

**EESI Limited**

**Company Policy for  
Health, Safety & Welfare**

**Unit 4, Springfield Business Centre  
Stroudwater Business Park  
Stonehouse  
Gloucestershire  
GL10 3SX**

**Tel. 01453 821550  
Fax. 01453 827550**

Date of Issue December 2006  
Review Date November 2007

# Contents

<b>Declaration of Intent</b> .....	<b>3</b>
<b>General Statement of Occupational Health &amp; Safety Policy</b> .....	<b>4</b>
<b>Safety Of Employees</b> .....	<b>5</b>
<b>Organisational Structure</b> .....	<b>6</b>
<b>Responsibilities of Directors</b> .....	<b>7</b>
<b>Duties of Managers</b> .....	<b>8</b>
<b>Duties of Supervisors</b> .....	<b>9</b>
<b>Duties of Engineers/Electricians</b> .....	<b>10</b>
<b>Duties of Sub-contract Engineers/Electricians (including sub-contractors)</b> .....	<b>11</b>
<b>Safety Co-ordinator</b> .....	<b>13</b>
<b>Duties of All Employees &amp; Apprentices</b> .....	<b>14</b>
<b>Duties of Sub-Contractors</b> .....	<b>15</b>
<b>Apprentices/Young People</b> .....	<b>16</b>
<b>Procedure for the Induction of New Employees</b> .....	<b>17</b>
<b>Working at Height</b> .....	<b>18</b>
<b>Driving Road Vehicles at Work</b> .....	<b>19</b>
<b>Drugs &amp; Alcohol Abuse</b> .....	<b>20</b>
<b>Site Work - General Arrangements</b> .....	<b>21</b>
<b>Standards for Electrical Safety</b> .....	<b>22</b>
<b>Action To Be Taken on Discovering A Fire</b> .....	<b>23</b>
EESI Premises.....	23
Client Premises.....	23
Fighting Fires .....	23
<b>Accident Reporting and Investigation</b> .....	<b>25</b>
<b>Reporting and Recording of Accidents and Incidents</b> .....	<b>26</b>
Types of Incident which will Require External Reporting .....	27
Major Injuries (edited list) .....	27
Dangerous Occurrences (edited list) .....	27
Prescribed Diseases (edited list) .....	27
<b>Accident Investigation Procedure</b> .....	<b>28</b>
<b>Control of Substances Hazardous to Health</b> .....	<b>30</b>
Chemical Cleaners.....	31
Refrigerant Gases.....	33
<b>Workers Exposed to High Levels of Noise</b> .....	<b>35</b>
<b>Risk Assessment</b> .....	<b>36</b>
<b>Fire Risk Assessment</b> .....	<b>39</b>
<b>Office/Premises Safety</b> .....	<b>41</b>
<b>Managing Contractors &amp; Sub-contractors</b> .....	<b>42</b>
<b>Site Rules</b> .....	<b>47</b>
Service Engineers Employed on a Commissioning Contract.....	47
Arrangements for Achieving Safety .....	47
<b>Terms of Use and Copyright</b> .....	Error! Bookmark not defined.

## Declaration of Intent

We believe that:

- a) Statutory Regulations, Codes of Practice etc. relating to health, safety and welfare will provide minimum standards only. Wherever reasonably practicable the Company will strive to improve such standards that are applicable to its operations.
- b) Safety, health and welfare play a fundamental role in the efficient and profitable organisation of the Company's operations.
- c) Joint consultation with all interested parties relating to health, safety and welfare will provide constructive foundations towards the implementation of the pursuance of this policy.
- d) Suitable training, instructions and information relating to health, safety and welfare are an integral part of the Company's responsibilities toward the welfare of its employees.
- e) The strategy for reducing risk and thereby reducing the number and seriousness of injuries should be based on a planned process of Risk Assessment that identifies opportunities for improvement which can then be implemented on the basis of cost/benefit analysis.

Healthy and safe conditions can only be achieved with the fullest co-operation of all persons concerned, thus recognising that each and every individual has both a statutory and moral responsibility towards the health and safety of themselves and all other persons.

# EESI Limited

## General Statement of Occupational Health & Safety Policy

As Managing Director of EESI Ltd I recognise that arrangements that act to protect its employees and customers are of paramount importance. I am committed to the promotion of safety and will provide the necessary training, support and documentation to enable staff to carry out their job roles with due regard to these issues.

In addition to meeting our legal responsibilities we are committed, in a cost effective & structured manner, to continuous improvement of our Health & Safety performance.

