

**MMD Roofing and cladding Limited**

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**HEALTH, SAFETY & ENVIRONMENTAL  
WELFARE MANAGEMENT SYSTEM**

**February 2013**

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**1.0**

**INTRODUCTION**

This Health and Safety Policy sets the direction of the company by communicating management values, beliefs. It has been prepared to comply with Section 2(3) of the Health and Safety at Work Act 1974 and the Construction (Design & Management) Regulations and it represents the company's commitment to ensure the compliance of health and safety legislations and regulations to ensure the wellbeing of all directly employed, sub-contracted and all other persons who may be affected by our undertakings, so far as is reasonably practicable.

The group recognises that such policy and measures are advantageous to employees and the company by minimising the likelihood of injury, or ill health, to people, controlling loss, damage, wastage, avoiding disruption of the production process and safeguarding the environment.

To achieve these objectives, in compliance with legislation and other aspects of the business MMD requires all personnel directly and indirectly employed, to support these requirements and cooperate fully in their implementation.

To ensure the implementation of the policy, MMD Framework is:

- Annually or when legislation dictates, review and revise the policy and procedures relating to their operations. Any changes shall be communicated to all relevant personnel.
- Adequately provide suitable and sufficient financial and physical resources to ensure policies and procedures are implemented.
- By the involvement of the management team, monitor standards and compliance. Report and action any issues raised relating to Health and Safety.
- By the use of Key Performance Indicators, measure the company's standards in relation to Health and Safety Executive targets by committing to continual improvement.

**2.0**

**STATEMENT OF GENERAL POLICY**

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In particular MMD Ltd will, so far as is reasonably practicable, provide and maintain:-

- a) safe and healthy working conditions together with safe plant, equipment and systems of work.
- b) the necessary information, instruction, training and supervision to enable employees to perform their work safely.
- c) facilities and arrangements to enable employees, and contractors where applicable, to raise issues of health and safety.

Employees and subcontractors where applicable, must co-operate with the Company to enable it to comply with its statutory duties.

Employees and subcontractors must comply with their legal obligations in taking reasonable care of their own health and safety and the safety of other people who may be affected by their acts or omissions.

Employees and subcontractors where applicable, must co-operate and support the Railway Group Safety Plan and comply with Network Rail requirements as necessary.

By monitoring and review the document takes account of recent and anticipated legislative developments in the management of Occupational Health, Safety and Environmental standards. Those developments alone are not the sole motivators. We consider that commercial success; efficiency, quality, client satisfaction and social obligations are equally important incentives to achieve a safe place to work. To these ends, we will continue to review and develop our in-house safe working procedures using acceptable methods including and risk assessment techniques and by seeking advice from external sources including the company's Health and Safety advisors Lincsafe H & S Ltd, thereby ensuring that planned safety management procedures will be integral to each project.

Copies of the Safety Policy Document shall be prominently displayed at our offices under the control of the company and the requirements drawn to the attention at all relevant personnel.

**SIGNED FOR AND ON BEHALF OF MMD LTD**

**PAUL ROBERTS MD** .....

**DATE....20.02.2013**.....

**REVIEW...20.02.2013**.....

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MMD is committed to the care of the environment and to continually improve the quality of their services and environmental performance of the company by communicating management values, beliefs and commitment to protecting the environment.

MMD Ltd, Paul Roberts M.D who has the ultimate responsibility for formulating and implementing a policy that will lead to minimising the adverse impact of our activities upon the environment and on the quality of life of the local communities in which we live and work by complying with environmental legislation and regulations.

The company recognises the need to comply with all legislation and put concern for the environment in context with other aspects of the business. The company will endeavour to utilise policies and procedures that will ensure conservation of natural resources whilst minimising any adverse environmental impact from our roofing operations. Conservation of our natural resources must begin with waste reduction and recycling.

The following key activities have been identified as significant to mmds activities, products and services. The bulleted items are our key concerns and limitation will contribute to business performance.

- **Energy** – MMD is committed to minimising their consumption of non-renewable energy resources through the use of electricity, natural gas and fuel oils and to continually research alternative sources and technology to reduce consumption of energy across all activities.
- **Waste** – MMD works to minimise the waste it generates and associated environmental impacts by seeking opportunities to reduce, reuse, recycle and recover otherwise redundant resources.
- **Transport** – MMD is aware of the environmental impacts of their transport operations including the movement of materials, equipment and personnel to contract sites, and seeks ways to reduce them wherever practical through the use of sustainable transport options and logistical solutions.
- **Training** – MMD is committed to the ongoing comprehensive training and education of their staff so that the company can continue to provide the most appropriate advice and services.
- **Procurement** – MMD works to ensure that the products, services and materials which are purchased are as sustainable as practical and have the minimum impact on the environment within the constraints of product requirements.
- **Water** – MMD is committed to minimising their consumption of water from their activities both within the head office and on contract sites through continual monitoring of use and investigation of water management equipment and procedures.

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MMD Ltd's framework are committed to eliminate or reduce the environmental impact as a result of their undertakings, so far as it is reasonably practicable, by:-

- Commit to continual improvement.
- Providing adequate financial and physical resources to identify all environmental issues relevant to our work.
- Planning the most appropriate procedure to address each identified issue.
- Communicating the company procedures for each issue.
- Implementing the agreed measures throughout all company work locations.
- Monitoring and reviewing the implementation of this environmental policy at regular intervals.
- Complying with all environmental legislation and subordinate standards relevant to our works.

**We will:**

- Strive to ensure that any adverse impact on the environment or quality of life is minimised during the company's activities.
- Where possible will ensure that suitable storage, transportation and disposal of products and waste using competent licensed contractors.
- Endeavour to keep waste to a minimum, where possible segregate waste for recycling.
- Strive to keep noise to a minimum during our working activities.
- In our office environment we will endeavour to reuse paper, purchase photocopy and printer cartridges that can be reused, the use of low energy light bulbs will be encouraged and switched off when not in use.
- Seek environmentally friendly alternatives for cleaning products.
- In order to minimise fuel consumption, company vehicles will be regularly serviced. Business journeys will have the routes planned.
- Set and review environmental targets and objectives and monitor environmental issues and endeavour to improve our performance in line with current best practice.

The aims and objectives of the Environmental Policy and associated operating procedures are communicated to all staff and they are expected to adhere to its requirements. Everyone is encouraged to suggest ways in which the Environmental procedures can be improved. Where appropriate subcontractors and visitors to MMD are required to acknowledge and adhere to the company's Environmental Policy and relevant operating procedures.

MMD acknowledges that as subcontractors on certain contract sites, they are subject to the environmental requirements of the client and their prime contractors. MMD will seek to meet or succeed such requirements.

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MMD communicates its Environmental Policy through staff induction, team briefings, training and is displayed in the main reception.

This policy and its effectiveness will be monitored by the Managing Director on a regular basis, with formal review annually. The policy will be reviewed as appropriate to reflect any changes in legislation and maintain its effectiveness.

**Signed:** .....

**DATE:**                   **20.02.2013**

**REVIEW DATE:**       **20.02.2014**

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## 4.0

## IMPLEMENTATION

### 4.1

1. A copy of the Policy Statement will be given to all members of staff on joining and after it has been reviewed or revised.
2. The Safety Policy and responsibilities shall be explained to all employees upon commencement of employment and following any material changes to its contents.
3. The company will arrange for its employees to undertake all necessary training to enable them to undertake their duties and responsibilities in a safe manner.
4. Contract/Site Supervisors and Managers shall ensure that all persons, including sub-contractors, who work on site, have received appropriate site induction together with any specific requirements stated in this policy.
5. Prior to commencement, all activities shall be assessed for risk and where appropriate method statements produced. These shall be communicated to employees during induction training and tool box talks as necessary.
6. Monitoring of this policy will be undertaken by the Managing Director, Directors and Supervisors as indicated in their individual responsibilities.
7. Health and Safety issues that cannot be resolved locally are to be represented through the management organisation and where necessary brought to the attention of the Managing Director.
8. Health, Safety and Environmental information will be provided to all staff and subcontractors via implementation of this policy and other informative documents such as; method statements/risk assessments, memo, email, leaflets, posters, review meetings, training and tool box talks.

## REVIEWING PROCEDURES

### 4.2

1. This Health, Safety and Welfare Policy will be formally reviewed every 12 months or earlier should new or changes to existing legislation come into force.
2. Alterations that become necessary between review dates will be communicated to all employees by memorandum or site instructions as appropriate. Any alteration will be incorporated fully at the next routine review.
3. The issue of the Health and Safety Policy will be by the Managing Director/Director and any amendments shall be made in consultation with our Health and Safety Advisers.
4. The Health and Safety Policy is subject to internal and external audit. External audits are conducted by Lincsafe, membership accreditors and supply chain main contractors where applicable or as and when requested.

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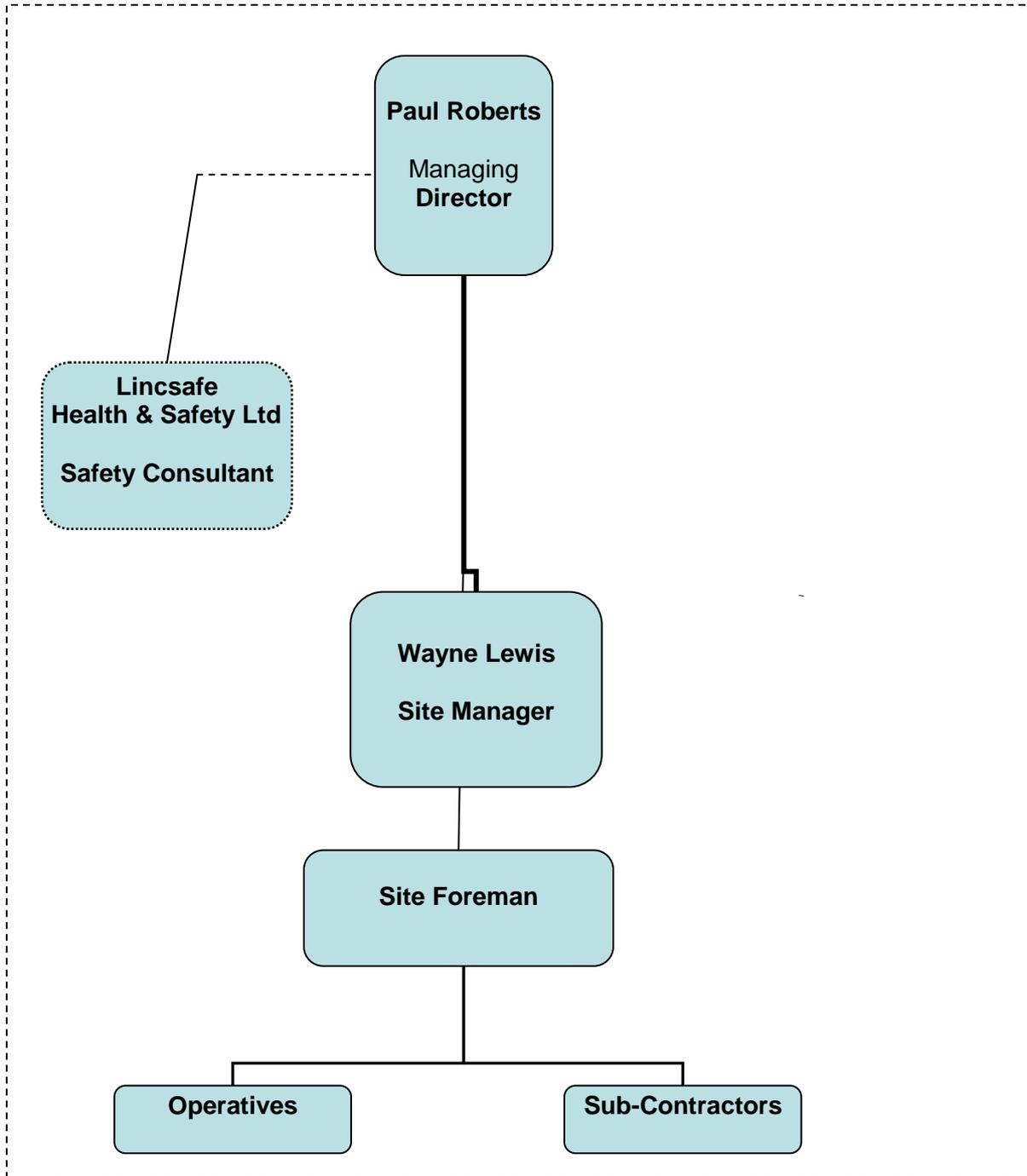
1. As the company and legislation develops, working practices will need to change and the company recognises that amendments to the Health, Safety and Environmental Welfare Management System will need to be made where necessary to reflect those changes.
2. This procedure is designed to ensure that changes to the Health, Safety and Environmental Welfare Management System are properly reviewed and recorded.
3. It is the responsibility of all employees to seek improved methods of working and to identify them in accordance with these procedures.
4. It is the responsibility of the Health and Safety Manager to ensure that changes are reviewed and published as described in these procedures. The Health and Safety Manager is wholly responsible for all actions relating to change of the Health and Safety Policy.

#### **Proposing Change**

1. No change to any part of the system may be implemented, for any reason whatsoever, without first following this procedure.
2. As legislation and requirements change, the company's policies and procedures must be reviewed and amended to reflect the change in requirements.
3. All proposed changes to the system must be approved and authorised by the Director responsible for Health and Safety and the company's Safety Advisors prior to implementation.
4. All proposed changes must be in written format using the Health and Safety Document Amendment Sheet and signed and dated by the Director responsible for Health and Safety.
5. All actioned amendments will be implemented and filed by the Safety Coordinator.
6. New or amended pages will be identified with revision update numbers and appropriate date of change.
7. All old documentation will be withdrawn from the system and a complete reissue of the whole policy will be issued to all employees and subcontractors.

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5.1 COMPANY H&S AND ENVIRONMENTAL ORGANISATIONAL CHART



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## 5.2 RESPONSIBILITIES

## MANAGING DIRECTOR

### 5.2.1

#### Paul Roberts

##### Responsibilities Include:-

1. The provision of adequate resources to secure compliance with the requirements of the Health and Safety Policy and Environmental Policies at all places of work.
2. The provision of reasonable allowances in tenders for health, safety and environmental measures.
3. Setting a personal example and acknowledging suggestions for improvement in safety and environmental organisation where and when appropriate.
4. When appropriate, initiating disciplinary action against employees and contractors who have failed to comply with their duties under the Health and Safety Policy or statutory requirements.
5. Discussing with staff and contractors all accidents and any other matters, that may affect the Company in respect of health and safety.
6. Ensuring that measures are in place that confirms contractors' staff have adequate knowledge of the company's requirements for Health and Safety and that they are competent.
7. Ensuring procedures exist for notifying contractor's in writing of any breaches of statutory provisions or of the Health and Safety policy, this must include details of action they must take to remedy short comings promptly.
8. Ensuring that, where appropriate, written method statements including identification of potential hazards, are produced at each stage of a construction project.
9. Ensuring that work is carried out as planned and that current legislation and the Health and Safety Policy are observed.
10. Instructing subordinate staff in their responsibilities for ensuring safe operations and work methods.

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## 5.2.2

### **Lincsafe H&S Ltd have been appointed as the Safety Consultants**

MMD Limited has a legal requirement to comply with UK regulations. To meet this requirement and appointed person will be required to identify all relevant authorities, licenses and permits. All current and future changes to legislation and associate requirements will be identified.

At present time this service is provided to mmd roofing by Lincsafe H&S Limited

#### **Responsibilities Include:**

1. Lincsafe (H&S) Ltd will annually audit the Health and Safety Management System in relation to the business, review and where necessary update the policy.
2. Lincsafe (H&S) Ltd will identify all legislation and requirements and advise on occupational health and safety matters as they affect Company operations. Monitoring compliance with statutory provisions, to which the Company is subject and the Company's safety rules and codes.
3. Investigating accidents and dangerous occurrences and cases of ill health, which appear to result from working conditions and advising the Safety Co-ordinator when requested by the Managing Director or the nominated deputy.
4. Dealing with statutory and professional bodies involved in occupation health and safety when requested by the Company.
5. Advising of the training requirements for health and safety for all staff, specific to their needs if required to do so, and provide training where requested to do so.
6. Upon instruction audit the Company's works operations to act as an independent source of monitoring for site operations.

**NB: SAFETY CONSULTANT WILL ACT ONLY AS AND WHEN REQUESTED BY THE DIRECTOR**

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**5.2.3****Responsibilities Include:-**

1. To monitor the safety performance of contractors and employees and take such action as may be necessary to improve the performance.
2. To ensure that supervisors on each contract are aware of their responsibilities as laid down in the Health, Safety and Environmental policy.
3. To ensure that any work/process within the contract has had risk assessments carried out for them, and that significant findings have been recorded.
4. To ensure that a Health and Safety Information Pack is provided by the Client and has been incorporated into the Construction Phase Plan and is in place prior to the commencement of any contract and that the relevant supervisor is familiar with its contents.
5. To ensure that Contractors are provided with sufficient information as to enable them to properly plan and complete risk assessments/site specific Method Statements, and to comply with current health & safety and environmental legislation.
6. To nominate a suitably qualified and competent person to carry out any required risk assessments if he is not suitably qualified and competent to do so himself. Should there not be anyone available within the company to carry out this function due to the specialised nature of the risk/hazard then advice should be sought from the appointed safety consultants or other appropriate specialist.
7. To ensure that all employees under his control receive adequate and appropriate training in health and safety matters and are provided with all necessary information to carry out their duties safely.
8. To ensure that any person carrying out a particular task has been provided with any risk assessment and has been made aware of and understands any required control measure dictated by that assessment.
9. To be familiar with the broad requirements of appropriate health, safety and environmental legislation.
10. To promote an interest in, and enthusiasm for, health & safety and environmental matters throughout the team.
11. To carry out regular site visits and inspection for health & safety and environmental purposes to ensure compliance of the companies policies and procedures.
12. To communicate matters raised by persons within his area of responsibility and ensure changes in procedures are brought to the attention of their staff.

