

SAFETY HEALTH AND ENVIRONMENTAL POLICY

ITS (Southampton) Limited.

INTRODUCTION

The Directors of ITS (Southampton) Limited regard the promotion of safety, health and environmental issues as essential objectives which must be actively pursued by both management and employees at all times.

It is the policy of the Company to conduct its undertakings in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees whilst at work, and of any other persons not being in its direct employment who may be affected by its operations.

The Company has the knowledge to manage the Health, Safety and Environmental issues within its business organisation. Where it considers additional assistance is required this will be sourced from external consultants.

The Company is committed to review and develop this policy and to promote issues of safety, health and environment from within.

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GENERAL STATEMENT

The Company recognises the legal obligations placed on it by the Health and Safety at Work etc. Act 1974 and of any other statutory provisions and health and safety regulations applying to its activities, with regard to:-

- The provision and maintenance of plant and systems of work that are safe and without risks to health.
- The maintenance of all workplaces in a condition that is safe and without risks to health.
- The provision and maintenance of safe means of access to, and egress from, all workplaces.
- The safety and absence of risks to health in connection with the use, handling, storage and transport of materials and substances.
- The provision of such information, instruction, training and supervision as is necessary to ensure that work may be carried out safely and without risks to health.

Employees have a duty to co-operate in the operation of this policy by fulfilling the responsibilities placed upon them in Part II of this Policy.

To ensure that the Company Policy and the way in which it is operated is kept up to date, it will be reviewed annually.

Managers, supervisors and employees are instructed to ensure projects for which they are responsible continue to comply with environmental standards.

We undertake to act in accordance with good environmental practice.

Waste products will be closely monitored and materials will be recycled where possible with waste being removed by licensed contractors only.

Noise pollution will be reduced by ensuring plant, tools and equipment are adequately silenced.

We will use products not containing CFC gases wherever possible.

Consideration will be given to the surrounding environment including the neighbours and plant / wildlife.

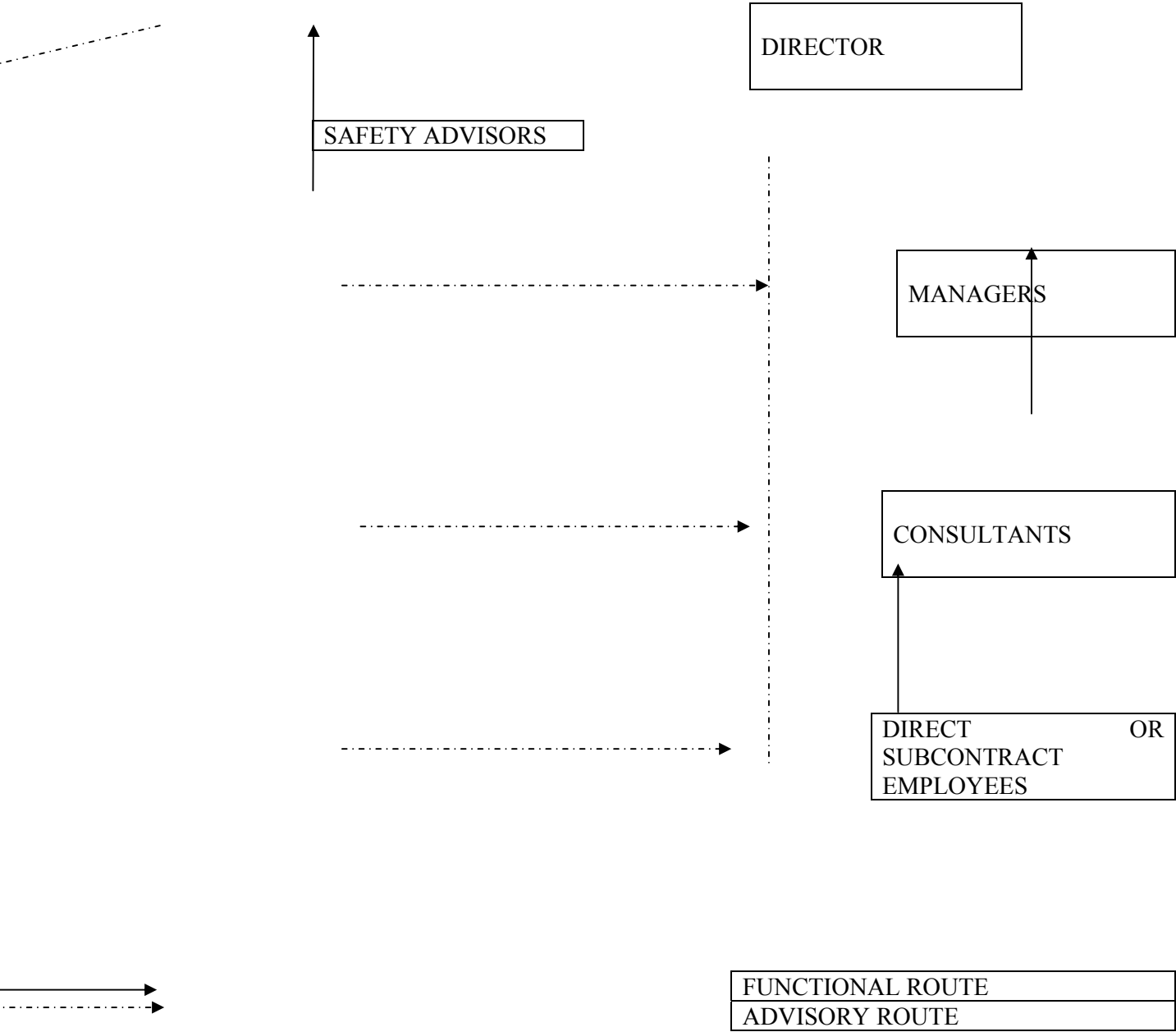
We expect all employees to co-operate with environmental issues and to ensure best practice is followed.

The Directors and Management will monitor compliance with environmental issues which will result in an improved environment with pollution levels reduced in the areas where we work.

Signed
Position ...DIRECTOR.....
Date

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STRUCTURE OF RESPONSIBILITY FOR HEALTH AND SAFETY



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PART II

ORGANISATION AND RESPONSIBILITIES

The overall responsibility for health and safety at work is held by the Directors of the Company who will make available adequate resources for the implementation and monitoring of the Company Health and Safety Policy.

The Directors of the Company have assigned the responsibility for health and safety matters to Christopher Jobson, (ITS Holdings Director) who will be responsible for the establishment of structures through which safety matters can be dealt.

This part of the Policy lists the duties which are placed on individuals with the object of ensuring that the aims of the Policy are achieved.

The primary responsibility for the health and safety of Company employees lies with management at all levels. In the event of named persons being absent, then the duties and responsibilities of that person will be delegated to another person.

It is an important part of this Policy that any of the persons named within it, who, in the course of their duties, discover contraventions of the policy, take appropriate action within the scope of their duties and at the earliest practicable opportunity to rectify the contraventions.

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ORGANISATION AND RESPONSIBILITIES

DIRECTORS

The Directors will:-

Make adequate financial provision for implementing the Company Safety Policy.

Require a positive approach to safety from all levels of management and employees.

Cause the safety performance of the Company to be monitored.

Report and investigate all accidents / incidents and ensure any accidents where applicable are reported under RIDDOR.

Cause the Health and Safety Policy to be amended whenever necessary.

As part of their periodic review of the Company Policy on Health and Safety, undertake an annual systematic review of training needs.

Set an example by wearing the appropriate personal protective equipment.

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CONSULTANTS

Consultants are responsible for securing health and safety relating to their particular contracts, securing compliance with statutory requirements and for ensuring that instructions issued by the Company are complied with.

Consultants will:-

Implement the Company Safety policy to promote a healthy and safe working environment and incorporate safety instructions when issuing orders.

Know the requirements of all statutory safety regulations pertinent to their contracts.

Check that work is carried out with the proper equipment and that there is sufficient plant and equipment on site for the safe working of the site, reporting any shortage to their manager or director.

Ensure that personnel are trained and competent to operate any plant / machinery and have adequate training to carry out the work activity.

Ensure that any necessary information on known hazards and the need for taking safety precautions is passed on to all relevant employees and ensure that suitable protective equipment is available and worn when required.

Check that all accidents are recorded in the accident book kept by the manager / director.

Set an example by wearing the appropriate personal protective equipment when necessary.

Bring to the notice of the controller of the premises any potentially hazardous situations that may arise and are the responsibility of the controller of the premises.

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EMPLOYEES

All employees have a statutory duty to co-operate with their employers in matters relating to health and safety at work. Their personal responsibilities under the Health and Safety at Work Act etc. 1974 are:-

- To take reasonable care of the health and safety of himself, and any other persons who may be affected by his acts or omissions whilst at work.
- To co-operate in respect of any duty imposed on his employer, in so far as it is necessary to enable that duty to be complied with.
- Not to interfere with or misuse anything provided in the interests of health, safety or welfare.

To this end all employees will:-

Work in a safe manner and refrain from horseplay and from abusing welfare facilities provided.

Use tools and equipment appropriate to the job, and ensure that they are kept in good condition.

Make full use of safety aids, appliances, equipment and protective clothing provided.

Report unsafe conditions and defects in plant or equipment immediately they are observed.

Report any accident, unsafe or hazardous conditions and if possible suggest ways of improving safety.