I also recognise that health and safety is important to all those involved in the business therefore everyone is expected to work in such a way that injuries to themselves and others are avoided.

As Director I am ultimately responsible for Occupational Health & Safety within this business, and will pay particular attention to:

Consultation and communications within the Company on matters appertaining to safety and health etc. will be through Supervisors and/or Appointed Safety Representatives to the Company's Health and Safety Committee.

Fundamentally we believe that

- a) The safety of employees, plant and equipment and the public are paramount.
- b) Every effort will be made to reduce the possibility of accidents.
- c) Safety must take precedence over expediency.

I recognise that the business will change in both nature and size and to that end will ensure that this document is reviewed on an annual basis to reflect such change.

Disciplinary action will be taken against any employee, regardless of status, who wilfully or deliberately disregards, or who is consistently negligent in conforming to, the organisation's safety policy.

Signed for and on behalf of EESI Ltd:



Michael Gardiner  
Managing Director

Dated 8<sup>th</sup> December 2006

## Safety Of Employees

The promotion of safety and health is regarded as a mutual objective for management and its own employees at all levels. Therefore:

MANAGEMENT will:

- a) Provide and maintain safe and healthy working conditions at least in accordance with the relevant statutory requirements.
- b) Undertake a continuous process of Risk Assessment with the aim of identifying opportunities for improvement in safety performance.
- c) Provide safety/job training for all employees and additional safety training where appropriate.
- d) Ensure the safety and absence of risks to health in connection with the use, handling, storage and transportation of all materials and substances
- e) Provide and maintain plant, equipment, and materials that are safe and without risk to the health of our employees or others who may be affected by our business activities.
- f) Provide all necessary safety devices and protective equipment and supervise their use.
- g) To maintain a continuing interest in Health and Safety matters applicable to the Company's activities, especially through consultation, and to set an example in safe behaviour.
- h) Undertake an annual safety review.
- i) Arrange regular plant safety inspections.
- j) Stimulate joint consultation on safety matters.
- k) Introduce and monitor safety procedures
- l) Draw on the services of competent authorities e.g. Health & Safety Executive, Insurance Company Advisors, Trades Federations & Associates.

EMPLOYEES must

- a. Use plant and equipment safely using all safety equipment provided,
- b. Comply with statutory obligations,
- c. Report all accidents and near-misses or defects in pieces of plant that may lead to injury,
- d. Adhere to Company procedures including Risk Assessments and Method Statements for securing a safe workplace.
- e. Co-operate in the investigation of accidents with the object of preventing a recurrence.
- f. Encourage others to work safely.

# Organisational Structure

## Responsibilities of Directors

*Directors and have an important role to play in the management of safety. By their actions they can have an influential effect on the development of a 'safety culture' within the company where staff take actions based on risk reduction. Simple acts such as enquiring about the use of protective equipment or noting the temporary obstruction of a fire escape route send out messages to staff that enforce the safety goal of the company.*

- Ensure that the Company's statement for health and safety is kept up to date, signed by the Managing Director each year, and is displayed within office and at any other fixed place of work in a prominent area.
- Help to ensure that each employee is aware of their responsibilities as regards health and safety and support managers and staff on issues affecting safety.
- Ensure that the aims of the policy are met through the appointment of a competent and adequately resourced person to enforce the policy and its arrangements.
- Encourage appropriate training and retraining for all members of staff.
- Ensure that all service and contract providers approved or appointed by the company are assessed with regard to statutory provisions and good working practices.
- Encourage the uptake of safe actions through making personal interventions in circumstances where the principles of the policy and general good practice are not being followed.
- Ensure that a system exists, and is carried out, for the recording and reporting and investigation of injuries, diseases, and dangerous occurrences (RIDDOR).
- Ensure, where appropriate, that those who contravene the safety policy are subject to disciplinary procedures. Managers who ignore safety breaches put the employee at risk of injury and themselves & the company at risk of prosecution.