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**5.2.4**

**Responsibilities Include:-**

1. To have an adequate knowledge of, and comply with, the Health and Safety Policy and legislative requirements consistent with their responsibilities.
2. To act as the Site Safety Supervisor on behalf of the Company and report health and safety and environmental issues back to the Contracts Manager
3. Supervise the compliance by all persons on site with the requirements of the Health and Safety Policy, any risk assessment/method statement and legislative requirements.
4. Will instruct subordinate staff in their responsibilities for ensuring safe operations and work methods, and ensure that site Induction training is carried out and recorded.
5. Will plan and carry out activities on the site so as to eliminate, so far as is possible, situations liable to be hazardous to the health and safety of all persons on site and the public. Particular attention should be paid to keeping the site tidy.
6. Will ensure that all necessary precautions to protect the workforce and the public are in place prior to the commencement of any work activity, and that all Personal Protective Equipment is used as required.
7. To accompany whenever possible, or appoint a suitable person, to accompany any Health and Safety Executive Inspector, Safety Advisor, or other authorised person on site inspections and act upon their advice.
8. Will ensure that regular maintenance is carried out and records retained on equipment and plant (including externally hired items) and that repairs are carried out promptly by competent fitters or by the Hire Company. Will also ensure that for all equipment subject to statutory inspection, a current test certificate is supplied to the site along with the plant, and that weekly inspections are carried out and recorded where required.
9. Will prevent the use of any plant or equipment that is unsafe until such necessary repairs have been carried out.
10. Will report to the Safety Co-ordinator all accidents and dangerous occurrences.
11. To resolve any health and safety and environmental matter which any employee or contractor may refer to you, and to consult with the Contracts Manager on any of these matters for which a satisfactory solution has not been found.

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### 5.2.5

#### Responsibilities Include:

1. Observing safe-working practices as advised and instructed with particular regard to issued risk assessments.
2. Maintaining a personal concern for safety and health and consideration for others who might be affected by their acts or omissions. Reporting back on shortcomings in health and safety and environmental provisions with particular regard to issues not addressed by issued risk assessments.
3. Using the correct tools and equipment for the job and ensuring that safety equipment and protective clothing is supplied and used.
4. Keeping tools and equipment in good condition and report to the Foreman any defects in plant or tools or equipment.
5. Avoiding any improvisation that may create unnecessary risk.
6. Suggesting ways of eliminating hazards and warning other employees of known hazards.
7. Refraining from irresponsible behaviour and the abuse of welfare facilities.
8. Being aware of notices posted in the workplace offering information and advice.
9. Paying particular attention to keeping the site tidy.

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**5.2.6****Responsibilities Include:**

1. All contractors will be expected to comply with the Company's Policy for Health, Safety and Welfare and must ensure that their own Policy, where applicable is made available whilst work is carried out.
2. Providing risk assessments and, where applicable, site specific Method Statements for their work activities to the Company.
3. All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public. The contractor will ensure that his operatives receive adequate information, training and supervision.
4. Contractors' employees are not permitted to use or interfere with any plant or equipment on the site unless authorised.
5. All plant and equipment brought onto site by contractors must be safe and in good condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
6. No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site, unless no such low voltage equipment is available. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good condition. Ensure that all portable electrical equipment has been inspected and tested by a competent person in accordance with the Electricity at Work Regulations.
7. Observing their statutory duty to report accidents and dangerous occurrence arising from their operations, to immediately inform the Company Site Supervisor of any such incident, and to co-operate fully with the Safety Consultants and the Health and Safety Executive with any investigation being carried out.
8. Site Operatives must comply with any safety instruction given by this Company or the Principal Contractor for the site.
9. Any material or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with the appropriate risk assessment. Information from such risk assessments must be provided, when requested, to the Principal Contractor for inclusion in the health and safety plan.
10. Contractors are particularly asked to note that work places must be kept tidy and all debris, waste materials, etc., cleared as work proceeds.
11. Carrying out their operations in accordance with the requirements of relevant legislation, Approved Codes of Practice, British Standards, etc. and where applicable, seek the guidance of the person appointed by them to provide health and safety assistance as required by the Management of Health and Safety at Work Regulations 1999.

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## 6.1

## ABRASIVE WHEELS

1. No person shall mount or use an abrasive wheel unless they have received training, are competent to carry out mounting and have been appointed in writing.
2. A record of such appointment is required to be maintained in a register on site.
3. Any operative using abrasive wheels must ensure that the correct type of Personal Protective Equipment is used.
5. When using an abrasive wheel and large quantities of dust is produced, adequate measures must be implemented to protect people against the inhalation of the dust. Modern cut-off saws have an attachment to which a mains water supply or a pressurised water bottle can be secured. Wet cutting will there be used at all times to reduce the dust. Appropriate disposable face masks will also be worn even when wet cutting (FFP3 standard).
5. Abrasive wheels must be stored at an even temperature in dry conditions.

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## ACCIDENT REPORTING AND INVESTIGATION

All accidents/incidents involving our employees, contractors or members of the public must be entered into the accident book (BI510). It is a legal requirement under The RIDDOR Regulations to report to the HSE certain types of accidents, diseases and dangerous occurrences. This is via the F2508 form which shall be completed by the Safety Co-ordinator and our Safety Consultants. Depending on the type of incident, this will mean:-

1. For death, major injury or dangerous occurrence an immediate notification to the HSE or reporting authority by phone and a written report on Form 2508 must be sent within 10 days.
2. For "over 3 days injuries" a written report on Form 2508 must be sent to the HSE or reporting authority within 10 days. Note: As of April 2012 the 'over 3-day reporting period will change to be 'over 7-days'.
3. Inform the client immediately.

Clear instructions will be given to employees and contractors, their employees and self-employed persons that they must notify any accident, disease, dangerous occurrence or environmental incident to the Safety Co-ordinator and a Director, they will then ensure an entry is made in the accident book (BI510). Personal details must be treated as confidential and retained in a secure storage container in accordance with Data Protection legislation.

If it is a reportable accident/incident then a form F2508 must be filled out (on-line) and sent to the HSE by the injured party's employer. Fatalities and major injuries will still however be required to be reported by telephone in the first instance.

Where an incident / accident occurs on a Network Rail project there are specific procedures to be followed. The site representative shall make themselves familiar with the relevant reporting procedures and form.

Reports to the HSE, will in the event of an accident as described in the above regulations, be made by the Managing Director.

Accident reporting primarily relating to health and safety. However, environmental accidents and incidents are to be treated in the same way.

| <b>TYPE OF INCIDENT</b>  | <b>ACTION REQUIRED</b>   |
|--|--|
| 1. <b>All incidents</b><br>Because of the possibility of unforeseen complications; all injuries, no matter how trivial they may appear must be entered in the accident book.   | 1.1 Record details in the accident book (BI510)<br>1.2 Report the accident/incident to Safety Co-ordinator   |
| 2. <b>Accident * resulting in Death, Specified Injuries or a Dangerous Occurrence</b><br>(Dangerous Occurrences are listed on the inside back cover of the F2508 book)<br>* Classification of accidents has been expanded to include acts of violence to people at work and injuries to members of the public that require hospital treatment. | 2.1 Immediately telephone:<br>a. Managing or Projects Director<br>b. The HSE as soon as possible<br>c. Follow instructions for 1.1 and 1.2<br>2.2 Do not disturb the scene of the incident, except for removal of any injured persons, until clearance has been given by the HSE or Managing Director. |
| 3. <b>Accidents that result in incapacity from work for more than seven days.</b><br>Do not count the day of the accident, but include any days that would normally have been working days. Thus, if the period of incapacity extended over a  | 3.1 Inform the Safety Co-ordinator as soon as it is known that the injured person has been, or will be off work for more than seven days. The Managing Director will complete the F2508 and send it to the HSE.  |

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| TYPE OF INCIDENT  | ACTION REQUIRED                           |
|---|---|
| weekend and the injured person is not capable of carrying out his normal duties, then Saturday and Sunday would have to be counted. | 3.2 Follow instructions 1.1 and 1.2       |
| 4. <b>A reportable disease diagnosed by a doctor on a medical certificate.</b><br>e.g. Asbestosis, leptospirosis                    | 4.1 Follow instructions 3.1 and 3.2       |
| 5. <b>Environmental Incident</b>  | 5.1 Follow instructions below (near miss) |

### Near Miss

A near miss is an accident or incident that does not result in any injury to a person or loss or damage to material and plant but under slightly different circumstances could have resulted in injury, loss or damage.

It is important that these incidents are reported so that working methods and practices may be altered to prevent any recurrence that may result in injury, loss or damage.

An example of a near miss would be where a person trips on a raised object, such as a pipe or board, or slips on a substance spilt on the floor. Whilst there was no injury to the person on this occasion, if they had been carrying something or been less agile they could have sustained an injury. The incident must be investigated to ensure that the obstruction is removed or the substance cleaned up.

All near miss incidents are to be reported to the Safety Co-ordinator.

### Accident/Incident Investigation

Whenever an accident/incident or dangerous occurrence occurs, especially if it is reportable to the H.S.E., an accident investigation must take place. This must be done as soon as possible after the accident but certainly within three working days of the incident occurring and must be carried out a competent person (possibly our Consultant Safety Advisors, Lincsafe).

The aim of an accident investigation is to try and prevent a similar occurrence from happening again. Risk assessments may have to be reviewed to ensure that information is correct and that the control measures are effective.

It is the Company's Policy to:-

1. Report all accidents and near misses immediately to Head Office
2. Ensure that the Safety Co-ordinator will provide the Managing Director with a copy of the accident/incidents report forms for all accidents that have occurred.
3. Ensure that the Safety Co-ordinator will provide the Managing Director with a copy of the accident/incidents report forms for all near misses that have occurred. This will be done to monitor trends.
4. Ensure that within seven days of carrying out an accident investigation, the Managing Director will discuss the implications of the incident with the Safety Co-ordinator and our Safety Consultants or the relevant contractor.
5. Ensure that the Managing Director will discuss any accident/incident or near-miss at management meetings to ensure that all relevant action has been taken to prevent a re-occurrence.

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## 6. RAILWORK

Accidents and near misses and close calls within the Rail industry must be logged and reported under Group Standard requirement GE/RT 8047 and attached Tables A&B.

### 6.3

## ASBESTOS

1. Asbestos was used extensively in buildings up to the early 1980's; it may have been used in buildings up to as late as 1999. The material cannot be easily identified by appearance only and is often concealed by other materials or coatings.
2. Asbestos-containing materials that are sealed and in good condition do not pose a significant risk to health. The risk to health arises when the asbestos-containing material is disturbed such that it gives off fibres that can be inhaled.

### The Company's Buildings

1. Where current legislation and guidance indicates, a survey for asbestos in accordance with the guidance in HSG264 (Asbestos: The Survey Guide) will be undertaken by a competent person. Where any asbestos-containing materials are identified they will either be removed or treated to prevent them from being a risk to health.
2. Any asbestos-containing materials that remain on the company's premises will be regularly and routinely inspected to ensure that they do not pose a risk to health. These inspections will be in accordance with current guidance and commensurate with the perceived risk.
3. All asbestos-containing materials that remain on the company's premises will be labelled and entered on a register that will be available to all employees and any contractors required to work on or within the building.

### Construction Works

1. When the presence of asbestos-containing materials is suspected within a building a survey must be completed to identify, so far as is reasonably practicable, the location, type of material and its condition. This survey must be completed by a competent person and a report provided to the company.
2. Where asbestos-containing materials are likely to be disturbed or require removal this must be done by appointed specialist licensed contractors. The appropriate notification to the enforcing authorities must be made before any work is carried out on asbestos-containing materials.
3. A Method Statement and Risk Assessment must be produced by the appointed specialist licensed contractor as to the best method to prevent or reduce the risk of exposure to asbestos fibres.
4. A copy of the appointed specialist licensed contractor's license must be provided to the site before commencement of work.
5. Where, during work on site, a suspect material is identified all work in the area must cease and the area sealed to prevent access together with suitable signs posted to warn persons of the presence of asbestos.
6. Where suspect materials are identified a competent licensed person must carry out tests of

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the materials to ascertain if they have any asbestos content. Any subsequent work on the material must be carried out by an appointed specialist licensed contractor if the material contains asbestos.

7. When work is carried out on asbestos-containing materials suitable air tests must be completed before, during and after the work. Records of these are to be retained on site initially and then at the company's offices. Details of asbestos-containing materials identified and or removed will be included in any safety files.
8. Where an employee or other person is likely to have been exposed to asbestos fibres due to any work undertaken by the company, they shall be informed in writing of the potential exposure and provided with advice as necessary.
9. The company's site operatives will be given suitable information, instruction and training in Category A asbestos awareness using a UKATA registered training provider. Where non-licensed asbestos containing materials are to be removed by company personnel i.e. asbestos cement sheet roof panels, Category B asbestos awareness training will be provided to ensure understanding of legislative requirements.

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## 6.4

## CARTRIDGE TOOLS

1. Cartridge tools are only to be used by operatives who have received appropriate training.
2. Tools must be inspected in accordance with the manufacturer's instructions before use and defects rectified. Defects must be reported to the Site Manager.
3. Tools, Cartridges and gas cylinders are to be stored in a suitable container.
4. Only one magazine or gas cylinder per tool is to be outside the container at any time.
5. Cartridge tools are not to be used where there is a risk of explosive or flammable atmospheres.
6. Cartridge tools are only to be repaired or serviced by competent persons.
7. Before loading any cartridge tool the following precautions must be in place:
  - a. A safe area barred off to prevent unauthorised access, safe area must be sufficient to protect others from inadvertent discharge of the tool and designated a hearing protection zone.
  - b. Personal protective equipment must be worn, to include goggles, ear defenders, gloves and safety footwear.
  - c. Check correct colour cartridge for the operation and set tool if appropriate; also correct pin and piston for this cartridge.
  - d. Check base material to ensure nail will not pass completely through the material.
  - e. Check fixing surface is free from cracks and spall.
  - f. Carryout pre use checks and ensure correct accessories as appropriate are available.
  - g. Ensure the misfire procedure is understood.
  - h. Load the tool in accordance with the manufacturer's instructions.
8. The following precautions must be observed during use:
  - a. Never point a tool, whether it is loaded or not, at another person.
  - b. The tool should always be held with two hands unless it is a single-handed version.
  - c. Never cock the tool against the hand or any other part of the body.

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- d. The tool must always address the material at right angles.
- e. The appropriate PPE must be worn at all times.
- f. Tools must be unloaded when climbing or descending from access equipment.
- g. Loaded tools are not to be left unattended. Live cartridges and gas cylinders are not to be left unattended and should be returned to the safety container as soon as possible.
- h. Tools are to be unloaded immediately after use and unspent cartridges or gas cylinders together with the tool returned to the safety container.
- 9. In the event of a misfire:
  - a. The tool must be kept against the work surface for at least 20 seconds;
  - b. The trigger operated again.
  - c. Should the cartridge still fail to fire the tool must remain against the work surface for a further 20 seconds.
  - d. The trigger must not be operated again.
  - e. Advance the magazine by one cartridge and continue use.
  - f. Inform supervisor of misfire and ensure magazine disposed of safely.

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6.5

**CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS**

The Construction (Design and Management) Regulations 2007 place duties on various parties involved in the construction programme from Client to Contractors as detailed in the chart below. The Company shall fulfil the requirements of the Regulations related to its activities.

1. On contracts where the Company has a design responsibility, relevant hazards / risks shall be reduced in the design process.
2. The Company shall carry out a survey of work tasks/workplace in relation to Health and Safety and where undertaking the role of Principal Contractor shall produce a plan to minimise risks prior to works being undertaken.
3. Sub-contractors shall be required to assist with the Safety Plan by submitting their own proposals to overcome potential high-risk areas.
4. During the course of the contract 'Safety Information' shall be made available to relevant parties to aid with the safe running, maintenance, repair and renovation of the project.
5. Specific advice shall be called on from the Company Safety Adviser as required and where there is a requirement for CDM Coordinator services or information.
6. The Company shall conform to the specific requirements of Part 4 of the Regulations (duties relating to health and safety on construction site).

6.5a

**CDM – PRINCIPAL CONTRACTORS DUTIES**

We fully recognise that CDM has improved Health and Safety within the Construction Industry. For the most part Gable will be acting as a Contractor to the Principal Contractor and shall:

1. On receipt of the relevant sections of the Construction Phase Health & Safety Plan from the Principal Contractor:
  - a) Address associated requirements of the Plan;
  - b) Provide details of hazard controls;
  - c) Issue Design details and residual risk information when our work involves design;
  - d) Co-operate with and co-ordinate activities with the Principal Contractor;
  - e) Ensure all personnel under our control understand safe methods of work and follow safe procedures including the wearing of appropriate personal protective equipment (PPE).
  - f) Provide relevant information for the Safety File.

The Company, when acting as Principal Contractor, will:-

1. Notify the HSE of projects where construction work is expected to last more than 30

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working days or involve more than 500 person days, for example, 50 people working more than 10 days. The project information will be notified to HSE using form F10 ([www.hse.gov.uk/forms/notification/f10.pdf](http://www.hse.gov.uk/forms/notification/f10.pdf)).