Where identified will wear P.P.E. as per the manufacturers recommendations in compliance with the risk assessment.

Failure to comply with any of the above may result in disciplinary action being taken.

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ACCIDENT REPORTING

Every accident must be reported as soon as possible to the first aid centre or site office.

Certain serious accidents, accidents resulting in people being off work for more than three working days, diseases and dangerous occurrences must be reported to the Health and Safety Executive.

Employees must ensure that details of every incident and injury no matter how trivial are recorded in the Accident Book which is kept by the director at the company offices. If necessary the company will notify the enforcing authority by telephone and then in writing on form F2508.

A full list of the criteria for reporting incidents is supplied in the information provided with form F2508, a copy of which is held in the company offices and is available for inspection by all employees.

All accidents and near misses will be investigated and procedures may be reviewed / altered if the investigation outlines failures in the SHE management system.

The directors will ensure that accidents are investigated and reported as necessary and with compliance with the RIDDOR regulations.

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ASBESTOS

When inhaled, airborne asbestos fibres are known to cause asbestosis (asbestos induced lung fibrosis), mesothelioma (cancer of the pleura or lining of the lung) and bronchogenic lung cancer. The link between asbestos and cancer is now well established. It is therefore essential the procedures in this section are complied with.

PROCEDURE

Prior to the commencement of any demolition or refurbishment work (including house renovation), the asbjasb to ensure that the premises are thoroughly checked, to ascertain if any asbestos based materials are present. Any suspicious materials found must be sampled and sent to be analysed.

Based on the analyst's report, an assessment will be made as to the best method to prevent or reduce exposure to asbestos fibres. In the majority of cases this will involve the use of a specialist contractor with a licence issued by the HSE for removing asbestos based materials.

The licensed contractor before work commences must complete the asbestos checklist and provide a written method statement. The method statement must include details of the following:-

- a) Method of removal
- b) Type of enclosure
- c) Testing of enclosure (smoke testing)
- d) Negative pressure arrangements
- e) Decontamination procedures
- f) Respiratory protective equipment and protective clothing
- g) Air monitoring arrangements (including visual inspection)
- h) Removal of waste
- i) Copies of consignment notes
- j) Clearance certificate

Where a licensed contractor is not required a suitable method of working will be established based on the type of asbestos, the likelihood of fibre release (this may require air monitoring) and the condition of the asbestos based material.

If during works material is encountered that is considered to be asbestos, works will cease with the area being secured to prevent access until inspections are carried out to identify whether the substance is asbestos.

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CARTRIDGE OPERATED TOOLS

There are two types of cartridge-operated tool, the high velocity type and the low velocity captive piston type. Where possible the low velocity captive piston type should be used, as there is less danger from ricochets and overdriving of the pins. Every tool should be marked with the type, serial number and kite marked to BS 4078.

Operators of cartridge operated tools must be trained in their use, issued with, and be in possession of, a valid training certificate relating to the tool in use.

No person should be in possession of a cartridge operated tool or cartridges unless he has been trained and is in possession of a valid training certificate.

Cartridges for immediate use only, shall be kept in a secure box with the tool, and guarded when not in use.

Cartridges shall never be kept loose. Following use all spent cartridge rings or individual cartridges shall be collected and accounted for.

Eye protection to BS 2092 Grade One impact shall be worn when using cartridge tools.

Suitable ear protection giving the correct level of attenuation shall be worn when using cartridge tools.

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CHAIN SAWS

No person shall operate a chain saw unless he has been trained to an approved and recognised standard and is in possession of and using appropriate protective clothing.

Certificates of training (or copies of) for persons using chain saws shall be accessible at the place of use and be available for inspection upon demand.

Protective clothing worn should include steel toe-capped boots and protective gaiters (or appropriate forestry boots), protective leggings incorporating ballistic nylon inners, chain saw gloves with integral protective pads, a safety helmet complete with mesh visor and ear defenders.

Regular maintenance will be carried out on all chain saws and a record of such maintenance will be available upon request. Manufacturers recommendations regarding the use of low kick back chains and chain maintenance will be followed, as will requirements for the refuelling of petrol saws.

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CHEMICALS / COSHH

It is a legal requirement for suppliers to give users of their materials sufficient warning of dangerous chemicals, low flash point materials, adhesives, epoxy resins and paints, solvents etc.

In most cases the correct instructions for using these materials are clearly stated on the container or package.

It is essential that the proper procedures, as laid down by the manufacturers instructions, be followed when handling such materials.

Supervisors will give adequate instructions for work involving the use of such materials and ensure that suitable protection is provided.

Where formal protective equipment i.e. gloves, goggles, respirators are required and issued then employees must ensure that they are worn.

If you come across an unexpected hazard you must inform your supervisor immediately.

The Company will endeavour at all times to comply with the Control of Substances Hazardous to Health Regulations (COSHH).

The Company will try to eliminate the use of hazardous substances, or substitute the substance with one which is less hazardous.

The Company will provide written assessments for all hazardous substances used at work.

These assessments will be brought to the attention of all employees.

The Company employees must comply with these assessments.

If the assessment requires control measures these must be made available to employees.

Employees will be put under health surveillance where there is a reasonable likelihood that their work with a hazardous substance may result in an identifiable disease or an adverse health effect.

No substance will be used without a COSHH assessment being available.

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CHILDREN ON CONSTRUCTION SITES

While it is accepted that the activities undertaken by the Company do not place children at additional risk, the Company accepts the further precautions required to prevent injury to children who may trespass onto any site where activity by the Company is taking place.

With this in mind the Company accepts the requirements of secure fencing around sites and individual hazards, the safe stacking and storage of any materials and the securing of all working platforms at the end of any working day.

The Company undertakes to bring to the attention of any supervising Contractor or the Company Director any shortcomings in site procedures to reduce risk and prevent access and injury to children.

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CONFINED SPACES

A confined space can be defined as any area where there is poor ventilation, or there is a risk of dangerous fumes collecting. Examples of which could be sewers, manholes, tunnel inverts, tank shafts, deep bored piles etc.

Work will only be carried out in a confined space if there is no alternative way of carrying out the works safely so far as reasonably practicable.

Any employee chosen to work in confined space conditions should be over 18 years old, preferably under 50 years of age and not suffer from a disability.

Work in confined space must only be undertaken by employees who have received proper and adequate training for the purpose.

The Confined Space Regulations 1997 require that wherever work is carried out in confined spaces, pre-entry atmospheric testing must be carried out. If such testing indicates that the atmosphere is not safe, then forced ventilation and extraction must be introduced to achieve satisfactory fresh air circulation. Testing should continue during the period that anyone is in the confined space.

Suitable and adequate rescue equipment must be provided and kept adjacent to any confined space.

Employees must not enter any confined spaces without the express permission of their supervisor. A written safe system of work (permit to enter form) must be produced before entering a confined space.

No persons are permitted to enter sewers, manholes or other confined spaces without the necessary tests being carried out and the correct rescue equipment available.

The person entering the confined space must wear an Escape type safety harness attached to a tripod and lifting winch.

A person must remain at the top at all times and keep in communication with the person in the confined space.

Only intrinsically safe equipment is allowed to be used in a confined space.

Oxygen/acetylene etc. cylinders must never be taken into a confined space and if any welding/cutting operations are required to be carried out within a confined space then additional precautions must be taken i.e. breathing apparatus, fire fighting equipment etc. For this type of work the Company employees must consult with the Company Senior Site Representative.

Only trained persons are allowed to wear breathing apparatus.

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CONSULTATION WITH EMPLOYEES AND SUB-CONTRACTORS

Health & Safety Representatives

The company has a pro-active approach to health & safety, and recognises the benefits of employees having a significant input into the company's health & safety procedures. They also play a vital role in providing feedback on actual performance and identifying hazards that have previously been missed. Therefore in all situations, trade union appointed or company appointed, safety representatives will be encouraged to assist the company to maintain a safe and healthy workplace. This will be achieved by:-

- a) Recognising safety representatives appointed in accordance with the Safety Representatives under the Safety Representatives & Safety Committees Regulations 1977 and providing them with every assistance to fulfil this role; or
- b) Encouraging employees to fulfil the role of safety representative in accordance with the Health & Safety (Consultation with Employees) Regulations 1996.

On sites, all employees (and sub-contractors) will receive a site induction talk. On major sites this will be undertaken by the health & safety adviser, on small projects, by the site manager or his delegated representative. The induction will cover:-

- The site roles and PPE requirements.
- Welfare facilities.
- First aid arrangements and emergency procedures.
- The significant risks identified in the safety plan.
- Relevant method statements.
- Details of the health and safety representatives and means of consultation.

Throughout the project, all employees and contractors will be encouraged to continually liaise with the site manager, to assist in the identification of any health & safety hazard that has not previously been identified.

In addition the company will encourage employees to take the role of safety representative under the Health & Safety (consultation with Employees) Regulations 1996 and the company will offer them training and assistance to fulfil this role and to further enhance health and safety within the company.

We will hold regular meetings with personnel to discuss safety, health and environmental issues.

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CONSULTATIONS WITH SUB-CONTRACTORS

Under the Construction (Design & Management) Regulations, sub-contractors have to be competent (see section on CDM Regulations - Selection of Contractors). In addition the company has to provide details of the significant risks that will be encountered on site. This will be achieved via the project health & safety plan.