## Duties of Managers

*All those with management responsibility have additional duties to ensure that the work activities are undertaken with due regard for safety. A manager who fails to intervene to address unsafe acts is, in effect, accepting the practice. Managers have a pivotal role in the management of the organisation, including the management of safety.*

**“Those who cannot manage safety cannot manage”.**

- Ensure that each employee is aware of their responsibilities for regards health and safety.
- Ensure that the aims of the policy are met through the development and implementation of safe methods of work.
- Ensure that suitable Risk Assessments are undertaken in respect of the activities under their control.
- Ensure that work is only undertaken by those who are competent and identify training needs within their teams.
- Encourage the uptake of safe actions through making personal interventions in circumstances where the principles of the policy and general good practice are not being followed.
- Implement the system for the recording and reporting and investigation of injuries, diseases, and dangerous occurrences (RIDDOR).
- Ensure, where appropriate, that those who contravene the safety policy are subject to disciplinary procedures. Managers who ignore safety breaches put the employee at risk of injury and themselves & the company at risk of prosecution.
- In relation to site work ensure that tenders include adequate provision for both safe working and for suitable welfare facilities.
- Ensure that there are arrangements to monitor the safety performance of all Sub-Contractors.
- Ensure that in the event of an accident appropriate investigations are undertaken with the view to avoiding its recurrence.
- Check that all work contracted out to sub-contractors is safe and that the sub-contractors are aware that their work must be carried out with full consideration to their statutory duties.
- Ensure that the sub-contractors are adequately insured to compensate for any possible claim that may arise during their contract operations.
- Ensure that all sub-contractors are aware of and in possession of the Company’s Booklet “Safety Guidelines for Sub-Contractors” prior to a sub-contract order being placed.
- Use, where appropriate, the disciplinary procedures for those who contravene the safety policy. Managers who ignore safety breaches put the employee at risk of injury and themselves & the company at risk of prosecution.

## Duties of Supervisors

The main responsibilities are: -

- a) To report to the management on all matters of safety.
- b) To ensure that safe methods and safe systems of work are maintained during all operations.
- c) To stop any operation where they feel that it is being carried out without proper safety precautions and then advise before proceeding.
- d) To ensure that a person is equipped with the proper protective clothing or equipment before carrying out any operation.
- e) To ensure that operators have received full instructions on the operations of any tool, item or plant and are satisfied that they are fully conversant before carrying out any operation.
- f) To make themselves fully conversant with the requirements that may affect any operation on their site.
- g) To ensure that the First Aid box is accessible and it's position is known to all personnel and that a person is made responsible for it.
- h) To investigate and report on all notifiable accidents and dangerous occurrences.

## Duties of Engineers/Electricians

Their main responsibilities are:

- a) To work safely and employ their training/skills to avoid harm to themselves and others. This includes, for example, working tidily, using the correct tool for the task, wearing PPE as required.
- b) To work in close co-operation with the supervisors.
- c) During site work to be aware of any hazardous operation or environment prevailing that may affect employees of the Company or its Sub-Contractors. They must bring these to the attention of the person in control of the premises immediately and be confident that action has been initiated to alleviate the hazards.
- d) Report to their supervisor/manager any safety concerns; ideally to propose means of resolution to control the risk.
- e) Report all accidents and near-misses to the Company.
- f) To understand the Company's Safety Policy and to their responsibilities as defined. To recognise that failure to work safely is a serious matter that could lead to disciplinary action.
- g) To liaise closely with the occupiers of the premises prior to the commencement of any works and discuss any hazardous substances, plant, operations or environments that may affect the Company's operations and relay the information to the Safety Co-ordinator.

## Duties of Sub-contract Engineers/Electricians (including sub-contractors)

- a) Ensure that all personnel under their control are fully conversant and aware of their individual responsibilities.
- b) Make themselves fully conversant with health & safety that may affect any operation on their site. (Safety Co-ordinator will advise).
- c) Ensure that the First Aid box is accessible and it's position known to all personnel and that a person is made responsible for it. All documentation that affects the operation shall be displayed and be in their possession before commencement of work on the site under their control.
- d) Arrange delivery of materials and plant to their site and co-ordinate with any other persons that may be affected by such a delivery.
- e) Ensure that all-lifting equipment and tools necessary for the operation are available and in good/safe working condition.
- f) Ensure that any visitor to site wears suitable protective equipment, as may be necessary for that site.
- g) Ensure that all information including Safety Procedures, which have been supplied by the Safety Officer, Client or Main Contractor is brought to the attention of all the operatives on site and all site visitors who may be affected.
- h) Ensure that all statutory registers applicable to the operations are kept up-to-date and made available for inspection, and that Company information posters are displayed in prominent positions and where required, duly completed.
- i) Ensure that all plant delivered to site is checked and is safe for use prior to it's distribution, not allowing any defective plant to be put to use.
- j) Ensure that they are aware of all site attendance's appertaining to health, safety and welfare, which are being provided by the Main Contractor etc.
- k) Should a serious accident occur, make a report and notify a Director or the Safety Co-ordinator immediately, ensuring that the accident area is sealed off and nothing is moved or altered until a full investigation has been held. Unless there is imminent danger prevailing and further risk of injury or damage is possible.
- l) Ensure the Company's procedure regarding the reporting and recording of all accidents resulting in injury or a dangerous occurrence taking place must be strictly observed (as defined in the separate section - Reporting of Injuries, Diseases and Dangerous Occurrences).
- m) Stimulate interest in and enthusiasm for the promotion of safe and healthy working conditions.
- n) Set an example by wearing any protective clothing/equipment applicable to the site premises being visited, in particular the wearing of safety helmets.