2. Ensure construction phase Health & Safety Plan sets out arrangements for health and safety and includes relevant information from the client and provision of welfare.
3. Take steps to ensure co-operation between all contractors.
4. Ensure every contractor and employee complies with any construction phase health and safety rules in the plan.
5. Ensure only authorised people are allowed on site.
6. Ensure notification is displayed (when notification is required).
7. Provide the CDM Coordinator with information for the Health and Safety File.
8. Ensure every contractor has been issued with the required information.
9. Ensure that there is opportunity for health and safety discussion with employees and the self-employed working on the project.
10. Where any design work is undertaken, its implication as to risk shall be assessed.

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## Summary of the duties under the Regulations

23 A summary of the duties and how they are applied is given in the following table and chart.

|                                      | All construction projects<br>(Part 2 of the Regulations)  | Additional duties for notifiable<br>projects (Part 3 of the Regulations)  |
|--------------------------------------|---|---|
| Clients (excluding domestic clients) | <ul style="list-style-type: none"> <li>■ Check competence and resources of all appointees</li> <li>■ Ensure there are suitable management arrangements for the project including welfare facilities</li> <li>■ Allow sufficient time and resources for all stages</li> <li>■ Provide pre-construction information to designers and contractors</li> </ul> | <ul style="list-style-type: none"> <li>■ Appoint CDM co-ordinator*</li> <li>■ Appoint principal contractor*</li> <li>■ Make sure that the construction phase does not start unless there are suitable:                             <ul style="list-style-type: none"> <li>- welfare facilities, and</li> <li>- construction phase plan in place</li> </ul> </li> <li>■ Provide information relating to the health and safety file to the CDM co-ordinator</li> <li>■ Retain and provide access to the health and safety file</li> </ul> <p><b>(* There must be a CDM co-ordinator and principal contractor until the end of the construction phase)</b></p> |
| CDM co-ordinators                    |   | <ul style="list-style-type: none"> <li>■ Advise and assist the client with their duties</li> <li>■ Notify HSE</li> <li>■ Co-ordinate health and safety aspects of design work and co-operate with others involved with the project</li> <li>■ Facilitate good communication between client, designers and contractors</li> <li>■ Liaise with principal contractor regarding ongoing design</li> <li>■ Identify, collect and pass on pre-construction information</li> <li>■ Prepare/update health and safety file</li> </ul>  |
| Designers                            | <ul style="list-style-type: none"> <li>■ Check client is aware of their duties</li> <li>■ Eliminate hazards and reduce risks during design</li> <li>■ Provide information about remaining risks</li> </ul>  | <ul style="list-style-type: none"> <li>■ Check CDM co-ordinator has been appointed</li> <li>■ Provide any information needed for the health and safety file</li> </ul>  |

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1. Only authorised personnel may drive the company's vehicles, unauthorised passengers must not be carried in vehicles. A vehicle will only be made available if a valid driving licence is held. Photocopies of all driver's licences are to be obtained prior to use of any vehicle and held in the individuals personnel file.
2. All Company vehicles must be kept in good condition. It is the responsibility of the driver to ensure the vehicle is kept clean and tidy at all times.
3. The responsibility for the legality of the vehicles lies with the driver and therefore the driver must ensure that the vehicle is kept in a road worthy state. Any defects must be reported to the Safety Co-ordinator immediately.
4. Any accident or incident involving a company vehicle must be reported immediately to a Director, regardless of fault.
5. The consumption of alcohol or drugs prior to or during the course of driving is strictly prohibited and infringement of this will result in dismissal.
6. Smoking is strictly prohibited in any company vehicle and any driver or passenger found smoking in a company vehicle will be subject to action under the company's Disciplinary Procedures.
7. The use of mobile phones – please refer to 6.18.
8. Please also refer to Employee Handbook – Information for Drivers of Company Vehicles.

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"Confined Spaces" are workplaces where there is limited access, restricted body movement or inadequate ventilation e.g. excavations, etc.

Confined spaces are potentially dangerous because they can trap hazardous concentrations of toxic or flammable gases or vapours. They can also trap gasses and vapours, which are not themselves toxic, but, because they are heavier than air, will displace the breathable air.

It is Company policy that no person may enter a confined space without the issue of a Permit to Work System and the necessary precautions are in place.

Very often, it is the work being done which creates the dangerous atmosphere, for instance, painting and the use of adhesives and solvents.

If there is any doubt whether or not a particular workplace presents the problems of a confined space, atmosphere testing must be carried out to determine what hazards exist or are likely to exist.

The Company will only allow persons who are physically fit and mentally suitable to work in confined spaces.

It is Company policy that work in confined spaces will only be undertaken by persons who have been properly trained for the task. Training is also to include supervisors, attendants and persons appointed to form a rescue team.

The following must be assessed before entering a confined space:-

1. Entry into a confined space must not take place without instructions from the Site Manager and a Permit to Work has been authorised.
2. The atmosphere must be tested before and at frequent intervals while operatives are working inside the confined space by a competent person.
3. Where appropriate, adequate fresh air ventilation must be provided.
4. All safety and rescue equipment must be available at the actual location as listed below:-
  - a) 2 safety harnesses
  - b) intrinsic safe hand torches or cap lamp
  - c) at least 1 set of suitable breathing apparatus and emergency breathing pack
  - d) first aid equipment
  - e) fire fighting apparatus
  - f) emergency breathing pack
  - g) audible alarm for summoning help
  - h) resuscitation equipment
5. No less than two persons must work on a confined space operation.
6. Ensure that assistance is contactable in an emergency by telephone or two-way radio.
7. Ensure that all personnel involved in rescue procedures clearly understand their role.
8. Rescue and atmosphere monitoring equipment must be tested and maintained according to manufacturer's instructions.

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## INTRODUCTION

As a Contractor we have a legal and moral duty to ensure that work is done in a safe manner. Our safety policy requires business decisions to take proper account of health and safety and environmental requirements. In achieving this it is crucial that hazards are identified, risks assessed and precautions decided upon before work commences. In addition, past health, safety and environmental performance and ability to perform safely in the future must be considered when deciding on the appointment of sub-contractors.

### Risk Assessment

It is important to define the following terms:

**HAZARD** = The potential to do harm

**RISK** = Expresses both the likelihood that harm from a particular hazard will be realised, and its severity.

#### Risk assessment has three purposes:

To identify all the hazards that may cause harm to our employees and others affected by our undertakings.

To consider the chance of that harm actually befalling anyone in the circumstances of the particular case being considered, and the possible consequences which could come from it (the Risk).

To enable preventive measures to be planned, introduced, communicated and monitored so that risks are adequately controlled at all times (the Control Measures).

Without adequate assessment there can rarely be effective control.

This risk assessment procedure must commence at the design and planning stages of a project to enable hazards to be designed out wherever reasonably practicable to do so, and to allow adequate information on the remaining hazards to be included in the initial Information Pack and Safety Plan, which is used for the tendering process. Where this cannot be achieved other alternatives shall be sought prior to commencement of any works.

Just as our Clients are required to provide us with such information, equally we have a duty to provide the relevant information to companies we are considering appointing as sub-contractors.

### Assessing Sub-Contractor Health and Safety and Environmental Performance

An order must not be placed with a new sub-contractor unless they have provided information on their past health and safety and environmental performance and details of their appointed safety advisor(s). This must be taken into account by the person making the decision on which sub-contractor to appoint to ensure that competitiveness in terms of price will not be achieved at the expense of health and safety.

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Contractors who have been used before may be assessed from the personal knowledge of the management team.

Factors which should be taken into account when assessing past performance will include experience of similar projects, accident, dangerous occurrence and HSE enforcement history.

Consideration must also be given to the training that has been given to all employees to be involved in the project.

Contractors who employ 5 or more people must provide a copy of their written health and safety policy. This must include the responsibilities and arrangements for putting it into effect.

All contractors must be able to show that they have appointed a competent health and safety adviser. They must be able to show that the appointed person(s) has:

- a. a knowledge and understanding of the work involved, the principles of risk assessment and prevention, and current health and safety applications;
- b. the capacity to apply this to the task required by the contractor which might include identifying the health and safety problems and assessing the need for action.

Contractors must show that they are prepared to allocate adequate resources for safety supervision, safety equipment, etc in relation to the size and nature of the project.

## Site Supervision

**All site work must be adequately supervised. In most cases this will require the presence of a supervisor who has received appropriate health and safety training.**

If it is considered that it may be appropriate for a site to be supervised by somebody other than a trained site supervisor the following should be considered:

What is the level of the risk?

Works involving any of the following must have a properly trained site supervisor:

- tasks involving working at height
- working in the area of hazardous plant
- when working with hazardous substances, e.g. Asbestos
- working in the vicinity of overhead or underground services.
- When working in confined spaces, including sewer connections.

This list is not exhaustive but gives an indication of the type of work which must always be supervised by a person who has received appropriate health and safety training.

Is the person who is being considered as supervisor adequately trained?

Any person taking on the supervisor's role must have sufficient training to be able to know the safety requirements relevant to the work and be able to recognise unsafe practices.

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Has the person being considered as a supervisor got sufficient authority to be able to manage and control operatives on site?

This will be a question of judgement about the character and ability of the person concerned.

Will there be adequate first aid cover?

**See section on First Aid**

If all the above criteria can be fulfilled then it will be acceptable for the person concerned to supervise the site. He must clearly accept and understand that this will be his role and that he will be immediately responsible for safety on the site.

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Consultation between staff at all levels is effected by discussions at management meetings where health and safety, environment, quality assurance and work status reviews form part of the meeting agenda. Reports and minutes of the meeting are circulated to all members of staff.

At quarterly periods the company holds a health and safety / company update with all site supervisors and operatives to discuss health and safety and performance on site, supervisors are encouraged to pass on constructive views from site regarding health and safety and any suggestions for improvement are welcomed.

Operatives are encouraged to discuss any health, safety and environmental issues with their supervisor / foreman, line manager or indeed any other person in the company who they feel they can comfortably approach. We encourage an 'open door' policy at all levels across the company.

Regular briefings and tool box talks are undertaken by contracts managers on a variety of health, safety and environmental topics and feedback and questions are received throughout.

Health & safety and environmental information is disseminated to all employees by means of memorandums, emails, management meeting minutes, safety consultant's newsletter, CIRAS newsletters, Network Rail Safety Bulletins and subscription services news updates.

### NON ENGLISH SPEAKING EMPLOYEES

MMD Limited is an equal opportunities employer who may employ foreign personnel, the health and safety of non-English speaking persons and others can be put at risk due to their lack of understanding of the English language.

In order to reduce the risks the following methods will be adopted to ensure their health & safety and the health and safety of others:

1. We will carry out risk assessments for all tasks associated with our works. Part of this will involve the risks associated with the fact that the individual may not speak, or more importantly, understand English. This may mean that the individual is restricted in the types of activities he is able to participate in.
2. We shall provide relevant information about the risks to which they may be exposed and the precautions they will need to take to avoid those risks.
3. We will not let non-English speaking employees carry out tasks alone and try to restrict their roles to low risk work.
4. We will group non-English speaking operatives with a Foreman / Supervisor who is able to speak English and the native tongue of the other members of his working group.
5. All Foremen and Supervisors will be English speaking.
6. We will provide additional time when inducting and training to make sure workers have received and understood the information, instruction and training they need to work safely and consider how to ensure it is acted upon.
7. We will use more signage in the workplace and whilst carrying out training and inductions, we shall use practical demonstrations when explaining work methods.
8. We shall ensure workers know where and how to raise any concerns about their health and safety and about any emergency arrangements or procedures.
9. Where possible, we shall arrange for written translation of work procedures and safety rules for all non-English speaking operatives.

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Substances hazardous to health include:

- (a) Toxic, harmful, corrosive or irritant substances.
- (b) materials which, although not a hazard in themselves, create a lot of dust or fumes when worked on e.g. solid concrete which creates dust when cut or scabbled or metals which create fumes when welded.
- (c) micro-organisms, e.g. Leptospirosis (Weill's Disease) from working in areas which have been contaminated by rat's urine.

### Duties of Employers

The Control of Substances Hazardous to Health Regulations (COSHH) place duties on employers, the self employed and employees.

The Company will therefore:

- (a) Assess the risk to health and environment arising from work and will put in place the necessary precautions needed (see Appendix 3)
- (b) Introduce appropriate measures to prevent or control the risk.  
The control measures are:
  - (i) Elimination of the use of the material or substance
  - (ii) Substitution by a less hazardous substance
  - (iii) Control the process to reduce emission levels
  - (iv) Total enclosure of the process
  - (v) Total exhaust ventilation
  - (vi) Personal Protective Equipment.

Therefore, the first choice would be to eliminate the hazard altogether and the issue of personal protective equipment should be adopted as the last resort if all other control measures are not reasonably practicable.

- (c) Ensure that the control measures are used and that equipment is properly maintained.
- (d) Where necessary, make sure that the precautions are working by monitoring the exposure of the workers and carrying out an appropriate form of health check.
- (e) Inform, instruct and train employees about the risks and the precautions to be taken.

### Duties of Employees

The actions taken by management will never succeed unless they are incorporated into everyday practice. Therefore every employee also has duties under COSHH as follows:

- (a) To use the control measures provided;
- (b) To use the personal protective equipment provided;

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- (c) To use the safety and health facilities provided;
- (d) To use the accommodation provided for storing personal protective equipment.
- (e) To remove contaminated personal protective equipment before eating, drinking or smoking;
- (f) To report any defects of any control measure or personal protective equipment promptly to the site manager or supervisor.
- (g) To co-operate with management.

#### Site Supervisor

The Site Supervisor must:

- (a) Be familiar with the COSHH Manual and know how to use it.
- (b) Ensure that no substance is used on site until an assessment of the risk to health has been carried out.
- (c) Ensure that employees and the self employed working under his control follow the guidance given on the assessment report.
- (d) Ensure that products in use by any contractor do not present a health risk to other employees.

For further advice, the appointed Safety Consultants should be contacted.

\* During the 2010 annual review it was decided that hazardous substances did not affect the type of work being undertaken and at this time a hazardous waste register would not be applicable but it would be good practice to keep the policy in place and review the requirements at the 2011 review.

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Before any demolition work is carried out, a thorough survey of the structure will be carried out to determine the nature of the original construction, the condition of any adjoining properties, information on existing services and the presence of any hazards to health such as asbestos, lead, residues from previous processes or contaminated land.

In the selection of demolition contractors, the preferred choice should be a member of the National Federation of Demolition Contractors (NFDC).

A job specific Method Statement is required for all demolition work.

Each method statement, must address the following points:

- (a) the duration and programme of demolition.
- (b) the sequence and method of demolition or dismantling of the building with details of personnel access, working platforms, temporary support and machinery requirements.
- (c) arrangements for the protection of personnel and the public and the exclusion of unauthorised persons.
- (d) details of the removal or making safe of gas, electricity and other services and drains.
- (e) details of methods to establish the presence of substances which may be flammable or hazardous to health, the methods to be used for their disposal and any necessary protective equipment.
- (f) details of any temporary services available to or required by the contractor.
- (g) arrangements for the disposal of demolition debris.
- (h) details of the competent person appointed to supervise site operations.

A copy of the Method Statement must be placed in the Construction Health and Safety Plan for the site before work commences.

## SITE CONTROLS AND MONITORING

The nominated supervisor will ensure that all work is carried out in accordance with the agreed Method Statement.

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The Health & Safety (Display Screen Equipment) Regulations 1992 applies to the layout of the workstation and special attention must be paid to persons with disabilities. The workstation must allow the person who works there adequate freedom of movement and the ability to stand upright, the ability to reach and lift with reasonable ease and to operate all machinery controls etc., without risk to health and safety of themselves and others.

In more general terms it is important that any office is laid out so as to achieve maximum efficiency and a comfortable, healthy and safe working environment for its occupants.

There are many minimum requirements laid down for work with display screen equipment which are set out in the Health and Safety (Display Screen Equipment) Regulations 1992 related to equipment chairs, lighting, environment etc.

Using DSE's for long periods of time may result in headaches, eye strain and back problems and it is therefore imperative that the following recommendations are followed as a minimum:

- Make sure that your chair is at the correct height and supports your back properly.
- Don't remain too long in one position – frequently change your position or take regular screen breaks to avoid unnecessary strain on the body and eyes.
- Avoid repeated stretching movements.
- Make sure your screen image is sharp and individual characters can be read easily.
- If you normally wear glasses put them on.
- Adjust the brightness to suit lighting conditions and position the screen to avoid reflections.
- Clean the screen regularly to remove dirt and grime.

Assessment of workstations will be carried out to determine compliance.

Eye tests related to DSE use will be provided at the Company's expense upon request to any employee (using DSE) who believes their eyesight may be affected. Results will determine whether further action is necessary.

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## INTRODUCTION

Driving on public roads is one of the most dangerous activities that a large number of our employees undertake on a regular basis. To ensure that the risk of accidents is reduced the following points are to be taken into consideration:

1. Long hours and fatigue
2. Driver familiarity with vehicle and the route
3. Use of mobile phones is not permitted when the car is moving unless a hands free kit is being used.

## BREAKS

Drivers must take a break of 15 to 30 minutes after two or three hours driving. This means leaving the vehicle and taking some exercise.