When contractors are submitting their proposals to the company they will be asked to inform us about any significant risks their work will produce. These will be subject to an agreed method statement and, if required an amendment or addition to the project safety plan.

In this way there is an exchange of information before the contract commences. This flow of information and joint consultation must continue throughout the project. On large multi-contractor projects this may require a formal safety meeting with minutes etc. Because of the type of work undertaken by the company it is unusual for there to be several contractors working under the company's control. Therefore there is generally no need for a formal safety meeting but the site manager (or supervisor) should still discuss health & safety matters with the contractors and give them an opportunity to comment on the way the site is being run.

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CRANES AND LIFTING APPLIANCES PROCEDURE

By far the majority of accidents involving the use of cranes - more than 70% of an average annual total of 4,000 - occur during the slinging or movement of the load.

The safe and proper use of cranes and lifting appliances is essential if serious injury, collapse, overturning or other failures are to be avoided. Therefore, the guidance in the following sections, which has been produced to comply with current Legislation and BS 7121, must be followed.

Management Of The Lifting Operation

A safe system of work needs to be established before lifting operations are carried out and communicated to all parties concerned. To ensure the implementation of the safe system of work the Crane Safety Check List must be completed by the crane company whether hired in by us or by sub-contractors. The main elements of a safe system are:-

1. Planning the operation;
2. The selection and use of a suitable crane and equipment;
3. The maintenance, examination and testing of cranes and equipment;
4. The provision of properly trained and competent personnel; this includes the appointment of a competent person to be the CRANE CONTROLLER (see Selection and Duties of Personnel);
5. Adequate supervision;

The Crane Controller / Appointed Person

Every lifting operation must be under the control of a competent person appointed by the USER of the crane. The CRANE CONTROLLER's duties include:

1. The planning (including all the above points), selection of crane, lifting gear and equipment;
2. Instruction and supervision necessary for the task;
3. Ensuring the documentation is in order;
4. The responsibility for the organisation and control of the operation.

The CRANE CONTROLLER must be competent to carry out the above tasks. This person may have other duties but cannot be the crane driver or the banksman/slinger. If the USER of the crane does not have the expertise to carry out the above duties then they should enter into a contract with an organisation or individual to undertake the work on their behalf.

Crane Driver

The crane driver should be responsible for the correct operation of the crane within the limits of the manufacturers instructions and the agreed system of work. The crane driver should only respond to signals from one banksman/slinger who should be clearly identified.

The crane driver should be:-

1. Trained and competent, the CPCS Certificate of Training Achievement may be useful in determining competency;
2. Over 18 years of age, unless under supervision for training purposes;
3. Fit, with particular regard to eyesight, hearing and physically able to operate the crane safely;
4. Able to understand the banksman/slinger;

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It is the responsibility of the crane owner to ensure that the crane driver fulfils the above requirements.

Banksman/Slinger

The banksman/slinger should be responsible for; attaching/detaching the load to and from the crane, for the use of the correct lifting gear and equipment, and for directing the safe movement of the crane.

The banksman/slinger should be:-

1. Trained and competent;
2. Over 18 years of age, unless under supervision for training purposes;
3. Capable of judging distance, height and clearance;
4. Capable of selecting suitable lifting gear/equipment;

The Crane Owner

The crane owner has a duty to provide a competent driver and a crane that is properly maintained and inspected, thoroughly examined, tested and certified. The USER retains the responsibility for appointing the CRANE CONTROLLER and for planning and selecting the right crane for the task being undertaken.

Selection Of Cranes

Each type of crane has certain features that help dictate the suitability for a particular job. When selecting a crane the following points should be considered:

1. Weights, dimensions and characteristics of load;
2. The radius of the operation;
3. The height of the lift required;
4. Site, ground and environmental conditions, or restrictions arising from existing buildings, overhead power-lines etc.;
5. Space available for access, erection/dismantling and operation.
6. Ensuring all necessary test certificates and other relevant documents are available;
7. The safety of persons not involved in the lifting operation.

The appointment of the CRANE CONTROLLER (see Selection and Duties of Personnel) is the responsibility of the USER but in most instances the USER will not be competent to do this themselves, therefore they should enter into a contract with an organisation or individual to undertake the work on their behalf.

IF WE ARE THE USER WE MUST ENSURE A CRANE CONTROLLER IS APPOINTED.

IF SUB-CONTRACTORS ARE THE USER WE MUST ENSURE THAT A COMPETENT PERSON IS APPOINTED AS THE CRANE CONTROLLER.

Selection and Duties Of Personnel

Safe lifting depends on the selection of suitable personnel who are competent to carry out the required duties. Records of training and experience of persons such as the CRANE CONTROLLER and the crane driver will assist in the selection of suitable personnel.

Documentation

The following documentation must be produced for inspection at site before any crane starts work:

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1. The Certificate of four yearly tests and thorough examination.
2. Also provides information relating to the type of crane etc.:
3. The fourteen monthly thorough examination;
4. The weekly inspection of the crane;
5. The Certificate of test of lifting gear;
6. The Certificate of test of wire rope.

It is also important to check that the safe load indicator system and load radius indicator are working and set correctly for the crane duties rigged.

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DEMOLITION PROCEDURE

Before any demolition operations start, a thorough survey and examination of the structure is required to determine the nature of the original construction, the relationship and condition of adjoining property, information on existing services and health risks. This will ensure a safe system of work can be implemented.

Method Statement

A written method statement is essential for safe working. It should be produced by the demolition contractors before work starts and checked by the site management with assistance from the Safety Department. A detailed method statement should include:

1. The sequence and method of demolition with details of personnel access, working platforms and machinery requirements. Where possible the use of machines is recommended in preference to demolition by hand.
2. The arrangements for protecting the public.
3. The details of the removal or making safe of statutory services.
4. The details of methods to deal with hazardous substances.
5. The arrangements for the control of site transport.
6. The arrangements for disposal of demolition debris.

Supervision

A competent person experienced and trained in the type of operation being undertaken is to be appointed in writing by the demolition contractor to supervise and control the work.

Control Of Pollutants

1. Asbestos (See Asbestos Procedure).
2. Dust.

The works should be periodically sprayed with water to reduce the amount of airborne dust.

3. Noise (See Noise Procedure).
4. Fire and Smoke.

Many local authorities prohibit the burning of timbers, rubber, etc. in view of the fact that such materials can give off offensive smoke. In some case this may also be hazardous to health.

Plant

All plant must be in a good condition and suitable for the task it is to perform.

Operators of all plant must be trained and competent.

Protection Of The Public

The precautions necessary to protect the public must include: high standards of site protection, safe systems of work and effective supervision and control.

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All sites, where practicable, should be enclosed by a 2m high fence, which cannot be easily climbed. Access gates should be secured outside of normal working hours.

If it is impossible to enclose the site, excavations must be fenced or covered, vehicles and plant immobilised and services isolated or enclosed to prevent access. Outside working hours, ladders used for access must be removed and stored in a secure area.

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DUMPERS

The dumper is a common piece of transport seen on most sites. Because it is so common it is often used by untrained and unauthorised persons, this leads annually to many accidents.

Dumper drivers must: -

- Be over 18 years of age and possess a current driving licence.
- Must hold a CPCS card
- Be trained and authorised to drive the dumper. This information must be provided by the employer of the driver.
- Carry out weekly checks on the condition of the vehicle.
- Ensure routine maintenance is carried out by a plant fitter.
- Ensure no passengers are carried.
- Dismount when the machine is being loaded.
- Use stop blocks to prevent tipping into excavation.
- Ensure that the vehicle is never overloaded.
- When towing ensure correct pins are used.
- Be instructed in the proper use of starting handles - to grasp the handle with the palm of the hand, keeping the thumb and forefinger together, so that in the event of a kickback there is no risk of a broken or dislocated thumb.

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DUST

If it is necessary for employees to work in a dusty environment, protective clothing and equipment will be provided.

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EDGES AND OPENINGS

Supervisors shall ensure that holes or openings are provided with fixed covers of strong material or properly secured barriers are erected around the perimeters.

All edges or openings from which men or materials can fall a distance of 2 metres or more must be protected by guard rails and toe boards.

Any covers used must be secured in place and fitted with a notice stating "DANGER - OPENING BELOW".

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ELECTRICITY

Electrical equipment on site is normally of a temporary nature. It is both illegal and dangerous for such equipment to be tampered with. Any alterations to wiring, junction boxes, electrical tools etc. must be done by a competent electrician. If you require any alterations to an electrical system, ask your foreman.

All portable equipment, hand tools and temporary lighting shall be operated at a voltage not exceeding 110 volts.

Such a 110 volt supply may be operated from a double wound transformer, either single or three phase with the centre tap to earth. This effectively reduces the maximum potential voltage to 55 volts.

All portable generators shall only operate portable tools at 110 volts.

All portable equipment used on sites will be inspected by a competent person every 3 months.

Office electrical equipment will be tested on an annual basis

Portable equipment is any plant / equipment with a plug fitting.

All equipment should be visually inspected before use and faults reported immediately to the office.

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EMERGENCY PLANNING

The Company employees will familiarise themselves with any emergency procedures formulated by the main contractor.

In the event of an emergency the supervisor will inform the Office

Emergency procedures are available in the office.

Personnel will be made aware during induction.