## The Safety Committee

- a) Monitor the Policy of the company and co-ordinate health, safety and welfare activities within the Company.
- b) Issue advice to the company on all matters of health, safety and welfare.
- c) Consider all matters relating to health, safety and welfare, which have been reported to the Safety Committee. With particular regard to accidents, incidents and near-misses.
- d) Report and make policy recommendations to the company in respect of new or changing legislation, which may affect their operations.
- e) The composition of the Company Safety Committee is:
  - i) The Managing Director as the principal director responsible for health, safety and welfare
  - ii) The Safety Co-ordinator
  - iii) The Employee safety Representative
  - iv) Other members co-opted as appropriate – nominations from within the Company are encouraged as a means of fostering consultation.
- f) The committee will meet as and when required to constantly monitor the Company's safety performance and the ever-changing legislation.

## Safety Co-ordinator

- a) Keep the Board of Directors informed of the performance and progress of the Company towards its statutory duties concerning health, safety and welfare.
- b) Monitor the implementation of the Safety Policy and its success towards accident prevention.
- c) Make themselves fully conversant with the requirements of any statutory regulation that may affect the Company's operations so far, as is reasonably practicable.
- d) Stimulate interest in the enthusiasm for the promotion of safe and healthy working conditions.
- e) Set an example by wearing any protective clothing/equipment applicable to the site or premises visited, particularly in the wearing of safety helmets on construction sites.
- f) To inform the managing Director of any significant safety failings within the Company.
- g) To ensure that Risk Assessments are used to develop Method Statements/ Safe Systems of work within the company
- h) To ensure that all accidents, incidents and near misses within the company are investigated and provide reports to the Safety Committee and Directors.
- i) Arrange Fire Drills and undertake the periodic checks on the fire arrangements within the Company
- j) Attend the Safety Committee

## Duties of All Employees & Apprentices

*The Company's employees make or break the safety management of a company by their actions. By having input to the process of risk assessment employees have been instrumental in setting the standards for safety and the specification of protective equipment. However, these precautions can only be effective if they are in place at all times, it is often in the hands of the employee to stop potential dangers turning into workplace accidents.*

- a) Understand and comply with the Safety Policy Document and any safety instructions that may have been given. If in any doubt about the safety of the task or their competence to perform it – seek advice/guidance from the supervisor.
- b) Report to their immediate Supervisor any work conditions they consider unsafe or unhealthy, including defects in plant or equipment. Wherever possible attempt to reduce hazards by their own actions, for example, remove trip hazards. Where they observe unsafe practices taking place it is their duty under law to inform the person concerned and management of the dangerous practice so that in future it may be prevented.
- c) Wear personal protective clothing or equipment issued and take reasonable care of it, reporting to their Supervisor any loss or damage. Failure to use protective equipment (where specified) is a disciplinary offence.
- d) Co-operate at all times with Management matters concerning health, safety and welfare.
- e) Ensure that correct plant and tools are used for the task at hand.
- f) Understand that wilful disregard for the Safety Policy and it's contents and safety instructions will lead to disciplinary action.
- g) Report all accidents, near misses and dangerous occurrences immediately to their Supervisor and ensure that the Company's accident reporting procedure is complied with.
- h) Ensure they are aware of any emergency procedures, which may affect them on any particular contract, or in any workplace.
- i) Should bring to the attention of any new employee all safety and/or emergency procedures applicable to the workplace.
- j) Will not be allowed to bring onto site alcohol, drugs or any intoxicants, neither will they be allowed to continue work if found to be under the influence.
- k) All rules laid down by the Company and of the Principal Contractor must be strictly adhered to. If an employee can suggest an alternative method of work, which will reduce hazards, the company would be grateful to receive such suggestions.
- l) Must not indulge in horseplay. This can result in injury or damage, for which they will be held responsible.