## PERSONAL SAFETY

To minimise the risk of an accident, employees must consider the following before the journey:

1. Allow plenty of time for delays and rush hours
2. Plan the route
3. If in a hire car, familiarise yourself with the car's controls including mirrors, seating, radio and heater
4. Remove any loose objects from the foot well
5. Where practical, reschedule journeys to avoid travelling in bad weather
6. Take breaks and don't drive when feeling tired
7. If delayed, phone ahead to explain or ring the office to do it. This will take pressure off the driver
8. Observe speed limits, don't race to make up time
9. Never undertake an extensive journey to and from work after a full day
10. If an extensive journey to and from work is required along with a full days work then overnight accommodation must be provided

## SECURITY ISSUES

To minimise the risk of personal attack drivers should:

1. Consider keeping doors locked and windows wound up in slow moving traffic
2. Always lock the car when you leave it
3. Fill up regularly to avoid running out
4. Pull over to read maps and papers and to use mobile phones
5. Never pick up hitch hikers or offer lifts
6. If another driver is being intimidating don't make eye contact. Lock doors and shut windows

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1. The consumption of illegal or non-medicinal drugs and alcohol is not permitted on company premises or other sites where work is being undertaken by the company.
2. Company vehicles must not be driven whilst under the influence of illegal drugs or non-medicinal drugs or alcohol. Employees are reminded that this also applies to driving private vehicles out of working hours.
3. Any employee attending work whilst suffering from, or suspected of suffering from, the effects of illegal drugs or non-medicinal drugs or alcohol will be dismissed from the site.
4. Employees taking prescribed or other medicinal drugs that may cause drowsiness or other side effects that may affect their ability to undertake work must inform their supervisor or manager.
5. Persons taking prescribed or medicinal drugs that cause drowsiness must not operate plant or machinery.
6. Employees are not permitted to bring illegal or non-medicinal drugs and alcohol on to the company premises or other sites where work is being undertaken by the company. Any employee found in possession of illegal drugs or non-medicinal drugs or alcohol will be dismissed from the site.
7. Sub-contractors must comply with this policy. Sub-contractor's employees attending work whilst suffering from, or suspected of suffering from the effects, or in possession of illegal drugs or non-medicinal drugs or alcohol will be dismissed from the site. Operatives will be prevented from carrying out works on site until a negative result has been confirmed.

#### Random Unannounced and For Cause Screening

##### RANDOM TESTING

The Company will carry out 5% random selection of its PTS trained workforce for unannounced screening.

##### FOR CAUSE TESTING

1. Screening can be requested for the following:-
  - (a) Suspicious behaviour.
  - (b) Involvement in an accident.
  - (c) Unusual conduct.
2. The company have a specific contract with Express Medicals Ltd an approved medical supplier to carry out "for cause" testing.
3. Any employee selected shall not return to His / Her duties until such times as the test results are known.

#### Action for Positive Results

1. Positive results will lead to a disciplinary hearing but in some cases instant dismissal.
2. NCCA will be informed.
3. Sentinel cards will be withdrawn.

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## Refusal to Take

1. Refusal to take a drug/alcohol test will be deemed to be passive.

## Rehabilitation and Re-Employment

Processes are in place to support the rehabilitation and re-employment of people who have previously been in breach of this policy. However, no reason can be considered for re-employment in a role requiring Personal Track Safety competence or a safety critical work post until at least five years after the date of the original breach of the policy. Anyone who is accepted for the rehabilitation or re-employment will be required to undergo a special regime of additional unannounced tests for at least two years.

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The Electricity at Work Regulations requires precautions to be taken against risk of death or personal injury from electrical systems and equipment.

This procedure sets out the precautions necessary to comply with The Electricity at Work Regulations. The main hazards associated with electrical equipment include electric shock, fire as a result of poor maintenance and tripping from trailing cables.

### **Precautions**

1. All electrical work must comply with the Electricity at Work Regulations and the latest edition of the IEE Electrical Engineers' Wiring Regulations.
2. No person other than a qualified electrician will be permitted to undertake work on electrical installations.
3. All portable equipment, hand tools and temporary lighting shall be operated to a voltage not exceeding 110 volts, where practicable on construction sites.
4. Plugs, socket outlets and cable connectors must be properly made and comply with BS 4343 and be colour coded.
5. Only 110v portable generators are to be used on any construction site.
6. Cables must be routed and/or be protected from damage and in such a manner so as to prevent tripping hazards.

### **Permanent Fixed Electrical Installations**

7. The electrical wiring and other permanent electrical fittings in the Company's buildings will be inspected and tested on completion of the installation and every five years thereafter. A certificate of the inspection and test will be held within the Safety File for the building.
8. The inspection and test will be undertaken by a competent electrician and in accordance with the current edition of the IEE Regulations.
9. Alterations and repairs to fixed electrical installations and equipment will only be undertaken by competent electricians.

### **Portable Appliance Inspection and Testing**

10. To avoid serious electrical accidents; routine inspection, testing and preventative maintenance is essential. The Company carries out portable appliance testing, as indicated in the table below, on all its equipment and maintains logs of when they are carried out and when they are due to be repeated. All appliances will be marked with the test date.
11. Subcontractors and hirers must provide similar records for the portable equipment they

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are responsible for or supply. Portable electrical equipment must be suitably tagged with some form of identification and the date of the next inspection and/or test.

**A competent electrician must carry out all of the inspections and tests.**

| <b>PORTABLE APPLIANCE TESTING PERIODICITY</b>   |  |                   |                                 |  |
|---|--|-------------------|---------------------------------|--|
| <b>Equipment/Application</b>  | <b>Voltage</b>                                     | <b>User Check</b> | <b>Formal Visual Inspection</b> | <b>Combined Inspection and Test</b>          |
| <b>CONSTRUCTION SITES</b>   |  |                   |                                 |  |
| Battery operated power tools and torches  | Less than 20Volts                                  | NO                | NO                              | NO   |
| Portable hand lamps (confined spaces or damp situations)  | 25 Volt secondary winding from transformer         | NO                | NO                              | NO   |
| Portable hand lamps   | 50 Volts secondary winding centre tapped to earth  | NO                | NO                              | ANNUALLY                                     |
| Portable hand held tools, extension leads, site lighting, movable wiring systems and associated switch gear | 110 Volts secondary winding centre tapped to earth | WEEKLY            | MONTHLY                         | BEFORE FIRST USE AND THEN 3 MONTHLY          |
| Portable and hand held tools, extension leads, flood lighting   | 240 Volts mains supply through 30mA RCD            | DAILY/EVERY SHIFT | WEEKLY                          | BEFORE FIRST USE AND THEN MONTHLY            |
| Fixed (non movable) equipment   | 240 Volts via supply fuses or MCBs                 | WEEKLY            | MONTHLY                         | BEFORE FIRST USE AND THEN 3 MONTHLY          |
| Residual Current Devices (RCD)  |  | DAILY/EVERY SHIFT | WEEKLY                          | NO   |
| Equipment in Site Offices   | 240 Volts  | MONTHLY           | SIX MONTHLY                     | BEFORE FIRST USE AND THEN ANNUALLY           |
| <b>OFFICES AND OTHER LOW RISK ENVIRONMENTS</b>  |  |                   |                                 |  |
| PCs and VDU equipment   | 240 Volts  | NO                | ANNUALLY                        | 2 ANNUAL (DOUBLE INSULATED NO)               |
| Photocopiers, fax machines etc  | 240 Volts  | NO                | ANNUALLY                        | 2 ANNUAL (HARD WIRED OR DOUBLE INSULATED NO) |
| Hand held double insulated equipment  | 240 Volts  | BEFORE USE        | ANNUALLY                        | NO   |
| Earthed equipment   | 240 Volts  | BEFORE USE        | NO                              | BEFORE FIRST USE AND THEN ANNUALLY           |
| Plugs, power leads and extension leads  | 240 Volts  | BEFORE USE        | ANNUALLY                        | BEFORE FIRST USE AND THEN ANNUALLY           |

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### On Construction Sites

Means of raising the alarm in the event of an emergency will be provided on all sites. The sound of the alarm, how to raise it and the action to be taken in the event of an emergency will be communicated to operatives on site as part of the Induction Training.

The Site Manager or his deputy is responsible for ensuring that the emergency services are called and informing them of any persons that are unaccounted for.

### Office Procedures

The alarm is raised by shouting “**FIRE, FIRE, FIRE**” loudly.

Any person who discovers a fire must raise the alarm, they should only then tackle the fire if it is small and they are trained in the use of the fire fighting appliances. On evacuating the building they must report to the person in charge and inform them of the site of the fire. **NEVER** put yourself at risk.

On hearing the alarm all personnel must exit the building by the nearest exit doors and proceed to the assembly point. **DO NOT** stop to collect belongings.

The Receptionist, on hearing the alarm will inform the emergency services if it is safe to do so. On evacuating the building they must report to the person in charge that the emergency services have been contacted.

1. Every employee must adopt safe systems of work to ensure that adequate fire precautions are taken.
2. Adequate and well maintained fire fighting equipment will be provided where necessary.
3. When working on premises under the control of another employer, all persons working on our behalf must be aware of that employers fire arrangements, evacuation procedures and must comply with instructions given by him.
4. All highly flammable liquids or materials must be stored and used in compliance with the relevant risk assessment.
5. Refuse and stored materials should not be present to the extent of creating a fire hazard or of helping the spread of such a fire.
6. All fire exits will be kept clear and are not to be locked or obstructed.
7. All premises will have a formal fire risk assessment undertaken.
8. All “no smoking” signs shall be strictly adhered to.

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The Health and Safety (First Aid) Regulations require that each employer provides first aid facilities suitable for the number of persons employed and the risks involved in the work.

### **APPOINTMENT OF FIRST AIDERS**

Each site must have at least one first aider who is suitably trained and holds a current First Aid at Work certificate issued by an organisation whose training and qualifications are approved by the Health and Safety Executive.

Where only one first aider is appointed, there must also be a person appointed to take charge of any situation if a serious injury accident occurs during the absence of the first aider. This person will also be responsible for the first aid equipment during the absence of the first aider.

This appointed person must undergo "Emergency First Aid" training and certification.

### **EQUIPMENT AND FACILITIES**

Every first aider must have access to a suitably stocked first aid box. The box must be clearly marked with a white cross on a green background and contain only the following:

- (a) a general guidance card.
- (b) individually wrapped sterile adhesive dressings (plasters).
- (c) sterile eye pads, with attachment.
- (d) sterile triangular bandages and dressings, and non-sterile triangular bandages.
- (e) safety pins.
- (f) a selection of sterile, individually wrapped, unmedicated wound dressings.

Besides the box, soap, water and disposable drying materials must be available. Sterile water in sealed disposable containers must be provided for eye treatment if mains tap water is not readily available for eye irrigation. Each container must hold a minimum of 300ml and must not be re-used once the seal is broken. At least 900ml must be provided.

Under no circumstances must the first aid box contain, or the first aider issue, any medication e.g. paracetamol, kaolin solution, etc.

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### The Use of Mobile Phones Whilst Driving a Vehicle

The use of mobile phones, other than with approved 'hands free' fitted equipment, will not be permitted whilst driving a vehicle for company purposes, unless they are accompanied by another person who may safely use the telephone.

Employees who regularly use their vehicle for company business, and are required to be accessible at all times, will be provided with a suitable 'hands free' kit.

Any accident resulting from the use of a hand held mobile phone may result in prosecution from the police, and could seriously affect the Company's insurance cover.

Only the use of mobile phones with 'hands free' fitted equipment will be permitted whilst driving vehicles for company business. It is strongly advised that the mobile phone is set to automatically switch on an incoming call and to automatically switch off when the caller ends the call. However, making a call on hands free fitted equipment whilst driving is not recommended.

Should you wish to make a call on a hand held mobile phone or one from 'hands free' fitted equipment, you must pull off the road and park in a safe area before making the call.

### The Use of Mobile Phones Whilst On Site

The use of mobile phones on site is to be restricted where possible to avoid persons becoming distracted or losing concentration, especially if 'walking and talking' or operating machinery on a construction site.

If calls are to be made or taken whilst on site it is advisable for personnel to stop work and move to a safe area for the duration of the call.

Some sites may prohibit the use of mobile phones by operatives and personnel if there are high risk activities in progress or where a risk assessment has identified a real danger of either an injury or dangerous occurrence due to the use of mobile phones on site.

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The main hazards associated with the use of forklift trucks include:

- Untrained operators
- Poor maintenance
- Overloading of machine
- Overloading of scaffold
- Insecure loads
- Carrying passengers
- Reversing
- Site conditions
- Speeding

Drivers of forklift trucks will be fully trained, over 18 years of age and possess a current driving license.

The operator will carry out daily/weekly checks on the vehicle and complete the weekly inspection register.

Routine maintenance will be carried out by a plant fitter and thorough examination will be undertaken as specified by LOLER every twelve months. All operatives must wear the restraint i.e. seat belt when operating the machine.

Operating conditions on site must be adequate to maintain the machines stability. No passengers to be carried on the vehicle at any time. Man riding on the forks is prohibited unless a proper construed cage is provided.

The machine must never be overloaded and never travel with the load in the raised position, except under exceptional circumstances. Machine must have a fully operational, audible reverse klaxon to warn pedestrians of vehicle movement.

When a machine is not in use the forks must be lowered to the ground pressure released from the hydraulic system and engine immobilised. Keys must be removed from the machine and stored in a safe place.

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## 6.20

### HAND TOOLS

Site managers and the supervisors provided by the relevant contract companies must ensure that the appropriate tool for the task is available. Checks must be carried out at random to ensure:

- a) hammer heads are secure and undamaged
- b) sharp tools are protected when stored or being carried, and that cutting blades are kept sharp
- c) tools are kept clean and free of grease
- d) mushroom heads are removed from chisels and bolsters by regular grinding
- e) tools are returned to tool boxes whilst not in use
- f) tools used near electrical apparatus is properly insulated and that the handles are non-conductive
- g) that wherever possible cutting tools are those fitted with safety blades that will immediately retract should the tool slip
- h) that the relevant personal protective equipment has been issued and is being used.

All operatives must be instructed by their supervisor in the proper use of hand tools, their storage, sharpening and general care. In addition, training must be given as to the correct support of materials being worked upon.

## 6.21

### HIRE DOCUMENTATION

All on hire documentation will be accompanied with the relevant inspection certificates, a copy of the safety and operations instructions, and a hand over certificate/instruction agreement.

On delivery or hand over, all documentation must be filled out correctly, in particular noting refusal or acceptance of a demonstration, safety equipment or safety instructions. All refusals by the customer or receiving agent must be countersigned by themselves

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This includes all types of M.E.W.P, Fork Lift, Front or Tail lift Dumper, Crane, Excavator, Shovel etc. and all accessories associated with them used for the purpose of lifting.

All lifting equipment and accessories for lifting are work equipment under the **Provision and Use of Work Equipment Regulations** which require that the employer only supplies work equipment that is correct and suitable for the job, and ensures that the equipment is in good order. Lifting equipment must also comply with the requirements of **The Lifting Operations and Lifting Equipment Regulations**.

Before any lift is carried out, a risk assessment is required to be undertaken in line with the requirements of **The Management of Health and Safety at Work Regulations**.

One person, other than the operator of the equipment, will be appointed to take responsibility for the organisation and control of any lifting operations on behalf of the management. They will be adequately trained and have the necessary experience.

All operators of lifting appliances, slingers and banksman will be adequately trained and experienced and aged over 18 years.

### Loads

The safe working load of an appliance must never be exceeded unless under test by an authorised competent person.

Loads must be properly slung and made secure to prevent any part of them slipping and falling.

A trained, competent banksman will be provided to direct the load during the lifting process.

### Lifting Accessories

All ropes, chains, slings, hooks and eyebolts etc. must be clearly marked and the safe working load specified. All equipment used in lifting will be:

- ◆ Properly constructed and maintained
- ◆ Free from any defect or damage likely to affect its strength
- ◆ Regularly examined
- ◆ Securely attached to the load

### Hooks

All hooks used in lifting must be fitted with a safety catch, or must be moused, or so shaped as to prevent the sling eye or load coming off the hook

### Maintenance / Inspection

Under the Lifting Operations and Lifting Equipment Regulations 1998 Reg 9, the company will ensure that lifting equipment and accessories are maintained in an efficient state and efficient working order.

The maintenance and inspection will be carried out in accordance with the manufacturer's instructions.

Thorough examinations must be undertaken by a competent person and a reproducible record

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of the examination made available.

The procedure of record keeping for inspections is not established in regulations; however the company will undertake inspections either weekly or at intervals devised by a competent person.

Lifting appliances shall not be used unless:

- ◆ Inspected weekly or regularly when in use, usually by the operator, if authorised
- ◆ Thoroughly examined every 12 months (every six months when lifting persons) by a competent person
- ◆ Lifting accessories are examined every six months

The above are criteria laid down for where lifting equipment is exposed to conditions causing deterioration liable to result in danger.

### **Keeping of Information**

Reports must be retained and kept available for inspection as follows

Thorough examination reports:

- a) for initial inspection of lifting equipment - until it ceases to be used
- b) for an accessory for lifting - two years after the report is made
- c) relating to installation or assembly of lifting equipment - until the equipment ceases to be used in that location
- d) that relate to the deterioration in condition of lifting equipment - until the next report is made or for two years, whichever is later.

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HAZARDS

The main causes of accidents and dangerous occurrences involving cranes are primarily lack of planning, training and maintenance, in particular:

- (a) selecting the wrong type of crane to undertake the lift
- (b) incorrect siting of the crane when carrying out the lift
- (c) failing to correctly calculate the load
- (d) use of the wrong lifting gear
- (e) failure of personnel to carry out the correct procedures
- (f) lack of proper maintenance
- (g) absence of properly trained personnel.