Procedures will be tested every 6 months, with weekly visual inspection of emergency equipment.

Emergency procedures will be displayed on the office / site notice boards

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EXCAVATIONS

Before excavation work is undertaken, all reasonable steps must be taken to identify any underground cables or services that may be in the area.

Suitable precautions must be taken wherever there is any danger of collapse in any excavations.

Spoil and heavy weights must be kept back (1m) from the edge of the trench.

For any excavations suitable and sufficient timbering materials must be available on site prior to work commencing or the sides of the excavation must be battered or stepped back.

Extra care must be taken during or after rain, or when there is the possibility of vibrations.

Where excavations cause a potential risk, suitable barriers or guard rails must be placed around excavations and spoil heaps, or the excavations must be securely covered to protect others from danger.

Proper means of access and egress must be provided.

All excavations must be inspected by a competent person :-

- At the start of every shift.
- After any collapse or fall of earth.
- Every 7 days with the results entered into the Excavation Register.

SAFETY HEALTH AND ENVIRONMENTAL POLICY

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EXCAVATORS

Excavators are classified as lifting appliances and therefore the regulations relating to lifting appliances must be complied with. It is important that the different procedures are understood when an excavator is used solely with work concerned with an excavation and when it is required to be used as a “crane”. The requirements for each class are listed below.

1. Excavators not used as cranes.

- A 12 monthly thorough examination by a competent person be recorded.
- The results of the thorough examination
- A weekly inspection, normally by the driver, and the results entered on the weekly inspection form.
- A notice in the cab “Do not use this excavator as a crane”.

2. Excavators used as cranes without any restrictions and with a fixed SWL of 1 Tonne or less.

- The SWL marked on the machine or displayed in the cab.
- Crane hook properly fitted and tested.
- As 1 (1), (2), (3) above.

3. Excavators used as cranes for work immediately connected with the excavation with a fixed SWL greater than 1 Tonne.

- Check valves to be fitted to any excavator manufactured after 1 July 1987. Machines manufactured prior to this date must have check valves fitted as soon as practicable.
- The SWL marked on machine or displayed in cab.
- A crane hook properly fitted and tested.
- A Certificate of Exemption CON(LO)1981/2 Form F2513.
- As 1(1), (2), (3) above.

4. Excavators used as cranes without any restrictions and with variable SWL greater than 1 Tonne.

- Check valves to be fitted to any excavator manufactured after 1st July 1987. Machines manufactured prior to this date must have check valves fitted as soon as practicable.
- The SWL marked on machine or displayed in cab.
- A crane hook properly fitted and tested.
- An automatic safe load indicator.
- A load radius indicator.
- As 1(1), (2), (3) above.

SAFETY HEALTH AND ENVIRONMENTAL POLICY

General Requirements

1. The operator must be over 18 years of age, trained and authorised to drive excavators and hold a CPCS card
2. No passengers are to be carried.
3. Bucket must be grounded when machine is parked.
4. A gap of not less than 600mm is to be maintained between the machine and nearest obstruction when the machine is working. If this is not possible access must be prevented.
5. Before digging starts checks should be made to ensure there are no buried or overhead services. (See Underground/Overhead Services sections).

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FIRE PREVENTION

All operatives will be advised of any special requirements concerning fire precautions that have been advised by main contractors or clients.

All employees should :-

- Know the location of and how to use the fire extinguisher nearest their work area.
- Know the correct type of extinguisher for the various type of fire.
- Obey NO SMOKING and NO OPEN FLAME signs.
- Know the location of fire exits and fire alarms.
- Keep fire fighting equipment and fire exits and passageways clear and ready for immediate use.
- Keep their work area tidy and free from combustible material.
- Keep solvents and other flammable/combustible materials in approved labelled containers and stored in proper locations - not under stairs or in passageways.
- Keep sparks, flames and excessive heat away from solvent and other combustible materials.
- Shut off engines of petrol driven vehicles and other equipment before adding fuel.
- Not put clothes on or near heating appliances.
- All personnel will be made aware of the fire prevention procedures during induction.
- Precautions will be tested every 6 months with a fire drill which will be recorded

FIRE PRECAUTIONS AND EMERGENCY PROCEDURES

Site Operations

The company is aware of and follows the advice contained in The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation, published by The Loss Prevention Council and HSE guidance booklet HS(G) 168 Fire Safety in Construction. All potential fire hazards will be identified in the site risk assessments and steps will be taken to remove the hazards from site or to minimise the risks, if the company is principal contractor for the project and the project has high risk fire aspects to be controlled or if there is a lot of burning and hot work to be carried out, then a fire safety plan will be produced which will form part of the overall pit safety plan.

If contractors have to carry out work which increases the risk of fire, then fire extinguishers may be required local to the job site.

The contractor doing the work should ensure all loose flammable material is moved away from the area and have their own fire extinguisher close-by and available for immediate use should the need arise.

SAFETY HEALTH AND ENVIRONMENTAL POLICY

Offices

An appropriate number of fire extinguishers together with fire alarm system will be provided at all main offices. Notices will be posted stating the evacuation procedures together with names of the fire wardens for the various sections of the buildings.

Site Accommodation

The site accommodation will be provided with adequate fire extinguishers. These will be positioned inside the accommodation and should only be used in an emergency

Maintenance of Fire Equipment

The safety director will ensure appropriate maintenance contracts are in place for the maintenance testing and inspection for the various fire systems and fire extinguishers. They will also ensure fire/evacuation drills are carded out and any necessary records updated.

Communication

All personnel will be made aware of procedures during induction and fire drills will be carried out to ensure that personnel are fully conversant with the procedures

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FIRST AID

All company vans or mini-buses will carry a first aid kit and it will be the responsibility of the driver of the vehicle to keep the first aid kit fully stocked.

When working for a main contractor the procedure for providing first aid will be agreed by our consultant or director dealing with that site prior to us starting work.

This procedure will be notified to all our employees as and when they start work on site.

Every employee must ensure that they know what to do and where to report to if they suffer personal injury on site.

Every employee must ensure that they get first aid treatment even for minor injuries.

First Aid facilities will be provided in the offices with the designated persons name displayed on the notice board.

The First Aider will be responsible for checking contents of First Aid box.

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FORK LIFT TRUCK/TELESCOPIC MATERIALS HANDLERS PROCEDURE

It is estimated that each year there are over 20,000 reportable injuries involving transport at work, of which about one third involve lift trucks. These injuries, some fatal, create suffering for those involved and their dependants. They also involve a heavy cost on the employer's business. Even an accident not involving injury may result in costly damage to trucks, buildings and the goods being handled.

Lift truck accidents are frequently associated with lack of suitable operator training. Such training is an essential first step in reducing damage and injury to key personnel.

Training

All fork lift truck operators or their employer must :

Provide evidence of competency to operate the particular type of lift truck by producing records of training.

General Requirements

- Drivers must be over 18 years of age and possess a current driving licence.
- The operator must carry out daily/weekly checks on the vehicle.
- Routine maintenance must be carried out by a plant fitter.
- Loads must not be placed directly onto scaffolding, suitable loading bays are to be provided.
- Operating conditions on site must be adequate to maintain the machine's stability.
- No passengers are to be carried in the vehicle.
- Passengers riding on the forks is prohibited unless a proper constructed cage is provided.
- Materials delivered to site must be in a suitable form for forklift handling.
- Speed of travel must be kept low to suit site conditions.
- Machine must never be overloaded.
- Never travel with load raised.
- When machine is not in use, the forks must be lowered to the ground and the engine immobilised.

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FALLING OBJECTS

Where there is a foreseeable risk of head injury from falling objects, safety helmets must be worn at all times.

Employees must take extra care when working at heights as there are many serious injuries and fatalities caused by falling materials, tools etc.

If employees are working at heights they must take care that equipment is stored carefully and that tools are fitted with safety lines.

When stacking or moving materials on working platforms employees must make sure that these cannot fall on persons working or walking below.

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FRAGILE ROOFS

Proper supports will be provided when employees are required to work on or near fragile roofs.

Employees must use the supports provided.

Where necessary safety harness and lines will be provided and must be used.

No work to be carried out until the specific risk assessment / method statement has been completed and communicated to the employee's

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FUMES

The accumulation of fumes in the working environment can be minimised by effective ventilation.

In confined spaces where dangerous fumes or oxygen deficiency is likely to be present, a permit to work system must be implemented.

Consideration must be given to the positioning of plant to ensure that fumes do not affect personnel in the vicinity including members of the public

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HAND TOOLS

Many accidents occur because of the misuse of such hand tools as hammers, screwdrivers, chisels, saws, axes, picks, shovels and crowbars.

Most accidents happen because people do not use the correct tool for the job or they fail to maintain them in good working order.

Employees must :-

- Ensure that hand tools provided by the company are in good condition.
- Always use the correct tool for the task and don't improvise.
- Always keep tools clean and put them away after use.
- Check tools regularly and arrange for them to be replaced if they are worn or damaged.
- Ensure handles are securely fitted to files, screwdrivers, hammers etc.
- If tools are faulty these must be taken out of use and returned to the office

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HIGHLY FLAMMABLE LIQUIDS

Highly flammable liquids are identified by a red triangular notice that shows a flame and the words HIGHLY FLAMMABLE LIQUID.

When using highly flammable liquids smoking and naked lights are not allowed.