**Remember;** any injury or near miss witnessed by you whilst at work must be reported and the details entered in the accident book for subsequent investigation. This includes incidents of skin and respiratory irritation/discomfort and events that cause damage to property.

## Duties of Sub-Contractors

All sub-contractors will be expected to comply with the following rules.  
Acceptance of the Contract will imply acceptance of these rules

### Commitment

- The company's Safety Policy is available to all sub-contractors who wish to see it. They will be expected to abide by the Safety Policy for all their operations whilst sub-contracting to EESI.
- The Company will require all Sub-Contractors and every self-employed person to provide a Statement of their Safety Policy as prescribed information, about such aspects of the way in which they conduct their undertaking that may affect the health and safety of their own or Company employees.
- Each Sub-Contractor must delegate a person to co-ordinate with the Company's Agent or Representatives on each site. The Site Agent must enter their name into the Site Diary.
- Sub-Contractors and/or self-employed persons must comply with any safety requirement considered necessary by the Company's Agent or their Safety Consultants.
- The methods of operation used by sub-contractors must take account of the health and safety of their own and other employees and they must take all reasonable steps to reduce the likelihood of harm to both workers and members of the public.

### Specific Requirements

- No sub-contractor may permit the use of plant or machinery unless the operator in question is in possession of a current approved licence and has been authorized as an operator.
- All electrical tools and equipment must be regularly inspected and tested and removed from service if any faults are discovered (every 6 months for equipment used on installation or service work).
- All mains power tools must be of a 110 volt, centrally earthed type, be in good condition, and comply with any relevant British Standard.
- Any hazardous material brought into the Organisation must be used and stored in accordance with Approved Codes of Practice, its Hazard Data Sheet, or other relevant guidance.
- Sub-contractors will be responsible for First Aid facilities and welfare facilities for their own employees unless arrangements have been made with EESI and confirmed in writing.
- Sub-contractors are expected to comply with any reasonable requests from the Company on matters relating to health, safety and welfare.
- Sub-contractors have responsibilities to ensure that their work areas are kept free of unnecessary waste and debris and that all access and gangways are kept clear.
- Personal Protective Equipment in accordance with guidance issued by HSE or other relevant bodies, or at the request of the Management must be worn by sub-contractors at all times whilst in the Organisation except in areas which have been officially designated as "no risk".
- Sub-contractors which are carrying out operations which are either highly specialised or carry a higher than normal level of risk will be expected to submit a Method Statement accompanied by evidence of their competence and/or qualifications in that field.

## Apprentices/Young People

As with any other business/industry bringing new people in is important in the long-term development of the trade or business. However, their lack of maturity means that we must take greater care for their health & safety. They may not have the same physical strength or the appreciation of hazard and risk.

A 'Young Person' is defined as someone who is old enough to have left compulsory education but not yet reached 18 years.

Special attention will be given to the following:

- a) Design and implementation of safe systems at work.
- b) The important values of safe places of work, including the working environment e.g. adequate lighting.
- c) Safe use of plant equipment.
- d) Safe handling, storage and transport of plant and materials.
- e) Proper use of protective clothing and equipment as supplied and made available.

All new employees will be issued with a Company Safety Policy and instructed on theirs and the Company's responsibilities as soon as reasonably practical.

It is intended that all such training should not solely be confined to the Company's and the employees' statutory obligations but demonstrate the benefits of accident prevention techniques for all concerned.

In the event of new legislation being introduced that affects any of the Company's operations, all persons involved with those operations will be fully instructed on the implications of such legislation.

Prior to the introduction of new plant or equipment for use during the Company's operations, the operator will have received adequate training and instruction to deem that person to be competent.

No person under the age of 18 years of age shall operate any type of power driven machinery or plant, unless for the purpose of training or is under the direct supervision of a competent person.

## Procedure for the Induction of New Employees

---

Once staff have been selected they must undergo an induction on safety issues as soon as practicable - Following this, areas should be identified that will need to be covered by a brief training session, such as manual handling or fire evacuation. If the employee is replacing a current member of staff ensure that sufficient emergency qualified First Aiders remain as full time employees, (NB retraining will be required every 3 years). Use the Induction Checklist below as a basic format for the induction.