CONTROL MEASURES

A Site Specific Method Statement/Lifting Plan must be obtained for all operations involving the use of cranes on site.

**1. Planning and Selecting the Crane**

Cranes must always be selected to handle the maximum anticipated load with capacity to spare.

When the crane is hired in, the hire company must attend a pre-start meeting to discuss the type of loads to be lifted, the location of the operation, and any other matters which may affect lifting operations.

The contract of hire can be:

- Hire of crane and driver only;
- Hire of crane, driver and banksman or;
- Contract lift hire, this includes Appointed Person, driver and banksman.

The hire of lifting equipment must also be considered.

The crane hire company if providing the Appointed Person will develop the Lifting Plan. He will be responsible for ensuring that lifting operations are properly supervised and that all persons involved in lifting are appropriately trained.

Irrespective of the hire agreement, a lifting plan must be developed by an Appointed Person for all lifting operations and its contents communicated to all personnel involved in the operation. All lifting operations must be supervised by a suitably trained person; this cannot be the crane driver.

**2. Arrival of Crane on Site**

Before the crane is allowed to be set up, the driver must produce to the Site Manager or whoever has been appointed to supervise the operation, all relevant documents, which

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are:

- (a) Record of weekly inspection.
- (b) Record of Thorough Examination (carried out every 12 months)
- (c) Record of Test and Thorough Examination (issued every 4 years)
- (d) Record of inspection of ropes and chain within previous 6 months.

If the driver cannot produce these documents the crane supplier must be contacted for an explanation before the machine is taken into use.

### 3. **Siting the Crane**

Unless stated by the manufacturer to the contrary, the crane must have its outriggers fully extended and be so positioned that:

- (a) the driver has a clear view of the operations
- (b) there is sufficient operating space
- (c) it is well away from:
  - (i) the edges of excavations
  - (ii) fixed structures against which people may become trapped by moving parts such as counterweights, etc
  - (iii) overhead electric power lines.
- (d) the ground must be level and capable of supporting the full weight of the crane, and its load. In addition, where necessary, sufficient and suitable packing in the form of sound timbers must be placed under the outriggers to evenly distribute the weight.

### 4. **The Load**

The weight of the load must always be calculated and not left to guess-work.

The supplier of the materials to be lifted is legally required to supply details of the weight.

Remember to include the weight of the hook block and lifting gear to be used.

### 5. **The Lifting Gear**

All lifting gear including any chain slings, wire ropes or webbing must be well maintained, tested and suitable for the job. Before the lift begins always make sure that the lifting gear is correctly attached to the load.

### 6. **Operating the Crane - Managing the Lift**

All lifts must be properly planned before the event by an Appointed Person with the necessary training and expertise and not left solely to the crane driver. Once the lift has been planned, one of the duties of the Appointed Person is the monitoring of the operation.

An appointed and suitably trained signaller (banksman) will also be required where the driver does not have a clear line of vision for the whole operation. If giving physical signals (as opposed to using radios) the signaller must be clearly visible and approved signals only given.

Before lifting operations commence the driver and appointed person must ensure that all personnel are well clear of the load and moving parts of the crane.

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The loads must always be kept under the lifting point and not dragged or pulled along the ground.

Slewing must be done slowly to maintain control of the load and minimise swinging.

The driver must stay at the controls when loads are suspended and the crane must not travel unless specifically designed for such duties.

Loads must be correctly slung by properly trained and appointed slingers.

A trial lift with the load just off the ground will show whether it is correctly balanced and secure.

Tailing ropes must be used to control large and unwieldy loads such as bundles of pipes, scaffold tubes and loads presenting large wind catching areas. Lifting must not be attempted when the wind strength may cause the load to move in an uncontrollable manner.

## 7. **Warnings**

All cranes capable of lifting more than 1 tonne must be fitted with an Automatic Safe Load Indicator.

This indicator must be checked daily by the driver as it is there to warn him when his crane is nearing or has reached an overload situation.

The indicator must give an audible warning alarm capable of being heard outside the crane.

If the advice set out earlier has been followed this alarm should never sound during a lifting operation. If it does, the person controlling the lifting operation must investigate and ensure that the driver takes effective and immediate action to prevent the crane being overloaded while working on your site.

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**Definition**

“Manual Handling Operations” means any transporting or supporting of a load (including lifting, putting down, pushing, pulling carrying or moving) by hand or bodily force.

1. All manual handling operations are to be assessed for risk and any control measures required implemented. Line Managers must ensure that an adequate assessment has been made before any manual handling task is undertaken.
2. Employees that are required to undertake manual handling tasks will be given the appropriate training. This training will include the use of any mechanical aids as necessary.
3. Employees who have an injury or medical condition that may affect their ability to undertake manual handling tasks must ensure that their Line Manager/Supervisor are made aware.
4. Where an employee has made the company aware that they are pregnant, any manual handling task they are required to undertake must be re-assessed.
5. Where reasonably practicable manual handling is to be avoided.
6. Mechanical aids are to be utilised where reasonably practicable to reduce the need for and risks from manual handling.
7. When mechanical aids are not practicable and the load exceeds the capabilities of one person additional persons must be assigned.
8. Where reasonably practicable heavy items that require manually handling are to be stored at waist height.
9. Where reasonably practicable materials and other supplies are to be ordered in such quantities so that the total package weight does not exceed 25 kilograms.
10. Personal protective equipment when required by the risk assessment will be provided, it must be worn and any defects reported to Line Management.
11. Mechanical aids will be maintained in good working order and free from defects. Any employee noticing a defect in a mechanical aid must report it to their Line Manager.
12. Mechanical aids must be inspected at least annually and records of the inspections retained.

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**GOODS HOIST**

1. Hoists must have a thorough examination every six months. Records of these examinations must be available for inspection.
2. Hoists must only be operated by trained, competent personnel.
3. The hoist must be positioned in order that the controls can only be operated from one position and the operator has a clear view of the platform throughout its travel.
4. A base enclosure of both hoistway and motor unit to a minimum height of 2m must be provided.
5. The safe working load must be clearly displayed on the hoist platform
6. A notice prohibiting passengers must be displayed.

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## INTRODUCTION

The main hazards associated with mobile cranes include:

- unsuitable foundation
- incorrect positioning
- unsafe methods of erection, alteration or dismantling
- wrong selection of crane, lifting gear
- poor maintenance, examination and testing
- use of defective equipment
- unsafe slinging
- insecure load
- sharp edges not protected
- incorrect signal
- overhead power lines
- untrained operators and personnel

## PRECAUTIONS

When selecting or hiring a crane, make sure you take into consideration the following:

1. the weight of the load to be lifted, including the slings, block and other lifting gear;
2. the radius of the lifting operation;
3. the height of the lift;
4. any height restrictions, i.e. overhead cables;
5. the position of the crane, taking into account ground conditions and proximity hazards, i.e. railway;
6. copies of relevant statutory documentation to be provided with the crane

## PRE-START CHECKS

1. Check the documentation: at least 12 monthly thorough examination as dictated by the examination scheme and/or the manufacturer; and regular (usually weekly) inspections.
2. Check the competency of the driver, i.e. a valid ConstructionSkills Certificate of Training Certificate or similar approved certificate is useful in determining competency.
3. Check the driver is over 18 years of age.
4. Check that the crane is the one you ordered.
5. Check that the safe load indicator is working (all cranes with a SWL of more than 1 tonne must be fitted with a safe load indicator).
6. Where applicable, check that the right cam and radius plate have been fitted.
7. Check the lifting gear is suitable and has been thoroughly examined at least every 6 months.
8. Check that there is a method statement / risk assessment for the whole operation including unloading from transportation.

## SITE CHECKS

1. Check ground conditions.
2. Check for height restrictions, i.e. overhead power cables.
3. Check for minimum slewing clearance of 600mm, or block access.
4. Check outriggers are full extended and suitably supported (except where "free on wheels" duties are required or half rigged duties are acceptable, in this configuration all outriggers must be extended the same distance).

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5. Check that the safe load indicator is working.
6. Check that all loads are lifted vertically.
7. Check that a trained banksman / slinger is available and they are clearly identified by wearing high visibility clothing and a different coloured safety helmet.
8. Check that protective clothing / equipment is being worn.
9. Where cranes are used for lifting or lowering persons, they must be fitted with power lowering and a fully automatic braking system. The cage for lifting persons must be designed for the purpose (at least 910mm deep and prevented from spinning or tipping). Persons being lifted must attach their safety harness to the cage.
10. Check that suitable packing is provided to protect slings from sharp edges.

## **CONTRACTORS AND HIRED PLANT OPERATORS**

Contractors and Hired Plant Operators must comply with the precautions listed in this section.

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This covers all pedestrian controlled, self propelled and power operated elevating work and access platforms.

The main types used by the company include "cherry pickers" and "scissor lifts"

The main hazards associated with these items of plant include:

- ◆ Collision with another vehicle
- ◆ Parts of the machine encroaching into a traffic lane
- ◆ Proximity of overhead cables
- ◆ Falls of persons or materials
- ◆ Persons being caught or trapped in moving parts or "nip" points
- ◆ Overturning
- ◆ Incorrect use

The use of MEWP's will only be used subsequent to a full risk assessment.

They will only be used on firm and level ground and not over any drain, basement etc.

All the manufacture records regarding inspections, maintenance and servicing will be available on site

All inspection, maintenance and servicing will be carried out to the manufacturers recommendations.

The thorough examination will be carried out every six months in accordance with regulations for people lifting equipment

The current test certificate will be made available with the machine along with the operating manual

All machine operators will be fully trained and certificated by an accredited body

### OPERATION

Ensure that the MEWP has adequate guard rails around the edge of the basket and that there are toe-boards around the edge of the platform.

**The operator must ensure that the safe working load and gradient are displayed on the machine and that he is working within these perimeters.**

The operator will ensure that all outriggers are deployed during use.

The machine should never travel with the platform occupied or boom extended, unless the manufacturer's guidelines state that this is acceptable.

When working next to roadways, railways or other operation, ensure that barriers, cones, lights, etc. are provided.

If working near to overhead power lines, ensure that full risk assessment is produced in conjunction with electrical supply company and suitable method statement produced including all relevant precautions taken to prevent an accident.

Fall restraint or fall arrest equipment as appropriate must be used at all times by the personnel in MEWPs with the exception of scissor lifts with more than one occupant; the lanyard must be secured to a suitable anchor point within the basket.

When scissor lifts are used with more than one occupant, the use of fall restraint or fall arrest equipment when the platform is raised to the working position must be subject to a specific risk assessment. Irrespective, the lanyard must be attached to the anchor point whenever the vehicle is in motion; this includes during raising and lowering of the platform.

When not in use, the machine must be immobilised.

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1. Many operations on a construction site result in personal noise exposures that can cause hearing loss.
2. As a rule of thumb, if you have to shout to be understood by someone 2 metres away the noise level is likely to exceed 85dB(A). Hearing protection shall be worn when this noise level of 85dB(A) is exceeded.
3. The Company will undertake noise assessments as necessary. The Site Manager is to ensure that the assessment or other information, such as manufacturer's data, is available so that the hearing of any person on site can be protected.
4. Where the noise level exceeds 85dB(A) suitable signs will be posted and employees **must** wear the hearing protection provided. When a machine or operation is suspected of creating noise above 85dB(A), hearing protection must be worn until an assessment may be carried out.
5. Where the noise assessment indicates that the background noise exceeds 85dB(A) the area will be designated a hearing protection zone. Any person entering the area **must** wear hearing protection.
6. Where levels of 80dB(A) are identified personnel shall be issued with hearing protection and be expected to wear it.
7. Visitors to the site must be made aware of the requirement for hearing protection and will be provided with the appropriate PPE.
8. Employees issued with PPE for hearing protection are to look after the equipment, wear it when required and report defects to their Line Manager/Supervisor.

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1. A tidy, well laid out office is a basic requirement of general safety and health. The premises are not always ideal and therefore the layout should be well planned. The following requirements with regard to the general office environment can be found in the general provisions of Health and Safety at Work Act (1974) (HASAW) and in The Workplace (Health, Safety and Welfare) Regulations 1992.
2. Consideration must be given to the number of people working in the office and the space occupied by machinery and furniture etc., in the room.
3. The minimum room space must be at least 11 cubic metres to each person giving regard to the room height (if the ceiling is more than 3m high, only 3 metres will be used as part of the equation). Consideration should also be given to the number of visitors who may visit the office at any one time.
4. Ergonomics is an important factor in the office environment. Problems such as work related upper limb disorders, repetitive strain injuries and back strain are all caused by inadequate task and work design. Poor workplace layout is also a significant contributing factor to these problems. All reasonable measures will be taken by the Company to ensure the workplace is assessed for these hazards. Suitable control measures will be implemented, together with employee training as identified as necessary to avoid problems.
5. Those who operate display screen equipment on most days for at least 1 hour of continual use, are considered to be 'users' under the Display Screen Equipment Regulations. Users must carry out a self assessment of their workstation using the company self assessment form, then arrange for the competent person to complete the assessment at their workstation.
6. Where eye sight tests are requested by 'users' the cost of the test will be met by the company and a contribution made towards any prescription the optician deems necessary (as long as the defect in vision is at intermediate (VDU) distance).

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### 6.30

## PREGNANCY

1. The phrase 'new or expectant mother' means a worker who is pregnant, who has given birth within the previous six months, or who is breastfeeding.
2. A risk assessment will be carried out in following the same procedure as that for other risk assessments, but specifically taking into account any risk to the new or expectant mother or to her baby from:
  - i) Processes or working conditions
  - ii) Any exposures to physical, chemical and / or biological agents
3. Where risks cannot be readily avoided, the Company shall, if it is reasonable to do so, and would avoid such risks, alter her working conditions or hours of work.

### 6.31

## SMOKING

MMD fully backs the "Smokefree England" legislation which came into force in July 2007 and has implemented a "No Smoking" policy across it's workplaces as follows:

1. The new smokefree law applies to virtually all 'enclosed' and 'substantially enclosed' public places and workplaces. This includes both permanent structures and temporary ones such as tents and marquees. This also means that indoor smoking rooms in public places and workplaces are no longer allowed.
2. The new law also requires vehicles to be smokefree at all times if they are used: to transport members of the public or in the course of paid or voluntary work by more than one person - regardless of whether they are in the vehicle at the same time.
3. Vehicles that are used primarily for private purposes are not be required to be smokefree.
4. The new law requires no-smoking signs to be displayed in all smokefree premises and vehicles. No-smoking signs shall be displayed in a prominent position at every entrance to smokefree premises.
5. Employees shall not smoke on Client's premises or work areas.

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### Hazards

The main hazards include: -

- Slips, Trips and falls
- Collapse of stored materials
- Handling problems
- Restricted or blocked access
- Fire
- Contact with moving machinery / plant
- Hazardous substances

### Monitoring and Control

Managers/Supervisors will ensure that: -

- Ensure all personnel are trained in their relevant work tasks. Only trained and competent persons to use machines and equipment.
- All employees are made aware of the need to maintain the area in a tidy condition at all times.
- Stacking areas are on a prepared level base and that materials are called off in quantities that will not create difficulties within the Yard / Depot area. Storage of materials should be not more than two packs high.
- Working areas and accesses where employees are required to work are safe and free from obstruction including general materials. Where difficulties are experienced, managers must be informed to discuss improvements.
- All waste materials and spillage's are cleared and disposed of safely.
- All materials delivered to the Yard / Depot for use will be stored safely ensuring that accesses are not obstructed.
- All suppliers / visitors shall be made aware of our traffic management / delivery procedures.
- Drivers shall pull off the road and park in the designated area just before the yard entrance where they shall switch off their engine and report to reception. They will be instructed where to park and / or offload under direct supervision only.

#### Unloading of deliveries on public road adjoining yard entrance

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- Where it is necessary for the delivery vehicle to park on the public road and or pathway and forecourt the following procedure shall be adopted.
- The offloading will consist of a certified forklift driver and a competent supervisor who will instruct the driver of the delivery vehicle of a suitable safe place to park.
- The Gable supervisor shall assess the risk to passing traffic and pedestrians and set up a safe system of work to ensure their safety. This may include the use of barriers and warning cones.
- The supervisor shall remain present overseeing and directing the operation until the task is complete and the risk and danger has ceased to exist.
- Regular inspections and maintenance of electrical equipment / installations are undertaken and recorded.
- Ensure adequate heating and ventilation is provided especially extraction equipment for any relevant operations.
- Ensure personnel wear relevant PPE for the work being carried out.

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HAZARDS

The main hazards are:

- Contact with cables by plant or vehicles
- Contact by operatives handling long objects, e.g. scaffold tubes, ladders, etc.
- The fact that electricity can "arc" across gaps must always be taken into account.

HAZARD RISK**HIGH**PLANNING

The site survey or Safety Plan must identify whether there are any overhead lines within or immediately adjoining the work area, or across any route to it.

It is important to note that these power cables may be on pylons or timber poles.

If there are, the owner of the lines (usually the electricity supplier) must be consulted without delay.

If it is wished to have the lines diverted or made dead, the electricity supplier must be given ample time to make the necessary arrangements.

If it is not possible to have the lines diverted or made dead, precautions must be taken.

NB: A site specific Method Statement must be produced and agreed before any work commences beneath or close to overhead lines. A copy of the Method Statement must be placed in the Construction Health and Safety Plan for that site.

CONSTRUCTION PHASE1. Sites where there will be no work or passage of plant under the lines

Barriers must be erected parallel to the overhead line to warn any mobile plant approaching too close to it. The absolute minimum distance from the barrier to the line must be 6 metres but the electricity supplier may advise a greater distance.

