the grip depends on the circumstances and individual preference, but it must be secure. A hook grip is less fatiguing than keeping the fingers straight. If it is necessary to vary the grip as the lift proceeds, do this as smoothly as possible.
- e. **Don't jerk.** Carry out the lifting movement smoothly, raising the chin as the lift begins, keeping control of the load.
- f. **Move the feet.** Don't twist the trunk when turning to the side.
- g. **Keep close to the load.** Keep the load close to the trunk for as long as possible. Keep the heaviest side of the load next the trunk. If a close approach to the load is not possible try sliding it towards you before attempting to lift it.