---

### Induction Requirements

- Explain to the employee their role within the EESI organisation and introduce them to the person to whom they will be directly responsible.
- Ensure that the employee is aware of the contents of the Safety Policy, they should also be made aware of their specific responsibilities and duty of care under health and safety legislation.
- Introduce the employee to the workplace or facility, with particular reference to the hazards that may be present from machinery, equipment and substances.
- Ensure that the employee is aware of fire equipment or systems within offices.
- Familiarise the employee with the procedures for emergency First Aid and the positions of any welfare facilities, First Aid supplies, First Aiders, the Accident Book and any Fire Fighting Equipment.
- Discuss any actions that are prohibited without licence and authorisation.
- If any training need is identified use the training record sheet to plan any required course(s).
- Finally, question the new employee on the points above to ensure that they have understood the purpose of the Induction process and to be satisfied that they are now aware of the hazards within their work area(s), record the Induction date in the Training Record Sheet.

## Working at Height

People and objects falling from height are amongst the most common causes of serious injury at work generally and in the construction sector in particular.

There is a simple hierarchy for managing and selecting equipment for work at height.

1. Avoid work at height where they can;
2. Use work equipment or other measures to prevent falls where they cannot avoid working at height; and
3. Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

We will ensure that:

- All work at height is properly planned and organised;
- All work at height takes account of weather conditions that could endanger health and safety;
- Those involved in work at height are trained and competent;
- The place where work at height is done is safe;
- Equipment for work at height is appropriately inspected;
- The risks from fragile surfaces are properly controlled; and
- The risks from falling objects are properly controlled.

We will also ensure that the place where work is done at height (including the means of access) is safe and has features to prevent a fall, unless this would mean that it is not reasonably practicable for the worker to carry out the work safely (taking into account the demands of the task, equipment and working environment).

When selecting equipment for work at height we will:

- Use the most suitable equipment;
- Give collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harnesses);
- Take account of:
  - the working conditions; and
  - risks to the safety of all those at the place where the work equipment is to be used.

Accordingly, ladders will only be considered where the use of other more suitable work equipment is not appropriate, such as towers scaffolds, podium steps or temporary stairs. For example ladders are frequently used during fit-out installations, but in most cases other work equipment is more appropriate. Where ladders and stepladders are used they should only be used as a work place for light work of short duration.

### Falling objects

We will do all that is reasonably practicable to prevent anything falling from elevated work areas. Where this is not reasonably practicable, we will ensure that no one is injured by anything falling by ensuring that no one is beneath work locations and give due consideration to how materials are removed from work platforms to avoid people being struck.

## Driving Road Vehicles at Work

*Driving for a living can be a hazardous occupation, every year over 1,000 workers are killed in work-related road accidents, and an additional 7,500 suffer serious injury. An RTA involving people at work will also be considered by the HSE to assess whether there have been any breaches of H&S legislation by the employer. These could include issues such as driver hours, visit/delivery schedules, vehicle maintenance, instruction, and supervision.*

Perhaps the newest organisational risk is that associated with the relative ease with which a licence can be lost through the totting-up procedure. If a driver at work involved in an accident is found not to have a valid licence then the insurance will be invalid and full liability for damages and injuries could rest with the employer. Even if the vehicle belongs to the driver!

### Company Vehicles

The Company will;

- Require to see (and copy) at least annually each driver's licence. Those with 6 or more points may need to be checked more frequently.
- Arrange the routine servicing of vehicles.
- Arrange Roadside breakdown cover.
- Schedule work tasks with due regard to the travelling involved.

Drivers must;

- Ensure the effective maintenance of the vehicle by adhering to the vehicle manual and completing the vehicle inspection form.
- Not use hand-held mobile phones while driving.
- Report any accidents while at work to the office.
- Ensure that vehicles are properly and securely loaded.
- Not drive if they feel overtired or whilst under the influence of medication or drugs that cause drowsiness.
- Drive in a courteous manner and respect the needs of other road users.

### Road Traffic Accidents

1	<b>Stop!</b>	If you are involved in an accident you <u>must</u> stop if it involves any other person, dog, horse, sheep, cattle, pig or goat not in your vehicle has been hurt or if any vehicle or roadside property apart from your own has been damaged (you do not have to stop if you run over a cat).
2	<b>Keep calm</b>	<b>Do not admit liability</b> and try to avoid getting into arguments over the cause of the accident.
3	<b>Provide information</b>	You should be prepared to provide the name and address of your vehicles owner, your own name and address, and the vehicle registration number to the police or any other party having reasonable grounds for requiring them. If you choose not to do this, the accident must be reported to the police within 24 hours. You must also produce your insurance certificate either immediately or within 24 hours at the nearest police station.
4	<b>Record information</b>	Gather names and addresses of independent witnesses where possible. Sketch the details of the accident including your own and other vehicles. Gather the names of drivers and others involved in the accident (information required as above).
5	<b>Telephone</b>	Contact the Office as soon as practicable.