If there is the risk of parts of plant such as telescopic jibs of cranes or mechanical handlers, approaching closer than this additional indication of the 6 metres distance must be provided. This should take the form of coloured plastic flags or bunting mounted at a height of 3 to 6 metres above ground level immediately over the barrier.

Alternatively, where site conditions permit, the ground level barriers may be placed a minimum distance of jib length plus 6 metres from the overhead lines.

Measurements must be taken horizontally from underneath the nearest conductor at ground level. It is extremely dangerous to attempt to take vertical measurements.

If access is only possible on one side, a barrier on this side only is acceptable, but if the

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overhead line crosses the site barriers will be required on both sides of it.

If there is a danger of persons carrying metal scaffold poles or other conductive objects the barrier must be constructed to exclude both people and mobile plant.

The barrier can be:

- (a) a stout rail and post fence, or
- (b) large steel drums filled with rubble or concrete and placed at frequent intervals, or
- (c) substantial timber baulks to act as wheel stops.

Fences, posts, oil drums, etc must be made as distinctive as possible, e.g. by being painted with red and white stripes.

Materials must not be stored in the area between the overhead lines and the ground level barriers.

## 2. Sites where plant will pass (but not work) under lines

Where passage is required under the overhead lines the passageway must be made as narrow as possible and must be at right angles to the overhead lines. The passageway must be fenced to show its route and goalposts erected at each end to act as gateways in the barrier running parallel to the line.

The goalposts must be constructed from rigid, non-conductive material such as timber or plastic pipe and distinctively marked. The electricity supplier will advise on the height of the crossbar.

Warning notices giving the crossbar height and instructing drivers to lower their jibs below this height must be posted at each end of the passageway on or near the goalposts.

The surface of the passageway must be levelled and well maintained to prevent undue bouncing of vehicles passing under the lines.

## 3. Sites where work will be done beneath the lines

If work beneath live overhead lines cannot be avoided the barriers, goalposts and warning notices described above must still be provided but they will not prevent danger from upward movements of plant within the restricted area nor will they prevent direct contact by workers where buildings are being constructed beneath or close to the lines.

Additional precautions are therefore essential:

- a) Where work is at ground level only
  - i) the safe clearance required beneath the overhead line must be obtained from the electricity supplier.
  - ii) Plant, equipment or hand tools that could reach beyond the safe distance must never be taken beneath the line.
  - iii) Plant such as cranes and excavators must be so modified by the use of physical restraints so that it cannot reach beyond the safe clearance limit.
  - iv) A responsible person must directly supervise the access of plant and materials and the working of plant beneath the line.
- (b) Work above ground level
  - i) The electricity supplier and the Safety Consultants must be consulted about the proposed work methods.
  - ii) The work must be carried out under the direct supervision of a responsible person, familiar with the hazards and appointed for the purpose of ensuring that safety precautions are observed.

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- ii) The use of tools or equipment, e.g. scaffold poles, which can reach beyond the safe clearance distance advised by the electricity supplier must be avoided.

6.34

## PERSONAL PROTECTIVE EQUIPMENT

### INTRODUCTION

Personal protective equipment (PPE) includes protective clothing and equipment to protect the head, eyes, hearing, hands, feet and also includes respiratory protective equipment (RPE). Thus it includes all equipment and clothing worn by a worker to protect him against one or more hazards likely to endanger his safety or health at work.

The use of personal protection in the form of equipment or clothing must be considered as the last resort when the risks cannot be avoided or sufficiently limited by means of collective protection or by measures, methods or procedures relating to work organisation.

There is a considerable requirement within the construction industry for the use of protective equipment, even as a last resort, in view of the fact that, even on the safest of sites, hazards are not totally eliminated.

The duty to provide personal protective equipment rests with the employer, and we must not allow contractors to escape this duty and expect us to provide equipment for their staff.

### SELECTION

Personal protective equipment must only be selected when the risks have been assessed by a competent person. For many typical situations the assessment will be contained in this manual, e.g. requirements for head protection. Alternatively they may be contained in the manual relating to assessments made under the Control of Substances Hazardous to Health Regulations (COSHH Manual) or in sub-contractors' Method Statements and/or Risk Assessments.

When the assessment has been completed and it is considered necessary to issue PPE, the equipment must be selected which:

- (a) gives adequate protection to the worker.
- (b) complies with the relevant British or European standard.
- (c) is suitable to the worker, including fitting correctly.
- (d) is compatible with the work.

All PPE must be provided free of charge by the employer and maintained in a clean, hygienic and good working order. The company will therefore provide our employees, free of charge, with any PPE which has been assessed as being required.

Where labour-only operatives are used on site the majority of the PPE required will be supplied by us. However, this is not practicable in respect of all their PPE, e.g. safety footwear, wet weather clothing, etc. Accordingly, the order to the labour agency must specify the PPE which they will be expected to be provided with.

It is important that workers required to be issued with PPE are provided with adequate information, instruction and training in its use and care.

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## HEAD PROTECTION

It is company policy that our sites be deemed "Hard Hat" areas.

As such, all persons on site will be provided by their employer with a safety helmet conforming to BS EN 397 and wear it as required. Failure to comply with this rule will result in his removal from site. It may also result in his prosecution and that of site management.

Head protection of other standards e.g. Bump Caps to BS EN 812 must not be permitted unless:

- (a) work is being carried out in such confined conditions that a helmet conforming to BS EN 397 cannot be worn; and
- (b) there is no risk of injury to the head other than by striking it against fixed objects i.e. no risk of being struck by falling materials.

When determining the style of helmet, consideration must be given to other items of PPE which may be required to be worn, e.g. ear defenders, goggles, face shields, etc.

Head protection is not required to be worn:

- (a) in site offices
- (b) in mess rooms/canteens
- (c) in toilet blocks
- (d) in the cabs of protected vehicles.

Where any supervisor considers that there is, by virtue of the tasks being undertaken, no risk of head injury and wishes to dispense with the requirements to wear head protection, he must discuss and agree this with his Contracts Manager.

Helmets that show any signs of damage such as cracks, bad scratches, loose or broken straps, etc must be immediately replaced. Any helmet subjected to severe impact must be replaced even if damage is not immediately apparent.

Helmets which are used daily and exposed to sunlight have a realistic life span of about 3 years from date of issue and must be replaced after this period irrespective of any signs of wear or damage.

## EYE PROTECTION

Eye protection must comply with BS EN 166. Where the risk is from flying particles the protection must be to impact Grade 1 (marked BS EN 166B").

Where they are to protect against chemicals they must be of Chemical Grade (marked "BS EN 166-3"). For protection against hot metal they are marked "BS EN 166-9".

Some eye protection is suitable for all types and will be marked with all the symbols on the frame housing, and it is strongly recommended that this type is used as it does away with the

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need to ensure the right type is used for each particular job.

Employees must be made aware of the high risk involved in not wearing eye protection when undertaking hazardous tasks.

## HEARING PROTECTION

Many operations in the construction industry can result in personal noise exposures, which can cause hearing loss (see section on Noise).

If a noise assessment shows that hearing protection is required an assessment must be made of the type of hearing protection required.

The main consideration is whether it will adequately reduce personal noise exposure. All hearing protection is supplied with information on the amount by which it will reduce noise exposure. If in doubt, contact the manufacturer, or the Safety Consultants

Unless disposable hearing is provided e.g. ear plugs, arrangements must be made to ensure that it is kept in good condition and is replaced when necessary. Hearing protection must conform to BS EN352.

## HAND PROTECTION

The first consideration in the selection of protective gloves is to identify the hazard to be overcome, e.g. abrasion, cutting, tearing, temperature, water, chemical, etc and the requirement of the glove in respect of flexibility, dexterity, comfort, liquid proof, dry grip, wet grip, temperature protection and cost.

The following are the main considerations which will apply in the construction industry:

Abrasions - gloves which are to be used to protect against abrasion will usually be of leather or those having leather palms. Where gloves are to be worn in the wet, polyvinyl chloride (PVC) will give a high standard of water (and oil and chemical) resistance, in addition to preventing abrasions.

Grip - where grip is important, e.g. for scaffolding, gloves made of a base material such as knitted nylon or cloth, with a latex coating, are suitable.

Chemical - air impermeable (plastics or rubber) gloves will be necessary for operations such as de-greasing or paint spraying.

It is important that the COSHH Assessment for the substance to be handled is strictly adhered to.

Heat Resistance - Leather gauntlets will be appropriate.

## RESPIRATORY PROTECTIVE EQUIPMENT (RPE)

Respiratory Protective Equipment (RPE) must be provided for anyone who is exposed to a contaminated atmosphere where the contaminant cannot be removed prior to persons entering the area affected.

It is important to realise that RPE cannot be used in oxygen deficient atmospheres where

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breathing apparatus (BA) must be used to supply air.

If sufficient oxygen for breathing is present but the air is contaminated, respirators, which purify air, can be used.

Selection of RPE should be based upon:

- (a) the extent of the airborne hazard.
- (b) the nature of the hazard.
- (c) the standard of protection offered by different types of respiratory equipment approved by or conforming to standards approved by the HSE.
- (d) work requirements and conditions.
- (e) face-piece fit for the wearer.

The COSHH assessments must be referred to in order to ascertain the type of RPE required. It is essential that every person required to wear RPE is trained in its selection, use and application and the procedures to be adopted in case of emergency.

## **FOOT PROTECTION**

As previously mentioned an assessment must be carried out to ascertain the most effective personal protective equipment and this will include footwear.

Having assessed the risks and in accordance with HSE guidance on the Personal Protective Equipment Regulations it is company policy that all persons who work on site or whose work requires them to visit site, must be provided with safety boots which give protection to the toes in the event of materials falling on the foot, i.e. steel toe caps, and provide protection from penetration of sharp objects such as nails, i.e. steel midsoles.

Persons who require Wellington boots to provide protection against ingress of water, e.g. when persons have to work in the rain, sleet or snow or when working in wet substances such as concrete or mud or in sewers, must be provided with boots which have steel toe caps and steel midsoles.

Employees must wear the safety footwear provided.

Sub-contractors employees must be provided with safety footwear by their employer where site conditions make this necessary. This will apply to most site work. It is the responsibility of the sub-contractor to assess the standard required.

Trainers and soft shoes will not, under normal circumstances, be permitted but where this is required, the agreement of the Contracts Manager must be obtained.

## **SUN**

All personnel shall be informed at the initial induction about the need to cover-up when there is a risk of exposure to UV rays from the sun, this may be further emphasised by any rules imposed by the Principal Contractor.

Any exposed skin shall be treated with sun block as provided.

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## PROTECTIVE CLOTHING

Employees who are required to work adjacent to moving traffic, vehicles or plant, must be provided with and wear High-Visibility waistcoats, tabards or jackets. This applies in particular to persons on or next to a road.

Jackets, including sleeves, must be provided in preference to waistcoats or tabards on high speed roads, i.e. speed limit more than 30 mph.

Employees whose duties require them to work in the open air during inclement weather conditions must be provided with suitable clothing to protect them against the wet and/or cold.

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| Foot Wear -       | Safety Footwear       | BS EN 345 |
|                   | Protective Footwear   | BS EN 346 |
|                   | Occupational Footwear | BS EN 347 |
| Hands             | Industrial            | BS 1651   |
|                   | Rubber : Electrical   | BS 697    |
| High Vis Clothing |                       | BS EN 471 |

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## INTRODUCTION

There are four main categories of power tools. Each type has hazards in use, which have caused serious accidents. The use of power tools calls for close control by management to see that the correct tool is used for the job, and to ensure that it is used properly.

The efficient and safe use of power tools can come only through proper training, proper maintenance and adequate supervision. Too many of these accidents have been caused by these tools being incorrectly used by untrained, unskilled labour.

General precautions to be taken for each category are shown below.

## PNEUMATIC TOOLS

- (a) Tools must be properly connected to the hose.
- (b) All joints in hoses must be made with double couplers or other matched couplers approved by the manufacturer.
- (c) A control tap must always be fitted to any tool.
- (d) When an air line is being used for "blowing out", the operator and others in the vicinity must wear eye protection.
- (e) The air supply must be turned off at the shut-off valve before the tool is disconnected. The practice of choking a live line, by bending it over near the end, in order to disconnect tools is dangerous and must be strongly discouraged.
- (f) Personal protection must be used by persons using tools, and will include eye protection, hearing protection, gloves and safety footwear as necessary.
- (g) Breakers must be fitted with mufflers to reduce noise emission.
- (h) The retaining spring on the breaker must always be in position to prevent the point dropping out.
- (i) It is important to keep the point of steel properly sharpened.

## ELECTRICAL TOOLS

- (a) Only 110v electrical tools are to be used on site.
- (b) All tools must be thoroughly inspected before use, and regularly whilst in use.
- (c) All electrical tools must be tested and examined by a qualified electrician every three months who should issue a certificate of safety.
- (d) All tools, other than Double Insulated or All Insulated, must be properly earthed.
- (e) All cables, plugs and socket connections must be maintained in good condition.
- (f) No unauthorised tampering with tools is to be permitted.

Repairs must only be carried out by a qualified person familiar with that type of appliance.

## PETROL ENGINED TOOLS

- (a) Refuelling is to be carried out in the open. Fuel caps on machines and containers must be securely replaced.
- (b) The exhaust gases of these tools are toxic and they must therefore only be used in well ventilated areas.

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- (c) Hearing protection must be worn by the operator, as must eye protection.

## **CORDLESS TOOLS**

Cordless tool batteries, if not handled correctly, can short circuit if metal objects come into contact with the exposed terminals. This will result in overheating and create the risk of fire and burns.

Although the risk of this is relatively low, all users must be made aware of the hazard and of the basic precautions to take, which are:

- (a) Do not touch the terminals with any conductive materials.
- (b) So far as possible keep the battery either in the tool or in the charger. If it has to be stored elsewhere it must be away from other metal objects such as nails or coins. Do not transport it in pockets, tool boxes, etc. The protective cap must be used, if provided.

## **PORTABLE GENERATORS**

Portable generators must:

- a. Only be used in well ventilated areas. Where this is not practicable suitable trunking must be installed to ventilate the exhaust fumes to a safe place. Warning signs must be placed along the length of the trunking to highlight that it is a hot surface.
- b. Be positioned so that the exhaust fumes do not enter poorly ventilated areas or excavations.
- c. Be assessed for noise, where this exceeds 85dB(A) they must be positioned so that they do not pose a risk to the hearing of the operators or others.
- d. Be maintained in good working order; checks for fuel and oil leaks must be completed before first use on site and daily thereafter.
- e. Only be re-fuelled when the engine is switched off and cold. Under no circumstances must a generator be re-fuelled with a hot engine. Suitable gloves and eye protection must be worn when re-fuelling generators.
- f. Be electrically tested before first use and 3 monthly thereafter.

The electrical connections and leads must be inspected daily for damage; any defects must be rectified before the generator is used.

Petrol or diesel fuel for generators must be stored externally in suitable containers.

Suitable fire extinguishers, dry powder, must be available adjacent to the operating position of portable generators.

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## INTRODUCTION

Each year construction work injures and kills people who have no direct involvement in it. In one ten year study by the HSE it was found that construction activities killed 88 members of the public, including 27 children. More than 1250 were seriously injured, of which 450 were children.

The majority of these accidents could have been avoided, and it is the responsibility of those in charge of the construction site to take all reasonable steps to ensure that only authorised persons are allowed on to the site.

## SITE PROTECTION

### Site Perimeter Fencing

At all sites where it is reasonably practicable to do so, a fence must be erected enclosing all construction activities, including material storage areas and plant. In this case:

- (a) the fence must be not less than 2 metres high.
- (b) the fence must not be capable of being easily climbed. It must either be close boarded or covered with mesh not exceeding 30mm in size.
- (c) all support posts must be securely anchored.
- (d) access openings must be fitted with gates which must be kept locked at all times when the site is unoccupied.
- (e) a reasonable degree of surveillance of the gates must be exercised when they are open.
- (f) fencing must be properly maintained.
- (g) materials must not be placed or stacked in the vicinity of the fence in such a way as to provide easily climbed access over the fence.
- (h) suitable warning notices must be fixed to the fence.

## YOUNG PERSONS

It is the company's policy that under no circumstances anybody under the age of 18 be allowed to enter any of the company's sites at any time. Failure to comply will result disciplinary action.

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## INTRODUCTION

Roofwork continues to be an activity with a high accident rate. On average, 40 people are killed each year as a consequence of falls from working at height.

Nearly all roofwork fatalities could have been prevented by the provision and proper use of readily available equipment.

The main hazards associated with roofwork include:

- ◆ falls of persons
- ◆ falls of materials, equipment, etc.

## PRECAUTIONS AND PLANNING (Work at Height Regulations apply)

Roofwork must only be undertaken by people who have the knowledge, experience and resources necessary for the work to be completed safely.

Before starting, whoever is responsible for the work must consider what hazards are involved and how they can be overcome, even if the work will be of short duration. In the planning of the job, a safe system of work must be established, taking into account the work to be done.

The system of work must consider not only those directly involved in the work, but also others who could be affected. It is important that the safe system of work is understood by all involved including both management and operatives.

Method statements and risk assessments are required for more complex roofwork (see Appendix 2).

## FLAT ROOFS

A roof having a pitch of less than 10° is classed as a flat roof. Safe access and egress must be provided and maintained.

If there is no parapet or similar barrier against falling, edge protection must be provided. This may take the form of standard guardrails and toeboards or, providing nobody will approach the edge, of a barrier set back from the edge.

Where work on the leading edge is actually in progress, guardrails may be removed or left off, subject to the following being implemented.