All laid down procedures associated with the storage, use and disposal of highly flammable liquids must be strictly adhered to.

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H.M. INSPECTORS OF FACTORIES AND ENVIRONMENTAL HEALTH OFFICERS (E.H.O.), POWERS AND PROCEDURES

The Company is aware and appreciates the powers, duties and responsibilities of Enforcing Officers, and will undertake at all times to co-operate with them in all aspects of their duties.

An Inspector may visit a construction operation, depot, workshop or office (in the case of offices this will be an E.H.O.) at any time for the purpose of ensuring that the provisions of any of the Acts or Regulations are being complied with. Alternatively, an Inspector may visit to specifically investigate the circumstances of an accident or dangerous occurrence, or for some special purpose.

If an Inspector discovers a contravention during his inspection, he can either:

1. Issue a "Prohibition Notice".
2. Issue an "Improvement Notice".
3. Advise that he is going to prosecute.
4. Give instructions and then confirm these in writing.

The site manager should accompany the Inspector during his visit and note any irregularities mentioned by the Inspector.

1. If the Inspector should issue a 'Prohibition Notice' the process, plant or equipment affected by the notice must be stopped immediately and remedial actions taken. Work should not recommence until specific instructions are given by a director.
2. If the Inspector issues an "Improvement Notice" any process, plant or equipment affected by it can continue but immediate steps should be taken by the site foreman to correct the problems mentioned in the notice in accordance with the instructions given by the Inspector at the time. A director must be informed immediately by telephone.
3. If an Inspector visits and simply draws attention to any problems without issuing a notice, a note should be made of the Inspector's comments and a director informed immediately by telephone:-

It is the Company's policy that a visiting Inspector should be treated with courtesy and given every co-operation during the course of his inspection.

It must be stressed that he has the right to a free access to the whole of the operation, to inspect any books or documents which are legally required to be kept, to interview any persons and take a statement of fact from them, take samples, take photographs and make recordings.

Every Inspector is appointed in writing and must produce this on being asked to do so. This right should be exercised by the site manager who has any reason to doubt that a person is not a bona fide Inspector.

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HOISTS

Hoists should only be operated by competent authorised persons.

Where the hoist is operated by a control rope it should be operated from ground level by one nominated person.

The control man should be able to see all landing stages.

Passengers must never ride on open platform hoists. Gates are provided at landing stages and they must be kept closed unless the platform is at the landing stage. These gates must not be removed.

Barrows must not be overloaded and must be scotched when on the hoist platform.

There must not be any projections when loading a platform which could catch in the guides or tower of the hoist.

Daily inspections must be completed by the hoist operator before it is put into use.

Weekly inspections must be recorded

The hoist must have a 12 monthly test certificate for materials

The hoist must have a 6 monthly test certificate for men / materials

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HOUSEKEEPING

Remember the saying that a tidy site is generally a safe site.

Tidy up your own debris and help keep your site clean and tidy.

Keep walkways, working platforms, stairs and ladder accesses clear of materials and rubbish that may trip up yourself or others.

Stack materials in a tidy manner.

Help keep mess huts, drying rooms, toilets etc. clean and tidy. Clothing and footwear must be left in the drying room not in the canteen.

Do not leave tools and equipment where they will be a hazard to others.

Position all cables and hoses out of the way, where possible, suspend them above head height.

Remember - accumulated debris is a fire risk and a traffic hazard.

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LADDERS

Ladders cause a great deal of serious accidents therefore before you use them check the following :-

- Always inspect ladders before use and ensure that they are sound with no splits or cracks in the stiles and rungs and with no rungs missing. Never attempt to repair damaged ladders.
- Always place the ladder on a firm level base at an angle of 4 units of length vertical to 1 unit of length horizontal.
- Always ensure that the ladder is securely lashed to prevent accidental movement. If the ladder cannot be tied at the top, then someone must hold it at the base, but this is only effective for ladders up to a height of 6m (20Ft).
- Always make sure that your feet are as clean as possible before climbing.
- Always ensure that where ladders are used as a means of access they must extend a suitable distance past the landing place or 5 rungs above the edge of the landing place.
- Never overreach at the working position, if you cannot reach easily move the ladder.
- Do not work from a ladder unless specifically authorised to do so by your foreman. This should only ever be if the job is of short duration and can be done safely.
- Wooden ladders should not be painted as this hides defects.
- Ladders should only be used for access only
- Ladders must only be used as working platforms if there is no alternative. Working platforms such as podium steps will be used where possible

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LIFTING GEAR

All lifting gear will be obtained with a current test certificate which will be kept at the company offices.

To comply with current Statutory Regulations all lifting gear will be inspected every six months, any items with obvious defects will be destroyed.

Lifting gear is often subjected to severe usage and it is important that the correct size of chain brothers, slings etc. are used when lifting. Employees must always check with site supervision to ensure that they know the correct weight of the object to be lifted and the correct Safe Working Load and size of the lifting gear required.

Employees should not use lifting gear unless they are satisfied with its condition. Visual checks must be used prior to any usage.

All items of lifting gear must be marked with an individual identification mark and its safe working load.

All lifting hooks must be fitted with a safety catch, be moused, or shaped to prevent the sling eye or the load from becoming dislodged.

Any faulty equipment must be taken out of use immediately and returned to the office.

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LIQUID PETROLEUM GAS

There is great danger when using LPG if there is insufficient ventilation, particularly where cookers, gas rings and heaters are used in confined spaces.

Do not block up ventilation or sleep in offices, caravans etc. that are using LPG.

Always check that spaces are well ventilated and that cabins are fitted with high and low level ventilators.

Cylinders should always be stored and used in an upright position.

LPG cylinders should be stored in the open air, protected by a 2m high fence with access via lockable gates. There should be sufficient shelter to prevent cylinders from extreme weather conditions. The floor should be paved or compacted level.

The area should be kept clear of all flammable material and there should be no adjacent drains, excavations or cellars etc. Notices stating "LPG - HIGHLY FLAMMABLE - NO SMOKING" must be prominently displayed. Fire extinguishers of the dry powder type should be readily available.

Acetylene may be stored with LPG but Oxygen must be stored separately.

Cylinders should be fixed outside mess huts, offices etc. and the gas piped through the walls. Manufactured clips should be provided at the cylinder end and appliance end and be securely fastened.

Cylinders must be fitted with the correct regulator.

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MANUAL HANDLING

Many accidents are caused through manhandling and can be avoided by taking simple precautions :-

- Ensure that any load is not heavier than you are capable of lifting. Where in doubt obtain assistance.
- Where possible reduce the load.
- Wear suitable gloves to protect your hands against sharp edges.
- Wear suitable footwear to avoid foot injuries in case the load is dropped.
- Seek mechanical means of lifting whenever possible.
- Lift not with your back muscles, but with your leg muscles which are stronger.
- All personnel will be given information/training in manual handling techniques

Manual handling assessments will be carried out on all activities. These will be communicated to the relevant personnel.

The contractor's foreman will be responsible to ensure procedures are implemented

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MANAGEMENT OF SUBCONTRACTORS

If we subcontract any work we have a legal and moral duty to ensure that the work carried out is done in a safe manner. To achieve this, it is crucial that health and safety factors are included when deciding to invite a contractor to tender.

Short Listing Potential Contractors

- Potential contractors should only be included on the tender list if they show competence in health and safety matters. Each candidate should be subjected to a pre-tender assessment to ensure that competitiveness in terms of price will not be achieved at the expense of health and safety. In assessing the contractor, we should consider their management attitude, policy and past performance.
- Contractors with the right management attitude should be willing to provide information on past safety performance, policies and practical proposals for the management of health and safety during the contract.
- Contractors who employ five or more people must provide a copy of their health and safety policy. This should include the responsibilities and arrangements for putting it into effect.
- Contractors who employ a total of more than 20 people (not just on one site) should be able to show that they can call on competent health and safety advisers either internally or as consultants.
- Contractors should be able to show that they are prepared to allocate sufficient resources for safety supervision, safety equipment, safety training, etc. in relation to their size and nature of work.
- Contractors must be able to show that they have carried out assessments relating to any health risks arising out of substances used during their work or work activities.

Contract Compliance

It is important, at contract stage, that the contractor is made aware of all health and safety conditions contained in the order.

This can be achieved by issuing with each order, a “Sub-Contract Safety Terms and Conditions” leaflet.

Pre-Contract Meetings

Before a contractor begins work on site, a pre-contract meeting should be arranged to enable the working methods of the contractor, and any other site requirements, to be discussed and agreed. A checklist should be completed at the meeting by the site management.

Method Statements

A written method statement should be provided for all high risk, unfamiliar or unusual operations. Examples of where this will always be needed include:-

- (a) Steel erection
- (b) Demolition
- (c) Tower crane erection/dismantling
- (d) Deep excavations
- (e) Asbestos removal

Supervision

During the work adequate supervision must be provided by the contractor to ensure their work is carried out in the agreed manner. All their employees must be trained and competent.

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MOBILE PLANT

Only trained and authorised employees over the age of 18 years are allowed to drive on site.

Only persons in possession of a CPCS card will be permitted to operate plant, other than when undergoing training and assessment.