## Drugs & Alcohol Abuse

Substance abuse (principally alcohol and drugs) is around us all the time. Some substances are considered socially acceptable e.g. coffee, alcohol, prescribed tranquillisers and painkillers e.g. analgesics. However, abuse of such substances by over indulging can impair performance to such an extent that unsafe working practices are adopted and this can create risks that the employer is responsible for controlling.

The Company is committed to providing a safe working environment and this requires a clear statement of policy on alcohol and drug misuse.

**All employees are expected to be fit and capable whenever they present themselves for work. Employees who either arrive unfit for work or become unfit during the day will be sent home.**

- Every Manager is responsible for ensuring that this policy is implemented.
- Alcohol consumption is not permitted on site, or within our own or client premises.
- All staff must manage alcohol consumption such that no member of staff presents for work under the influence of alcohol. Alcohol consumption during the working day is strongly discouraged by the Company.
- Drug misuse by staff is strictly prohibited such that no member of staff may present for work under the influence of misused drugs nor may any member of staff misuse drugs during the working day.
- Drug misuse in breach of the above risks the safety and welfare of other staff and visitors and will be regarded as a serious disciplinary matter.
- All employees are required to bring this policy to the attention of visitors and contractors, and to report to their Manager if they see anyone consuming alcohol or misusing drugs, or who appears to be under the influence of either.
- To supplement the restrictions of this policy, we will consider offering assistance to employees who have developed a problem with either drugs or alcohol.
- If drug misuse and or alcohol consumption reduces performance to unacceptable levels in terms of safety, sickness absence or other factors then ultimately this may provide grounds for dismissal.

**Remember: Their drink could be your injury.**

## Site Work - General Arrangements

### Provision of Welfare Facilities on construction sites and client premises

- Adequate welfare facilities will be arranged for the use of employees.
- Adequate washing facilities - A basin or similar facility where employees can wash their hands, arms (up to their elbows), and face or alternative arrangements for where this is not reasonably practicable such as dry soap and barrier cream.
- Adequate toilet facilities on the premises.
- A staff room or other accommodation for sitting, storing clothes and taking meals.
- A supply of wholesome drinking water.

Note: Contractors may be allowed use of the welfare facilities provided by the client organisation on the understanding that arrangements for shared welfare must be agreed prior to the contract.

### Safe Access / Egress

Consideration will always be given to minimising the potential for slips, trips and falls at the premises. Members of the Public and clear access will be considered in order to control potential risks. Access must always be kept clear for the Emergency Services and the siting of equipment must be sympathetic to this.

### Fire Risks

Fire Extinguishers (Dry Powder/CO<sub>2</sub>/Water/Foam) will be provided and will be inspected annually. Employees are not expected to put themselves in danger by fighting fires. Extinguishers are provided to facilitate escape – buildings can be replaced people cannot.

In the event of an emergency, adhere to the site arrangements identified during the induction process.

### Provision for Emergencies

#### First Aid Provisions

Arrangements will vary with the degree of risk on the premises but will usually include as a minimum;

- Adequately stocked First Aid Boxes
- Some competence in First Aid usually at emergency level and a means of communication (Telephone/Mobile Phone) to call for help.

## Standards for Electrical Safety

Checks are made annually to equipment and reports made where any defects are noted. A programme of inspection of Portable Electrical Equipment has been initiated by EESI in a two stage system as described below.

### Stage 1

Staff are expected to visually inspect work equipment at least once each week noting any hazards as described below;

- Damage to the plug such as bent pins or a cracked casing;
- The outer sheath of the cable is not properly secured where the cable enters the plug or equipment e.g. internal wires are visible;
- Outer casing of the equipment is damaged;
- Equipment has loose parts or screws;
- Damage other than light scuffing to the cable sheath;
- Equipment has been used in unsuitable conditions e.g. wet or very dusty environments;
- Evidence that the equipment has overheated.

If the equipment fails on any of the above criteria it must not be used and should be removed and handed to the H&S Co-ordinator for a decision on its repair or replacement.

### Stage 2

Formal visual inspection and testing by a Competent Person from within or outside of EESI. Factors such as earth continuity from loss of earth within the equipment or plug will be recorded. The results will be presented in a log or table format and the equipment will be marked at the plug top denoting the date for retesting. Any equipment failing this test will be removed from service and the Management informed.