1. That a safe system of working which prevents falls is implemented.
2. Barriers are erected or re-erected as soon as the work ceases.

## ROOF OPENINGS

Falls through holes in the roof such as through open skylights must also be prevented. Guardrail and toe-board barriers or, alternatively, substantial clearly marked and fixed covers must be provided. Where not practicable a crash deck or netting directing below the area shall be installed.

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## OPEN EDGE PROTECTION

There are several means of preventing falls from the leading edge during the fixing of roof sheets to purlins or during other work at open edges.

1. Provision of birdcage scaffold or similar underlay decking. This must be erected by ConstructionSkills certified scaffolders as close as possible below the entire working area.
2. Use of mobile scaffold towers positioned immediately beneath the working area.
3. Working from a mobile powered platform, such as a scissor lift.
4. The use of a proprietary purlin trolley. The leading edge of the trolley must be fitted with guardrails, toeboards and brick-guards (to prevent falls through gap between top guardrail and toe-board). Providing the sheets are not fragile, the decked area of the roof may be used as the working area. In order for the sheets to be laid, the trolley should be pushed forward, using a sheet, but only far enough to accommodate the positioning of the sheet into the opening, thus infilling the opening.
5. The use of staging boards not fitted with purlin wheels. These must be clipped together to prevent tipping and secured to the roof structure so that they do not tip if subjected to horizontal forces. They must be fitted with guardrails, toeboards and brick-guards as detailed in 4.
6. The use of British Standard type BS EN 361 safety full body harness and retractable inertia reel attached to secure anchorage point.
7. Use of safety nets. Where safety nets are installed to catch falling people, the nets must be erected as close to the working area as possible.

## SHEET HANDLING

Roof sheets must be stored on scaffold loading platforms or across purlins at eaves level. Under no circumstances should the structure be overloaded. If in doubt, consult the engineer responsible. If access is required to retrieve sheets from un-decked areas of the roof, then safe access must be provided, i.e. working platform on roof fitted with guardrails and toeboards, mobile access equipment or safety harness with anchorage point. All sheeting delivered to the working area must be securely lashed down at the end of each working day. All loose debris must be cleared from the working area.

## SLOPING ROOFS

A sloping roof is defined as any roof having a pitch of more than 10°. Working on a sloping roof with a pitch of more than 30° or between 10° and 30° if slippery, must:

1. only be done by men who are physically capable;
2. be done using crawling ladders or boards, these must be securely fixed to prevent slipping;
3. be provided with either a suitable catch barrier or platform erected at the eaves, or two board 600mm wide working platform with guardrails.

## STEEP ROOFS

If the steepness of the roof is such as to prevent a secure foothold, a working platform will be required. Roofs pitched at over 50° must be regarded as "steep" as must shallower slopes if they are slippery.

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## **CHIMNEYS**

Various lightweight stagings are available for work on or around chimneys.

## **CRAWLING BOARDS / LADDERS**

Crawling ladders / boards must be:

1. of good construction, strong enough and properly maintained;
2. properly supported;
3. securely fixed to the sloping part of the roof over the ridge; ridge hooks must not bear on ridge tiles or capping tiles.

Crawling boards are not required if strong roof battens afford a safe handhold or foothold, unless the spacing of the battens exceeds 400mm.

## **FRAGILE ROOFS**

Fragile roofing materials include asbestos, glass, plastic, cement sheet and other similar brittle surfaces.

When working on or passing across fragile roofing materials, crawling boards must be used so that the workman's weight is on the board, never on the fragile roof sheeting. At least two crawling boards must be used; one to support the workman while the other is moved to a new position. The width of the crawling boards must be a minimum width of 600mm.

The practice of trying to "walk the line of the bolts" is extremely dangerous. Where walkways are not provided, a safe system of work such as that described above must be employed.

## **ROOF WALKWAYS**

Walkways near fragile materials, (valleys, parapets, gutters or channels) must be provided with suitable guardrails, or the fragile materials must be suitably covered to prevent any possibility of anyone falling through.

## **WEATHER CONDITIONS**

Hazards resulting from adverse weather conditions must be anticipated and suitable precautions taken. A roof must be inspected before work starts to see if conditions have changed since the last working.

A decision to continue or suspend work will involve consideration of the wind speed, the measures which have been taken to prevent falls from the roof, the position and height of the roof and the size of the material being handled.

## **PROTECTION OF THE PUBLIC**

Where members of the public pass close to or below roofwork, adequate precautions must be taken to ensure their safety from any falling materials. Drips of hot bitumen falling from the roof edge may also present a problem and physical protection or barriers at ground level may be necessary.

Waste materials such as old slates, tiles, etc. are not to be thrown from the roof. They shall be properly lowered in skips or baskets, or enclosed debris chutes. Chutes shall be closed off to

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prevent their use when the skip below has been removed.

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## SAFE USE OF LADDERS

### Ladders

The use of any type of ladder will only be considered where, after risk assessment, all other means have been found to be not practical due to short duration/nature of the work etc being undertaken.

1. Ensure that the correct class of ladder is selected for the task
2. Ladders must be inspected before use and on a weekly basis. The checks must include for damage, undue wear or movement, that no rungs are missing, the rungs are clear of grease, oil or any other slippery substance, and that the ladder is the right way up.
3. Ladders must be placed on a firm level base.
4. Ensure that the ladder is placed at the correct angle, approximately one metre out for every four metres rise.
5. A ladder more than 3m in length must be secured, where possible, at the top. If this is not practicable, it must be secured at the base by use of guy ropes secured between stiles and stakes secured in the ground or to other suitable anchorages. If no other means of securing the ladder, to prevent it slipping, can be used, then the base must be held by someone when in use.
6. Only one person must be permitted on the ladder at any one time.

### Step Ladders

1. Step ladders must be sound and fit for use with legs fully extended. Ensure 'industrial' Class 1 conforming to BS EN 131 step ladders only are used.
2. Step ladders must be placed on firm and level ground and used only for short duration work.

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**HAZARDS**

The main hazards associated with the use of scaffolding include:

Fall of persons from height  
 Fall of materials from height  
 Collapse of scaffold due to:  
     Unsuitable base  
     Overloading  
     Unsound materials used in construction  
     Incorrect components used  
     Erection by untrained personnel  
     Interference by unauthorised persons  
     Striking by vehicles  
     Adverse weather conditions  
     Overhead cables and other obstructions

**PLANNING PROCEDURES**

Persons arranging for scaffolding to be erected, altered or dismantled on the site will ensure that only skilled, trained scaffold erectors are employed, and that they are advised as to the use and maximum loading to be imposed on the scaffold to be erected.

All scaffolds will be erected in line with The Work at Height Regulations, TG20:08 and BS EN 12811-1 or BS5973.

Where regular access to high level is required, stair access shall be agreed at planning stage.

**SITE CONTROLS AND MONITORING**

- (a) Ensure that all scaffolds are erected on ground or surfaces that have been prepared, levelled and consolidated.
- (b) Ensure that no person other than a competent scaffolder is permitted to erect, alter, dismantle or otherwise interfere with any scaffold.
- (c) Ensure that all scaffold materials on site are correctly stored.
- (d) Standards must be placed on a base plate, and if necessary, on timber sole boards.
- (e) Joints in tubes must be staggered and as close to the standard/ledger connection as possible.
- (f) Spigot pins must not be used in ledgers unless fitted within 300mm of a standard. They must never be used in facade or sway bracing.
- (g) Façade, ledger or sway bracing must be fitted to all scaffolds.
- (h) Platform boards must be adequately supported. The maximum unsupported span is marked on the end plate of the board.

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- (i) Guard rails, toe boards and brick guards must be fitted to all working platforms other than the block/foot lift.
- (j) Access ladders must be in good condition, placed at the correct angle and correctly tied.
- (k) Ladder access openings on the working platform must be kept clear of all loose materials or other obstructions.
- (l) The bases of ladders must be kept clear of all materials and debris.
- (m) Materials must not be placed onto the scaffold working platform by mechanical means other than on a correctly assembled loading bay.

The loading bay, in addition to the protection against falls of persons or materials currently provided at the sides, i.e. guard rails, toe boards and rigid brick guards, must also be fitted with either securable gates or a swing-over arrangement capable of preventing the falls of persons and materials from the front elevation, and the scaffolder employed on the site shall be required to provide such protection. The use of a single swing-over rail is not sufficient.

- (n) No materials are to be stored above the height of the guard rail.
- (o) The agreed loading capability of the scaffold must not be exceeded.
- (p) The scaffold must be inspected by a competent person before being taken into use, after any substantial alteration, after adverse weather conditions and at least once in any seven days. The results of the inspection must be entered in the appropriate register held on site.
- (q) No person is to use or load any scaffold that has not been inspected.
- (r) Any scaffold being erected, altered, dismantled or otherwise not suitable for use, must have a noticed erected in a conspicuous position warning personnel that it is not to be used.
- (s) The presence of overhead cables or other obstructions which could affect the safety of scaffold erectors or users must be brought to their attention during site induction training. When erecting scaffolding close to overhead cables, a Method Statement will need to be produced and adhered to.

Wherever possible the hazard must be removed (see OVERHEAD ELECTRICITY CABLES).

## FALL ARREST

Scaffolders will follow guidelines laid down by NASC SG4:05 (shortly to be replaced by SG04:10)

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### **Static & Mobile Towers**

Tower Scaffolds are used throughout the industry by persons who need to do lightweight work from a structure that can be readily moved from place to place. When mounted on wheels, they are known as mobile towers.

Towers may be made from normal tube and fittings, but are frequently constructed from proprietary components. The following general precautions apply to both types.

The main hazards associated with static and mobile towers include:

- collapse
- falls of persons
- falls of materials
- overhead cables
- overloading
- site conditions
- defective materials

### **PRECAUTIONS**

#### **Foundations**

Static Towers will only be erected and used on firm ground. Static towers must have metal base plates and, unless the foundation is concrete or other solid material, the load must be spread by timber sole plates.

Mobile towers must be used only on hard, level surfaces. Wheels, or castors, must not be less than 125 mm in diameter. Castors will be locked into the base of standards and be fitted with brakes which cannot be released accidentally. The maximum permitted load must be stamped on the castors.

#### **Stability**

Where a tower is likely to be exposed to appreciable wind loading, or where the maximum recommended height to least base ratio needs to be exceeded, the scaffold must be tied to the structure it is serving, or be designed to ensure stability by means of ground anchors, guys or kentledge.

#### **Working Platforms**

Platforms must be fully boarded and be at least 600 mm wide, or at least 800 mm wide when used for the depositing of materials. They must be protected from tipping or sliding by being properly supported and by the use of cleats or other proprietary fittings. Where 38 mm British Standard timber scaffold boards are used, they must be supported at least every 1.2 m. Loads on the platform must be evenly distributed. Any trap door or hatch on the platform must be closed when the platform is in use.

#### **Guardrails and Toeboards**

Guardrails and toeboards must be fitted on all four sides of the platform. The main guard rail or other similar means of protection shall be at least 950mm above the edge from which any

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person is liable to fall. There shall not be an unprotected gap exceeding 470mm between any guard rail, toe-board, barrier or other similar means of protection. Toe-boards or other similar means of protection shall not be less than 150mm high.

### **Access**

The platform must have a safe means of access on the inside. Access must never be by means of a ladder leaning against the outside of a tower.

### **Use of Scaffold Towers**

A ladder or trestle must never be placed on the top platform to extend the height of the tower as this will cause instability.

Mobile towers shall have their castors turned outwards to provide maximum base dimensions and the brakes locked "on" when the scaffold is in use. Mobile towers must be moved only by pulling or pushing at the base. Before towers are moved, working platforms must be clear of persons and materials.

## **TUBE AND FITTING TOWERS**

Tube and fittings towers must be designed for the work being undertaken; they must be erected by competent persons in possession of the appropriate level of skill card. Before starting work, each scaffolder will be required to produce his registration card for inspection.

## **PREFABRICATED TOWERS**

### **Information**

Manufacturers, suppliers and hirers must provide adequate instructions for their erection, which must be available to and followed by users. Erection must always be by persons trained in the erection of proprietary towers with proof substantiated by a certificate of training.

All components must be inspected before use for damage, cracks, broken welds, or any other defect, which might affect their load carrying ability.

For free-standing towers, manufacturers' recommendations will specify the maximum height to which a tower must be erected; the height of a tower is to the platform level.

### **Access**

Climbing, using the horizontal members of end frames must not be permitted. Access is normally provided by:

1. vertical ladders attached internally to the narrow side,
2. internal inclined ladders, or an inclined stairway, or
3. ladder sections, integral with frame members.

Towers must be climbed from the inside.

### **During Use of Tower**

Continuous monitoring must be carried out to ensure the tower remains safe in use and must include the following:

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1. Overloaded - The supplier will have details of the safe working load of each platform and of the tower as a whole. These must not be exceeded.
2. Never extend the height of the tower by placing a ladder, steps, etc. on top.
3. Method of moving tower - The tower should be moved by force being applied to the base section only and no-one must be on the tower when it is being moved. No tower must be moved by the man on the platform "pulling it along". When moving the tower, care must be taken to keep it on level ground and not to run a castor into an opening in the floor.
4. Means of access - This will vary according to the type of tower but secure means of access is needed at all times.
5. If stabilisers are needed, they must be repositioned after every tower move.
6. When using the tower, take care of overhead obstructions, such as overhead cranes, etc. and especially overhead power lines.

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1. It is the Company's Policy to provide training and supervision to ensure the health and safety at work of its employees.
2. Safety training is required and shall be provided in accordance with the statutory provisions as appropriate to the industry.
3. The Director responsible for Safety will identify training needs in conjunction with the recommendation that may be made by the safety consultant.
4. Induction sessions will be undertaken to introduce new staff to the Health & Safety and Environmental Policy and procedures of the Company prior to commencing any work. Further training may be necessary prior to the individual employee commencing work dependent on their given task and their capability and previous training on joining the Company.
5. The Directors and management will provide themselves with information on new legislation and changes in recommended practice as and when it is produced.
6. Office staff will be given training and advice specific to areas identified within the office to be a source of risk or ill health.
7. Operatives and equipment operators will be trained as necessary in a formal manner to make them aware of, and able to execute their duties safely.
8. Records shall be kept of all employees' training carried out before and during their employment with the company. Pre-employment competency checks will be carried out for all employees for CITB and Network Rail qualifications.

Individuals training records will be freely accessible to them.

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Only authorised, licensed drivers will drive transport and be over the age of 18.

Transport will be maintained in accordance with a planned schedule and will be inspected regularly for obvious defects. Checks will include water, oil, fuel, lights, tyres, brakes, etc.

Site transport will only be used for the work it was designed for and will not be used improperly.

Loads on transport will be secure (sheeting etc) and the vehicle will not be overloaded.

Vehicles used for transporting dangerous substances above the relevant quantity will carry the relevant marking plates and necessary information.

No person will ride on or in any vehicle unless adequate provision provided, and it is used correctly.

No persons will climb onto the rear of the vehicles for any reason. Debris etc can be cleared using sheeting or long handled tools (if safe to do so).

No persons will remain on or in a vehicle during the loading of loose materials unless they are adequately protected.

Where necessary a banksman will be used during reversing or other operations.

Vehicles will be driven in relation to conditions with regard to the speed of the vehicle especially on slopes.

Vehicles will be left securely braked and the engine switched off and keys removed when left unattended.

Refuelling will take place at the designated areas using the equipment provided to ensure no spillage.

All necessary safety systems / guards will be in place before a vehicle is used on site and will not be operated without them.

Relevant parts of plant will be securely propped during maintenance operations e.g. tilt cabs and tipper bodies.

Transport drivers will not consume any intoxicating liquids during the working day or shift.

All vehicles used on public roads must be maintained in accordance with manufacturers' recommendations and the Highway Code must be observed at all times.

Any defects which affect safe handling or use must be reported and attended to immediately.

### **Loading/Transporting/Unloading of Equipment and Materials**

Vehicles must not be overloaded and the loads must be evenly distributed, secured and not project beyond the sides or back of the vehicle.

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Overloading and uneven loading can cause loss of control when cornering or braking and a high loaded vehicle can be dangerous. Insecure loads may fall and cause injury to pedestrians or motorists – drivers/operators shall check the security of the load before starting off.

Projecting loads are a hazard to the driver/operator and a menace to others including road users. If some degree of projection is unavoidable, it shall be clearly marked in a manner which makes the projection clearly visible to others.

During unloading, the ropes or other fixing devices shall be removed with caution – loads can slip when securing devices are being taken off.

Where required, fall protection safety systems (i.e. airbags, loading platforms) for loading / unloading shall be agreed at the pre-contract stage. For the majority of occasions however it shall be the Principal Contractor / Client's duty to provide such systems.

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The use of safety harnesses will be tightly controlled and monitored by the company. It is essential that harnesses are selected for comfort and freedom of movement as well as giving maximum protection in the event of a fall.

- ◆ All personnel will be instructed on proper fitting and adjustment of the harness
- ◆ Suitable attachment points, of sufficient strength must be available on structures
- ◆ Harnesses must always be worn and connected to the structure when persons are at risk
- ◆ Lanyards shall be kept as short as practicable

### EXAMINATION AND INSPECTION

Fall arrest equipment will be thoroughly examined by a competent person at intervals determined by the manufacturers, but at least every 6 months

All harnesses and webbing will be checked for cuts, abrasions, broken stitches and undue stretching

All fall arrest equipment must be given a visual and tactile inspection before each use to ensure that it is a safe condition and working correctly. Any item showing any defect must be withdrawn from service immediately.