Drivers must :-

- Walk around their machine before starting it to check for defects and obstructions. Report any defects immediately.
- Strictly observe machine operating instructions. No machine should be operated other than from the driving position.
- Never allow passengers to ride on a machine which is not designed to carry passengers.
- Never drive with a vehicle body in a raised position. Be aware of overhead power lines and other obstructions.
- Ask for a banksman if their vision is restricted - if you can't see don't go. When they are working with a banksman they must never move off unless they can see that he is in the clear.
- Always make sure they know how to stop a machine before they start it. Switch off the engine when they leave the machine and never leave a suspended load.
- Park only on level ground with the brake applied and buckets, blades, shovels and other attachments resting on the ground.
- Fill their machine to capacity, but not overload it.
- Ensure the machine is immobilised by removing the keys when not in use.
- Machine must be left parked in a safe position when not in use

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MONITORING AND REVIEW OF COMPANY'S SAFETY PERFORMANCE

The safety director, the company health & safety advisers and other staff nominated by the safety director will monitor the implementation of the company's health and safety policy and to review the company's performance. To assist in this role, there will be a formal report produced at 6 monthly intervals and the report will cover:-

- a) Review of any significant accidents or incidents - is a procedural change required?
- b) Review of any criticisms from HSE, clients or other parties - is a procedural change required?
- c) Review of last period's "safety objectives". Have they been achieved?
- d) Review any new legislation, guidance notes or HSE initiatives
- e) Review the company's health and safety policy document and working procedures as appropriate.
- f) Review training requirements.
- g) Set health and safety objectives for next period.

On a regular basis, the health & safety adviser will carry out audits of the company's procedures and will submit a formal report to the safety director.

In addition, the health & safety adviser will carry out routine site inspections to monitor working practices and be available to advise all employees on health and safety issues.

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HEALTH & SAFETY INSPECTION & REPORT PROCEDURES

Procedure During and Following a Health & Safety Adviser's Site Inspection

The health & safety adviser will make routine inspections of the site to monitor working practices and report on his findings. He will also advise the site manager and operatives of any health and safety issues as they arise. As well as monitoring work in progress he will be concerned with work to be completed in the immediate future, discussing with the site manager the items that should be included in the risk assessment, and what job planning has been carried out.

On completion of the visit, he will produce a written report of his findings. These will be discussed with the site manager who will sign, acknowledging receipt of the report. A part of this inspection is to ensure the site supervisor has carried out the weekly general site inspection as described below.

The action column on the report, will at this stage be blank. As the site manager actions the items raised, he should indicate this in the action column with his initials and the date action was taken. Once all items have been cleared, the site manager should send one copy to the safety director or nominated manager as confirmation that the items have been actioned.

The health & safety adviser's office will also send the safety director a typed copy of the report for his information. In this way the safety director can monitor the site manager's actions.

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

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

Inspections by Site Supervisor

On each site the site supervisor will undertake a general health and safety inspection of the work areas under his control.

He can delegate this inspection to some other employee or even a subcontractor's supervisor. In fact there is a lot of merit in sharing the inspection responsibility with other supervisory staff so that they all feel they have ownership of the health and safety conditions on site and they can all have an input through the inspection system as to which areas if any need improvement.

Once the inspection has been completed, it is for the site manager to ensure the necessary corrective action are taken and this should be confirmed on the inspection checklist indicating when the item has been cleared. There is no need to formally submit the inspection checklist to the office, but they must be retained and filed on site. The visiting health and safety adviser will check to ensure the weekly inspections have been undertaken.

Inspections Contract Managers

Contract managers must undertake an inspection of all sites under their control on a quarterly basis and submit a report to the Managing Director confirming they have completed the quarterly inspection. They can use the same checklist as the site supervisors or they can devise and follow their own system. However in carrying out this inspection, they must ensure the weekly inspections have been completed by site personnel.

Other Site Based Inspections

In addition to the general weekly health and safety inspection there are a number of statutory inspections such as :-

- a) Weekly inspection of any scaffolding in the site register.
- b) Inspections of any excavation works. If the excavation is open for 7 days or longer an entry must be made in the site register.
- c) Lifting Equipment arriving on site must be checked to ensure there is a current Thorough Examination Certificate for the item of plant, or if the plant is new, a Declaration of Conformity Certificate from the

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suppliers or manufactures. If no such certificate is available the plant should not be allowed onto site or be allowed to commence work until such certificate has been seen by the site manager. For normal lifting equipment the requirement is for a 12 monthly re-examination, but if the item is used for raising or lowering people, the examination must take place at 6 monthly intervals.

- d) Lifting Equipment and plant in general should be inspected by a competent person (usually the driver or operator) on a weekly basis and an entry made in the site register.
- e) Plant operators must be trained. Therefore site managers should check the training or competence certificates of all plant operatives when they arrive on site. There is a section in the site register to record such details. If the person cannot produce such evidence they must not be allowed to operate plant. This applies to sub contractors as well as to direct staff.
- f) Lifting accessories must have a current test certificate then be tested 6 monthly.

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NOISE AT WORK

The Company is aware of the general requirements of the Noise at Work legislation. While accepting that individual activities undertaken by the Company are unlikely in normal circumstances to breach the lower action level, should such activities ever be considered to do so then appropriate competent assessments will be made.

If Company employees consider any noise level at work to be excessive then the Company Director must be informed. Excessive noise levels can generally be estimated as:

If people have to shout or have difficulty in being understood by someone 2.0 metres away then the Company accepts there might be a noise problem. If the same difficulties persist at 1.0 metre then it is likely the noise level is excessive and appropriate action will be taken.

Such action may include the reduction of noise at source or the wearing of appropriate hearing protection.

If company employees work within a designated ear protection zone then they must wear the appropriate hearing protection.

If a noise assessment is required a Competent person will be employed from a Consultancy to carry out the assessment on behalf of the Company

NOISE ENVIRONMENTAL PROTECTION

Construction and Demolition can pose different problems of noise control compared with most other types of industrial activity for the following reasons :-

- They are mainly carried out in the open.
- They are of temporary duration, although they can cause great disturbance while they last.
- The noise they make arises from many different activities and kinds of plant and its intensity and character can vary greatly at different phases of the work.
- The sites cannot be excluded from planning controls, as factories can from areas that are sensitive to noise.

Most of the noise from construction and demolition sites is generated by machinery. Increased mechanisation has brought about the use of more powerful and potentially noisier machines. It is now widely recognised that these noise levels are often unacceptable and that reductions are necessary for the benefit of both the industry and the public.

The Control of Pollution Act 1974 provides general powers for the control of noise arising from premises, including land. Under Sections 58 and 59 of the Act, Local Authorities and Courts may lay down the requirements designed to abate a noise which they are satisfied amounts to a statutory nuisance. These powers may be exercised either before work starts or after they have commenced.

Policy

Before work commences on site an application must be made to the Local Authority (LA) for prior consent to carry out such works, as required by Section 61 of the Control of Pollution Act (COPA). The application under this section must contain information on the type of work and the method by which it is to be carried out. The LA after considering the application will issue a consent form detailing their noise control requirements.

Failure to comply with the prior consent form or if noise levels are excessive, the LA can serve a notice under section 60 of the COPA specifying its requirements.

Community Relations

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Good relations with people living and working within the vicinity of site operations are of paramount importance. Early establishment and maintenance of these relations throughout the carrying out of site operations will go some ways to allaying people's fears. It is suggested that good relationships can be developed by keeping everyone informed by letter of progress and by treating complaints fairly and quickly. The person, Company, or Organisation carrying out work on site should appoint a responsible person to liaise with the public.

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OFFICE SAFETY

Up until 1963, office workers had no statutory health or safety protection. However, this was corrected by The Offices, Shops and Railway Premises Act 1963. The 1963 Act has now been overtaken by the Health and Safety at Work Act 1974 with its all-embracing requirements relating to everyone at work. Because of the general nature of the HASAWA, many of the detailed requirements of the 1963 Act remain in effect. The main requirements of this Act are:-

1. Notification to Local Environmental Health Office of office premises on OSR1
2. Offices must be kept clean.
3. There must be 3.7 square metres of floor space for every person.
4. Temperature of 16°C (60.8F) must be achieved after the first hour.
5. There must be an adequate supply of fresh or purified air.
6. Suitable and sufficient sanitary conveniences.
7. Suitable and sufficient washing facilities.
8. Drinking water to be provided.
9. The provision for hanging and drying outdoor clothes.
10. Suitable seating facilities to be provided.
11. Floors, passages and stairs to be kept in good order and stairs to be provided with suitable handrails.
12. Dangerous parts of office machinery to be properly guarded.
13. Young people (under 18) must not be allowed to clean machinery.
14. Anyone working on a machine that may be dangerous must be trained.
15. No one should lift any weight that could cause injury.
16. Application for a Fire Certificate must be made to the local Fire Authority.
17. The Fire Certificate application should have attached to it a plan that shows:-
 - The use of the building.
 - The location of fire escape doors.
 - The fire escape routes.
 - The fire fighting appliances to be provided.
 - The location of and means of giving fire warnings.

Staff should be trained in:-

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- Local safety rules.
- Procedures in case of fire or accident.
- Evacuation procedure.
- First aid arrangements.
- Who faults should be reported to.

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VISUAL DISPLAY UNITS PROCEDURE

There are minimum requirements laid down for work with display screen equipment which are set out in the Health & Safety (Display Screen Equipment) Regulations 1992.