All details of thorough examinations will be recorded

### METAL EQUIPMENT

Metal items such as hooks, rings, buckles on harnesses, connectors and karibiners will be checked to ensure that hinges work smoothly, bolts and rivets are tight.

They shall be kept clean, and when dry moving parts will be lubricated using light oil or grease.

### STORAGE

Equipment will be stored in a cool, dry, dark place in a chemically neutral environment away from excessive heat sources, high humidity, sharp edges and corrosives

No equipment shall be altered or adapted in any way as this may adversely affect their operation and make them unsafe

All repairs will be carried out by the manufacturer or an approved agent

### RESCUE

Wherever harnesses are used, prior to use a rescue plan shall have been agreed and put in place **before** work commences.

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## INTRODUCTION

Hand - Arm Vibration Syndrome (HAVS) is a disorder which affects the blood vessels, nerves, muscles and joints of the hand, wrist and arm. The syndrome can become severely disabling if ignored. The best known form of HAVS is Vibration White Finger (V.W.F.) which can result from the transmission of vibration from a vibrating implement (such as road-breakers, chain saws, riveting guns, etc.) to the hands, occurring as a result of several years of regular exposure.

Primarily, it results in damage to the blood vessels and nerves of the hand resulting in skin blanching (white finger) on exposure to cold, together with pains, pins and needles, numbness and loss of manual dexterity. A person affected suffers symptoms on exposure to cold conditions with the time taken for recovery increasing as the condition develops. The condition may become permanent if early symptoms are not identified and action taken. It is important to recognise that the symptoms do not necessarily occur during or immediately after exposure to vibration but usually occur early in the morning when the weather is cold. Therefore, cold is the primary trigger for the symptoms.

The principal symptoms are:

1. Tingling and numbness in the fingers;
2. In the cold and wet, the fingers go white, then blue, then red and are painful;
3. You cannot feel things with your fingers (you have difficulty picking up small objects);
4. You may have loss of strength in your hands.

If you do not act and continue to use high vibration tools, the symptoms will probably get worse.

Persons who smoke are at increased risk since smoking reduces the supply of oxygenated blood to the hands and fingers.

## PRECAUTIONS

The company will ensure that the following measures are implemented for eliminating or reducing the risk from HAVS through adequate assessment as required by The Vibration at Work Regulations:

1. Assess the risk - see below;
2. Seek an alternative method of working which eliminates the vibrating equipment altogether;
3. Ensure that employees use the most suitable equipment for the task i.e. an unsuitable tool may take longer or cause more vibration;
4. Minimise the time individuals use the equipment (job rotation);
5. Break up periods of continuous equipment use by individuals (introduce other tasks);
6. Maintain tools to the manufacturer's specifications to avoid worsening vibration;
7. Keep tools sharp;
8. Wherever possible buy/hire tools with low vibration performance;
9. Let the machine do the work and grip the handle as lightly as possible, providing that this is consistent with safe working practice;
10. Mechanise or automate the work;
11. Wear adequate clothing to keep dry and maintain hand and body temperature at an acceptable level. A key factor in preventing and minimising the problems of HAVS is to wear suitable gloves to **keep the hands warm**. Heavily padded gloves are of no practicable benefit and may increase vibration levels;
12. Persons who smoke and use vibratory equipment are at increased risk of vibration

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- related disease, since nicotine reduces the blood supply to the hands and fingers;
13. Should attacks of white or blue finger or long periods of tingling and / or numbness occur, report this to your Supervisor;
  14. Employees must inform their Supervisor if abnormal vibration occurs.

Even where precautionary measures have been taken, some employees may still be at risk. Where employees are subject to regular exposure to hazardous vibration or where employees are already reporting symptoms, the employer must arrange regular health checks 'health surveillance'.

### INFORMATION TO ASSIST RISK ASSESSMENT

The tables below indicate the typical Hand-Arm Vibration levels (measured in the dominant axis) to be found for common hand held power tools, hand fed or hand guided equipment in normal workplace use. Where exposure exceeds  $2.5\text{m.s}^{-2} A(8)$ , (to allow different exposure patterns to be compared, they are adjusted or 'normalised' to a standard reference period of 8 hours (A(8)), however long the actual exposure period) the Regulatory Authority (the HSE) recommends a programme of preventative measures and health surveillance.

The tables below refer to 'better' and 'poor' tools. The former refer to tools with reduced vibration features in the circumstances they were designed for. The latter refers to typical 'traditional' tools or where vibration reduced tools are used in exceptional circumstances. In essence, the data shows how the careful selection of tool can have a marked effect on the action necessary.

**NOTE - These tables are not definitive and are provided for guidance only**

#### High Hazard Vibration Equipment

| Equipment    | Likely vibration levels ( $\text{m.s}^{-2}$ ) |            | Recommended maximum daily usage times (hrs - hours and mins - minutes) |            |
|--------------|---|------------|--|------------|
|              | Better tools                                  | Poor tools | Better tools   | Poor Tools |
| Rock Drill   | 15  | 32         | 16 mins  | 3 mins     |
| Scabbler     | 9   | 30         | 46 mins  | 4 mins     |
| Rammer       | 33  |            | 3 mins   |            |
| Tamper       | 32  |            | 3 mins   |            |
| Road Breaker | 8   | 18         | 1 hrs  | 11 mins    |

#### Moderate to High Vibration Equipment

| Equipment                  | Likely vibration levels ( $\text{m.s}^{-2}$ ) |            | Recommended maximum daily usage times (hrs - hours and mins - minutes) |            |
|----------------------------|---|------------|--|------------|
|                            | Better tools                                  | Poor tools | Better tools   | Poor Tools |
| Hammer Drill               | 5   | 20         | 3 hrs  | 10 mins    |
| Hand-held portable grinder | 2   | 12         | 16 hrs   | 26 mins    |
| Impact wrench              | 1   | 8          | No limit   | 1 hrs      |
| Needle gun                 | 4   | 18         | 4 hrs  | 11 mins    |
| Chain saw                  | 3   | 26         | 7 hrs  | 5 mins     |

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### Moderate Vibration Hazard Equipment

| Equipment                | Likely vibration levels (m.s <sup>-2</sup> ) |            | Recommended maximum daily usage times (hrs - hours and mins - minutes) |            |
|--------------------------|--|------------|--|------------|
|                          | Better tools                                 | Poor tools | Better tools   | Poor Tools |
| Jig Saw                  | 4  |            | 4 hrs  |            |
| Concrete Vibro-thickener | 3  | 5          | 7 hrs  | 3 hrs      |
| Hand held sander         | 4  | 7          | 4 hrs  | 1.25 hrs   |
| Disc Cutter              | 3  | 5          | 7 hrs  | 3 hrs      |
| Metal Saw                | 5  |            | 3 hrs  |            |

### Lower Vibration Hazard Equipment

| Equipment    | Likely vibration levels (m.s <sup>-2</sup> ) |            | Recommended maximum daily usage times (hrs - hours and mins - minutes) |            |
|--------------|--|------------|--|------------|
|              | Better tools                                 | Poor tools | Better tools   | Poor Tools |
| Router       | 2  |            | 16 hrs   |            |
| Screwdriver  | 1  |            | No Limit   |            |
| Circular saw | 2  |            | 16 hrs   |            |
| Metal Draw   | 3  |            | 7 hrs  |            |

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All work at heights will be planned and undertaken in accordance with and in the spirit of the Work at Height Regulations (see Appendix 2).

### HAZARDS

The main hazards associated with work at heights include:-

- Falls of persons from working place or access routes
- Falls of materials or equipment

### SAFE WORKING PROCEDURES

The Site Supervisor will ensure that: -

- Work is carried out as planned and in accordance with the relevant standards and risk assessments. Also that operatives have received instructions in safe working procedures and the use of any safety equipment provided.
- All safety equipment, stagings, safety belts, harnesses, anchorages, etc. will be inspected on at least a weekly basis and any defects noted during inspections or reported by operatives shall be attended to immediately. Ensure that individuals inspect their equipment immediately prior to use. Any defective equipment must be exchanged or repaired before use.
- All necessary precautions are taken to ensure that persons do not walk or work beneath operatives carrying out work at high level.
- A competent person will be asked for advice on safe working methods, precautions and safety equipment required for any work at heights where standard procedures do not already exist.
- All personnel on sites where work at heights is being carried out, will wear safety helmets.
- The safety of other workers, the public and particularly children must be a priority consideration during the working period. Access to the working areas must be removed or fenced outside working hours or when unattended.
- All working areas at heights will be guarded to prevent falls of persons and materials where practicable, or other suitable protective procedures will be used.
  - Appropriate safety equipment will be used when necessary i.e. safety belts, harnesses, fall arrest devices etc.

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## WORK IN OTHER EMPLOYERS PREMISES

The Company's employees are required at times to work in premises, which are under the control of other employers.

Responsibility for the safety of the premises lies with the employer in control.

The Company and its employee will abide with any safety restrictions imposed upon them to maintain their health and safety.

Particular attention shall be made to specific site rules in relation to smoking. Unless indicated otherwise operatives must assume that all areas on site (including inside vehicles / plant) are NO SMOKING. If in doubt – check with the Site Manager at the induction.

Co-operation and co-ordination between the Company and the employer in control of the premises shall be necessary to ensure all parties meet their responsibilities; notably provision of welfare facilities, induction, and information on risks within the premises.

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The following precautions should be followed when working near railway lines:-

1. No one should go near any line or cross the rails (except at a level crossing) unless it is absolutely necessary or when using an authorised walking route to or from places of work.
2. All persons working alongside railways are to be PTS trained through a training provider approved by Network Rail, hold a valid medical certificate and be screened for Alcohol and drugs in line with Network Rail and Rail Group Standards.
3. All persons to wear Network Rail approved orange high visibility clothing and any other appropriate protective clothing, i.e. hard hat, safety footwear.
4. All persons to be alert at all times for approaching trains.
5. No employee must work if they are under the influence of alcohol or drugs, which may impair their judgement. Failure to comply with this rule will mean their removal from site.
6. All persons must, at all times, observe any warning indicators (lights or bells) and warning notices.
7. All persons to keep a safe distance from any line on which a train is approaching; safe distances are:
  - 2.75 metres where train speeds exceed 125 mph
  - 2 metres where train speeds exceed 101-125 mph
  - 1.25 metres where train speeds are 100 mph or less
8. When a train approaches, all persons must:-
  - immediately move clear of all lines unless they are clearly in a position of safety and in no danger from another train approaching unnoticed.
  - acknowledge the audible warning of the train by raising an arm above their heads.
  - before the train passes, lower to the ground any equipment they are carrying
  - remain in a position of safety until the train has passed and they can see no other train is approaching, especially on another line.
9. When working with a Controller of Site Safety (C.O.S.S.) or a "lookout", all persons must follow their instructions.
10. No tools or materials must be left within 2 metres of the rails.
11. No flammable materials must be left near cables or cable troughs.
12. No mobile plant, tools or materials must be left unsecured because of the possibility of vandalism.
13. No mobile plant or vehicle may be parked or any part of the vehicle allowed to come within 2 metres of the rail.

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14. Switch off external red lights when vehicles or plant are parked near the line.
15. Ensure that if there are overhead cables, that mobile towers etc., are not moved beyond the safety zone.
16. Working Hours:

Maximum 12 Hours Per Shift  
Maximum 72 Hours Per Working Week  
Do Not Exceed more than 13 days consecutively in 14 day period.  
Minimum of 12 Hours Rest between Shifts

The above hours include travelling time and shall take into account other works elsewhere outside the above scope.

17. Method of Briefing

MMD Ltd shall inform all of it's workforce of any updates, changes or safety bulletins as required.

The briefings shall include but not limited to the following:-

- Relevance to the work activity
- Risks to H&S
- Protective measures

Briefings shall be recorded and maintained on employee records.

18. Changes in Work Patterns of Planned Works.

In the event of a necessary change to planned and unplanned works a Risk Assessment shall be conducted and consider the following:-

- Physical condition of employees
- Nature of work to be undertaken
- Length of shift on top of shift already worked
- Rest period already taken and assessment of rest between the shift required
  
- Number of shifts undertaken / planned over 13 day period
- Next roster shift

Before any changes / exceedance are implemented the above risk assessment must be recorded and authorised on QA Form F.0.3.45 authorised on QA Form F.0.3.45.

19. Accident reporting.

Accident and near misses within the rail industry must be logged and reported under Group Standard requirement GE/RT 8047 and Tables A and B.

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20. Employment Medicals

To minimise the risk of workers suffering from medical conditions that may adversely affect themselves or others the company has arrangements in place for new and existing rail employees. The process is detailed on Appendix 10 within the company's Health, Safety, Environmental Management System.

21. Random Unannounced and For Cause Screening

**RANDOM TESTING**

The Company will carry out 5% random selection of its PTS trained workforce for unannounced screening.

**FOR CAUSE TESTING**

1. Screening can be requested for the following:-
  - a) Suspicious behaviour.
  - b) Involvement in an accident.
  - c) Unusual conduct.

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The selection of suitable trade subcontractors is the responsibility of the Procurement Manager and Contract Manager in conjunction with the Construction Director's authorisation in accordance with the company's quality assurance procedures.

Prior to any order being placed all new subcontractors will be assessed via completion of the company's new supplier/subcontractor questionnaire. Subcontractors will be required to produce details of any formal system or accreditations held, i.e. ISO 9001, ISO 14001, health and safety performance statistics, details of experience and references.

Subcontractors will be expected to cooperate and comply with the company's policies and practices and will be expected to follow and operate to the policies and procedures in the same way as employees do so.

Subcontractors will be continually monitored and assessed via site inspection, work performance and project review/close out.

It is the Site Supervisor and Contracts Manager's responsibility to ensure subcontractors are working safely and complying with the method statement, risk assessments and policies in place. The Site Supervisor and Contract Manager have the authority to stop the subcontractor working if policies and practices are not being followed. Serious and frequent non-compliance will result in the subcontractor being removed from site and dismissed by the company.

Subcontractors are not allowed to further subcontract out their works without written authorisation and assessment by Gable UK Limited.

More substantial subcontractors will have formal preplanning meetings prior to work commencing, where minutes will be distributed to all concerned. The agenda would include:

- Adequacy of method statements
- Lines of communication and site liaison
- Storage and work areas
- Access
- Programming and sequence of work
- Welfare
- Waste disposal

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Whilst everyone on site will be called upon to do everything they can to minimise waste, it is the appointed Site Supervisor / Manager's responsibility to ensure that the following actions are addressed:

- a) Minimise waste and ensure its correct storage and removal.
- b) Where possible, segregate individual waste types so that materials can be re-processed for use on site. Wherever practical the preferred option is for recyclable material to be reused on site or on another suitable project.
- c) Ensure that special or hazardous wastes are not mixed with general site waste.
- d) Take care that stored liquid waste does not permeate into the ground.
- e) Under no circumstances allow waste to be burned on site.
- f) Store liquid waste in a suitable manner for eventual removal to a specialist disposal site.
- g) Prevent unsupervised or unauthorised discharge of liquid waste to a drainage or sewer system. Where discharge is allowable, obtain discharge consent from the appropriate authority and monitor at all times.

#### **Storing waste (including hazardous waste)**

If we keep hazardous waste on our premises or sites, even for a short period of time, we shall:

- ensure that it is stored safely and securely to prevent pollution
- ensure that it is packaged and labelled correctly
- keep hazardous and non-hazardous waste separate
- keep different types of hazardous waste separate
- keep liquid hazardous waste in a dedicated area, with a bund or barrier to contain spills and leaks
- regularly check storage areas for leaks, deteriorating containers or other potential risks
- display written instructions for storing and disposing of each type of hazardous waste
- maintain an inventory of the hazardous wastes kept, and where they are stored - this will help the emergency services to deal with any incident effectively and safely

We shall assess risks posed by any hazardous substances that we store on our sites, including hazardous waste, and take steps to control those risks.

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## Moving hazardous waste

Make sure all hazardous waste is:

- transported by a registered or exempt waste carrier
- accompanied by a consignment note
- sent to a facility that holds a suitable environmental permit or a registered exemption that authorises them to take that type of waste for the activity they intend

The person on site in charge of waste disposal will obtain the name and address of the disposal location before the consignment leaves. The person will ensure that the location has an appropriate licence and if in doubt shall contact the Environment Agency. Documentation shall also be obtained from the carrier validating correct disposal.

Before moving hazardous waste, we shall always evaluate the recycling, recovery and disposal options available for the waste we produce. It is extremely expensive to dispose of hazardous waste.

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1. All operatives have the right to refuse to work if the tasks or environment they are required to work in are deemed unsafe without the fear of any discrimination or reprisal against them.

Procedure

Immediately cease work and contact your supervisor, contract manager or head office.

State your reasons for refusal and relate to the relevant Health, Safety and Environmental risk and method statement.

Resolution

Do not commence works until you are sure and that you understand all amendments and alterations.

If a resolution cannot be reached, request the presence of a director.

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**TERMINATION OF EMPLOYMENT**

In the event of employment being terminated the following shall be surrendered to the Company:-

- (a) Company I.D.
- (b) Company property i.e. mobiles, tools and equipment.
- (c) P.P.E. equipment.
- (d) Sentinel registration cards.
- (e) Any other Company property.

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## APPENDICES

1. **Risk Assessment Pro-Forma**
2. **Method Statement Pro-Forma**
3. **Operations Procedures**
4. **Project Overview**
5. **COSHH Assessment Pro-Forma**
6. **Accident / Near Miss Report Form**
7. **Work at Heights Analysis**
8. **Fire Risk Assessment**
9. **Asbestos Risk Assessment**

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