The Equipment

The Regulations apply to any display screen equipment including, for example, computer screens, word processor screen and computer aided design screens.

The User

The Regulations apply to any equipment where the user is someone who uses it as a significant part of his/her normal work. The Company has adopted the recommendation that a user is someone who uses the equipment for more than 2 hours per day.

The Requirements

Assessments

Initial written assessments to check compliance with the Regulations will be arranged by a director and thereafter repeated every two years and for each new starter. Any necessary remedial action will be taken. Nevertheless, it is the users' responsibility to keep the equipment clean and in good order and to notify their manager of any problems which they may have in using the equipment.

Display Screen

The characters on the screen shall be well defined and clearly formed, of adequate size and with adequate spacing between the characters and lines.

The image on the screen should be stable with no flickering or other forms of instability.

The brightness and/or the contrast between the characters and the background must be easily adjustable by the operator, and also be easily adjustable to ambient conditions.

The screen must swivel and tilt easily and freely to suit the needs of the operator. It shall be possible to use a separate base or an adjustable table for the screen.

The screen shall be free of reflective glare and reflections liable to cause discomfort to the user.

Keyboard

The keyboard shall be tiltable and separate from the screen so as to allow the worker to find a comfortable working position avoiding fatigue in the arms or hands.

The space in front of the keyboard shall be sufficient for support to be provided for the hands and arms of the operator.

The keyboard shall have a matt surface to avoid reflective glare.

The arrangement of the keyboard and the characteristics of the keys shall be such as to facilitate the use of the keyboard.

The symbols on the keys shall be adequately contrasted and legible from the design working position.

Work desk or Surface

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The work desk or work surface shall have a sufficiently large, low-reflectance surface and allow a flexible arrangement of the screen, keyboard, documents and related equipment.

The document holder shall be stable and adjustable, and shall be positioned so as to minimize the need for uncomfortable head and eye movements.

There shall be adequate space for a worker to find a comfortable position.

Work Chair

The work chair shall be stable and allow the operator a comfortable position with easy freedom of movement.

The seat shall be adjustable in height.

The seat back shall be adjustable in both height and tilt.

A footrest shall be made available to anyone who wishes one.

Space Requirements

The workstation shall be dimensioned and designed so as to provide sufficient space for the user to change position and vary movements.

Lighting

Room lighting shall ensure satisfactory lighting conditions and appropriate contrast between the screen and the background environment, taking into account the type of work and the user's vision requirements.

Possible disturbing glare and reflections on the screen shall be prevented by co-ordinating workplace and workstation layout with the positioning and technical characteristics of the artificial light sources.

Reflections and Glare

Workstations shall be so designed that sources of light, such as windows and other openings, transparent or translucent walls, and brightly coloured fixtures or walls cause no direct glare and, as far as possible, no reflections on the screen.

Windows shall be fitted with a suitable system of adjustable covering to attenuate the daylight that falls on the workstation.

Noise

Noise emitted by equipment belonging to any workstation shall be taken into account when a workstation is being equipped, in particular so as not to distract attention or disturb speech.

Heat

Equipment belonging to a workstation shall not produce excess heat which could cause discomfort to workers.

Radiation

All radiation, with the exception of the visible part of the electromagnetic spectrum shall be reduced to negligible levels from the point of view of the protection of workers' safety and health.

Humidity

An adequate level of humidity shall be established and maintained.

Operator/Computer Interface

The employer shall take all reasonable steps to ensure that the software provided is suitable for the task and easily usable by the operator.

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Eye Tests

Every employee who is or becomes a user of display equipment has to be notified of the right to have an eye test. The right to have tests is periodic after the first one. This will be every two years for users over 40, every five years between 30 and 40, and every ten years for those under 30.

If the result of test is that glasses or contact lenses are required by the user, but specifically for VDU work, then the Company has a responsibility for the cost. If such are needed by the user generally, then that is not the case. Clearly each case will be considered on an individual basis.

Training

Training and information regarding the correct use of the equipment will be arranged by a director. This will be carried out during the assessment.

Rest Breaks

Visual fatigue normally only occurs after about one hour of intense work. The users of display screens within the Company do not usually work constantly on the equipment, normally other duties provide sufficient rest breaks. For those employees whose work involves constant use of display screens, we recommend a rest break of five minutes every hour.

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OVERHEAD POWER LINES

No work should be carried out directly below overhead power lines without consultation with site management to find out if the cables have been disconnected and written permission to this effect has been given.

Assume all overhead lines are live until informed otherwise. Voltage as low as 240v can kill.

Do not assume you can work next to an overhead line because it looks safe. It is very difficult to judge distance when looking up into the sky.

Where plant has to operate near overhead lines precautions will be taken using “goal posts” and barriers. Report any defects immediately.

Do not use cranes, tipper Lorries or plant with upward acting motion in the vicinity of overhead power lines.

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POWER OPERATED TOOLS

Power operated tools must only be used by operatives trained and authorised in their use.

All power-operated tools must be inspected by the user immediately prior to being used.

Power tools should only be used for those jobs for which they were designed.

Power tools and equipment should be properly maintained and kept in good condition, as per manufacturer's recommendation.

It is important that proper connections are made to energy supplies whether electric, compressed air, hydraulics etc.

Unless specifically authorised otherwise, when using electric tools, only 110v supply should be used.

Visual inspection of equipment will be carried out before use, with maintenance inspections being carried out by a competent person.

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PROTECTIVE CLOTHING AND EQUIPMENT

The Company will carry out its duties under the Personal Protective Equipment at Work Regulations 1992.

The Company employees will comply with any written assessments carried out by the Company and the main contractor. The Company accepts that the use of personal protective clothing is considered as a last resort to minimise the risks.

Head protection will be worn at all times when there is a foreseeable risk of head injury or when any Supervising Manager or the Company Director requests it to be worn. Head protection shall be in good condition, free from defects and external decoration and changed when damaged, or noticeably deteriorated.

At any time when head protection is not worn, it shall be readily to hand should circumstances change and the need for it to be worn arise.

Eye protection, goggles to BS 2092 Grade One impact, shall be worn at any time when there is any foreseeable risk of eye injury. Such risks may include;

- Striking of masonry nails.
- Use of cartridge operated tools.
- Chipping of metal or masonry.
- Chipping of paint or scale.
- Use of abrasive wheels.
- Use of compressed air to remove dusts or swarf.

Only appropriately recommended full ear defenders will be worn, following competent noise assessments of any activity arising from the Companies activities or any other work near where the company employees are working.

Hand protection will be worn and selected on the basis of any likely risk encountered.

The appropriate respiratory protective equipment will be provided whenever there is a likelihood of toxic materials being present in the atmosphere that cannot be effectively controlled at source.

Foot protection. All Company employees will wear robust and substantial footwear. The wearing of footwear with integral steel toecaps and steel midsoles is encouraged.

Safety harnesses must be worn when it is not possible to provide a proper working platform, or the use of safety nets is impracticable.

At all times the type and enforcement of the wearing of any protective clothing rests with the Company Director, his agent, or any senior representative of any main contractor including Foremen, Site Management, Enforcement Officers and Safety Officers. Any person not complying will be reprimanded

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RISK ASSESSMENTS

The Company will carry out risk assessments for any work activity that requires them.

If this cannot be carried by out someone within the Company then they will seek the services of an outside organisation.

The Company will then put into practice the health and safety measures required to control the assessment.

The Company employees will comply with any written assessment carried out by the Company or by the main contractor.

All risk assessments will be communicated to employees and works will not commence until they fully understand the contents of the assessment.

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STORES AND STORAGE

Where storage cabins and/or containers are provided they will be fitted with shelving that is braced where necessary and have access ways at least 1 metre wide.

When materials are stacked the following items will be taken into consideration: -

- The ground on which materials are to be stacked shall be firm and level.
- The stacks will be stable (wedged if necessary) and not too high.
- Batons will be placed under materials to allow re-slinging.
- Items with a circular face i.e. manhole rings will be stored on their flat face whenever possible.

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SCAFFOLDING

Scaffolding will be provided for any work which cannot safely be carried out from the ground or part of a building.

Only authorised persons are allowed to erect, modify or dismantle scaffolding.

If scaffolding is incomplete it must carry a notice to that effect.

Employees shall use properly, and not interfere with, equipment provided for safe access to, and egress from, their working place.

The Company acknowledges and is aware of the hazards associated with working at heights.

As a user of scaffolds, either traditional tube and fitting or propriety systems, the Company undertakes to inspect each scaffold before working from it, ensure that the Scaffolding Inspection Register is completed accordingly and to report any defects to the Company Director or Senior Site Representative.

Scaffolds used by the Company shall be erected on firm level ground, have sole boards of a minimum dimension 219mm wide, 35mm thick and 610mm long and base plates dimension 150mm by 150mm, fitted to each standard.

For general purpose use the maximum bay width shall not exceed 2.1 metres.

Standards shall be erected on base plates and joints in standards shall be made with appropriate load bearing fittings and staggered in height.

For general purpose use the maximum lift height shall not exceed 2 metres. Ledgers shall be fixed to standards with load bearing fittings (right angled couplers).

Scaffolds used by the Company will be braced. Two types of bracing are expected to be in use, ledger to ledger bracing and facade bracing.

Transoms and putlogs will be fixed to ledgers with right-angled or putlog couplers.

Any platform (for access or working) erected where men or materials can fall more than two metres shall be fitted with both toe boards and a guard rail, and must be properly close boarded to the width of the scaffold.

The gap between the toe board and the intermediate guardrail shall not exceed 470mm. The gap between the intermediate guardrail and top guardrail shall not exceed 470mm. The height of the top rail shall be between 910 to 1050mm above the platform

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SCAFFOLDING ERECTED BY THE COMPANY

All scaffolds must be erected in accordance with the Construction (H , S, W Regulations) 1996, the current British Standards BS5973 and BS 5974.

All tubes and fittings must comply with BS 1139.

All scaffold boards must comply with BS 2482.

Scaffolds can only be erected, altered or dismantled by Company employees holding a current CISRS record card.

The Company Senior Site Representative will make sure that all scaffolds are erected, altered or dismantled to the above standards.

The Company must make available a copy of the current British Standards to all relevant employees.

The Company Senior Site Representative and the Company scaffolders must familiarise themselves with the above standards and be kept informed of any changes in the British Standards.

A safe system of work must be adopted by the scaffolder when erecting or dismantling the scaffold. The scaffold must be erected or dismantled in an orderly and planned manner so as not to put themselves or others at risk.

All materials should be lowered to the ground and not stored on the scaffold. Components should not be thrown on the ground, but lowered hand to hand in an orderly fashion or brought down by crane, gin wheel or other suitable means.

All materials will be properly stored and maintained on site.

When erecting, altering or dismantling any scaffold suitable warning notices must be displayed.

The Company Senior Site Representative will ensure that all scaffolds are erected on ground that has been prepared, levelled and consolidated.

No work should be carried out under overhead cables unless written approval has been given that it is safe to do so.

After the completion of each lift of scaffold the Company Senior Site Representative will carry out a joint inspection with the main contractors site representative and a hand over certificate will be issued.

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STATUTORY NOTICES AND INFORMATION

The Company shall display or ensure the display of statutory notices on any site on which it is working, which include :-

- Health and Safety Law poster.
- Copy of Employers Liability Insurance Certificate.
- Copy of the Wood Working Machine Regulations abstract F2470, where wood working machines are used.
- The Abrasive Wheels Regulations 1970 Notice.
- The Highly Flammable & Liquid Petroleum Gases Regulations 1972 Notice.

Information required to be shown on the Health and Safety Law poster shall be made freely available to employees.

For works of longer than six weeks duration the Company shall satisfy itself that the appropriate notification on Form F 10 has been forwarded to the Enforcing Authority.

The company will ensure that the statutory tests, thorough examinations and inspections of plant are carried out and that statutory records are kept.

If plant is hired in, the company representative on site will ensure that copies of all relevant documents are provided.

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TRAINING

All employees will obtain recognition from the construction skills certification scheme.

Employees

The safety director will carry out an annual review of health & safety training needs and will produce an annual training programme for all levels of staff. In carrying out the review the safety director will pay particular attention to persons whose role has changed, possibly due to a change in their scope of work, or possibly due to legislation changes such as the introduction of the Construction (Design and Management) Regulations and the Construction (Health, Safety & Welfare) Regulations 1996. Employees taking on board additional responsibility may need additional training.

The training needs will be agreed by the board and budgets allocated. The safety director and health & safety adviser will monitor that the training schedule is completed.

Site Induction Training

The site manager (or his delegated representative) will carry out induction training for all new arrivals to site informing them of the significant risks identified in the health and safety plan together with the sites emergency and first aid procedures. He will also cover :-

- The significant risks and precautions to be taken.
- The PPE requirements.
- Where/how to obtain additional PPE as required.
- Details of site emergency procedures.
- Details of site welfare arrangements.
- Details of any method statements relevant to the actual work the person is involved.
- The site rules in general.
- Confirmation of the induction talk will be recorded in the site diary or the induction register.

Plant Operatives

All plant operatives will be trained and certificated in accordance with the training schemes run by the CITB, National Plant Register, or to a similar standard.

Training will be carried to the CPCS standard.

Additional training will be carried out as required for items such as abrasive wheels, cartridge tools, and other plant and equipment as required.

Records will be maintained in the safety director's office.

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VEHICLES

Only employees authorised by the company and in possession of a current driving licence are allowed to drive company vehicles.

If they drive a vehicle on site or on the public highway they must obey all applicable speed limits and rules.

Vehicles used for the transport of men must have fixed seats. Passengers must not be allowed to ride on any vehicle for which a passenger seat has not been specifically provided.

Drivers must report immediately to a director if there is something mechanically wrong i.e. brakes, steering etc.

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WASTE MANAGEMENT

The carriage and disposal of waste needs to be managed effectively to ensure the environment is protected. The term “waste” includes scrap, effluent, unwanted surplus substances and any substances or articles to be disposed of as being broken, worn out, contaminated or otherwise spoiled. In short, anything that is removed from our sites.

The procedures in this section set out what we must do to comply with current legislation and this will inevitably lead to a better environment for us all.

Waste Broker

On sites where we provide the skips or other containers for contractors to deposit their waste, we become what are known as a “Waste Broker”. As a “Waste Broker” we must:-

1. Complete a Transfer Note detailing the type of waste to be removed i.e. “general builders’ waste”. A separate Note does not need to be completed for each individual load providing the waste and the details on the Note remain constant. In this case the Transfer Note only needs to be renewed annually.
2. Before the waste is removed check that the haulier is a Registered Carrier by examining their Certificate of Registration issued by the Waste Regulation Authority.
3. Give the Registered Carrier a copy of our completed Transfer Note which he will then give to the Waste Manager at the tip.
4. Be provided with evidence by the haulier that the waste is being disposed of at a tip licensed for the purpose.

Waste Producer And Disposer

Where a sub-contractor produces waste and then disposes of it himself, i.e. a groundwork’s contractor, we must:-

1. Check they are a Registered Carrier by examining their Certificate of Registration issued by the Waste Regulation Authority.
2. Obtain copies of their completed Transfer Note.
3. Be provided by the sub-contractor with evidence that the waste is being disposed of at a tip licensed for the purpose.

Waste Producer With Separate Haulier

Where a sub-contractor produces waste and makes his own arrangements for its disposal, we must:-

1. Check they have completed the Transfer Note by obtaining copies.
2. Check they use a Registered Carrier by obtaining copies of their haulier’s Certificate of Registration issued by the Waste Regulation Authority.
3. Be provided with evidence by the sub-contractor that the waste is being disposed of by their haulier at a tip licensed for the purpose.

Examples of Special Waste

Certain types of dangerous waste are defined as “special waste” (see list below). If any of these are being removed from site we must carry out the above, except instead of obtaining copies of the Transfer Note we must obtain copies of the completed Consignment Note, which are available from the Local Waste Regulation Authority.

Acids and Alkalis

Antimony and antimony compounds

Arsenic compounds

Asbestos (all chemical forms)

Barium compounds

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Beryllium and beryllium compounds
Biocides and phytopharmaceutical substances
Boron compounds
Cadmium and cadmium compounds
Copper compounds
Heterocyclic organic compounds containing oxygen, nitrogen or sulphur
Hexavalent chromium compounds
Hydrocarbons and their oxygen, nitrogen and sulphur compounds
Inorganic cyanides
Inorganic halogen-containing compounds
Inorganic sulphur-containing compounds
Laboratory chemicals
Lead compounds
Mercury compounds
Nickel and nickel compounds
Organic halogen compounds, excluding inert polymeric materials
Peroxides, chlorates, perchlorates and azides
Pharmaceutical and veterinary compounds
Phosphorus and its compounds
Selenium and selenium compounds
Silver compounds
Tarry materials from refining and tar residues from distilling
Tellurium and tellurium compounds
Thallium and thallium compounds
Vanadium compounds
Zinc compounds

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WELDING

Where welding operations are to be carried out wjw will ensure that welding appliances have been inspected and serviced to the manufacturer's recommendations and that records of inspection and servicing have been kept/obtained.

Employees carrying out welding operations will:-

- Wear suitable eye and body protection.
- Erect screens to protect the eyes of people not engaged in welding operations from welding arc flash.
- Ensure that welding cables are kept clear of water and that they are placed where they cannot be damaged.
- Ensure that the item being worked on is fixed to prevent movement.

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WELFARE FACILITIES

Prior to work commencing the Company will enter into a contract with the main contractor for providing welfare facilities.

The Company employees will maintain these facilities in a clean and tidy condition.

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WORK EQUIPMENT

Provision and Use of Work Equipment Regulations

We will make sure that equipment is suitable for use and fit for purpose.

We will take in to account the Working conditions and hazards in the workplace when selecting equipment

We will ensure that equipment is only used for the purpose it has been designed for, and it will be maintained in good condition, efficient working order and in good repair

All equipment will conform to the EC product Directive

Personnel will not be allowed to use any equipment unless they have received the appropriate training for the equipment being used.

It will be the responsibility of the foreman to ensure that personnel using work equipment have been adequately trained.

Records will be kept of trained and authorized plant operators

The foreman will also have responsibility to ensure that maintenance and testing has been carried out in accordance with manufacturers recommendations and any statutory inspection required

If plant is hired in the foreman must have all relevant maintenance / inspection records before he accepts the plant.

Whilst in use, the condition of plant must be monitored by the operator.

If plant becomes faulty or defective, the plant must be parked up until the problem has been rectified