### Test Interval Guidance

Details below given as suggestions only, please consult your contractor for further advice

Equipment and environment	User checks	Formal inspection	Inspection and test
Battery operated (<20 volts)	no	no	no
Extra low voltage; e.g. phones, low volts lamps	no	no	no
IT equipment, VDU's, laptops & desktops	no	2-4 yrs	3-5 yrs
Photocopiers, faxes, etc. (rarely moved)	no	2-4 yrs	3-5 yrs
Double insulated fans table lights, projects, etc.	no	2-4 yrs	no
Double insulated but hand held	yes	0.5-1 yrs	no
Earthed equipment; kettles, floor cleaners	yes	0.5-1 yrs	1-3 yrs
Cables and plugs connected to the above	yes	0.5-1 yrs	1-3 yrs
Extension leads	yes	0.5-1 yrs	1-3 yrs
Fixed supplies (NICEIC tests within premises)	no	3 yrs	5 yrs

## Action To Be Taken on Discovering A Fire

**Note:** If any person cannot be accounted for in the event of a fire then Fire Officers will have to search the building until they are accounted for - putting themselves at great risk. Hence the importance of ensuring the building is cleared.

**Important:**

If smoke is building up in the room get down and crawl - the toxic smoke will kill you far more quickly than fire.

### EESI Premises

#### During Working Hours

1. Close the door leading to the fire to contain it.
2. Sound the alarm by the nearest point and contact the Fire Brigade.
3. Leave the area by the quickest unaffected route.
4. **Do not stop** to collect your personal belongings.
5. Leave the building and congregate as detailed in your Fire Evacuation Notice.
6. Report to the senior person present advising them of the site of the fire.
7. If you have visitors on the premises it is your responsibility to ensure they are aware of the fire, given clear instructions on how to leave, and are accounted for at the Assembly Point. Inform the senior person present when you know they are safe or if you cannot account for them.

#### Outside Normal Working Hours

1. Close the door leading to the fire to contain it.
2. Sound the alarm by the nearest point and contact 999.
3. Leave the area by the quickest unaffected route.
4. **Do not stop** to collect your personal belongings.
5. Leave the building and congregate as detailed in your Fire Evacuation Notice.
6. Report to the senior person present advising them of the site of the fire.
7. If you have visitors on the premises it is your responsibility to ensure they are aware of the fire, given clear instructions on how to leave, and are accounted for at the Assembly Point. Inform the senior person present when you know they are safe or if you cannot account for them.

### Client Premises

Before commencing work understand the site fire arrangements – alarms, routes, assembly point etc.

1. Close the door leading to the fire to contain it.
2. Sound the alarm by the nearest point and leave the area by the quickest unaffected route.
3. **Do not stop** to collect your personal belongings, tools etc.
4. Leave the building and congregate as detailed in the site arrangements.
5. Report to the senior person present advising them of the site of the fire.

### Fighting Fires

**Your safety is more important than the building.**

Fire Extinguishers are provided throughout the premises. They are there to assist you if you come across a small fire that is easily extinguishable or if your only route of exit has become blocked by the fire itself. Where you are unsure of the correct action to take leave the area and seek assistance from a trained member of staff who has had experience in Fire Fighting techniques.

Never allow the fire to come between you and the nearest point of exit, if this looks likely to occur or if the fire continues to grow despite your efforts **LEAVE IMMEDIATELY**.

# Accident Reporting and Investigation

## General Guidance

When an accident occurs at work it may need to be reported to the Enforcing Authority, this will be through the HSE's central reporting system. These reportable accidents will be of a more serious nature than usual, for example, a fracture, not of a finger, but of an arm or a leg.

Where an accident is reportable under these Regulations some guidance have been included to enable you to comply with your legal requirements.

Where an accident or incident occurs but it is not reportable a suitable investigation will still be carried out by the Competent Person. The reasoning behind this commitment is that for every Near Miss and Minor accident that can be analysed and action taken to prevent it recurring there should be a good chance of never having a similar but more serious accident, perhaps even a fatality.

All staff are required to assist the Competent Person in this task and are reminded that alteration of an Accident Scene without clear authorisation is a serious disciplinary offence.

## RIDDOR Report Centre

You can report incidents by any of the following routes:

- Telephone - 0845 3009923
- Internet - by completing the relevant form on this site ([www.riddor.gov.uk](http://www.riddor.gov.uk))
- Form - by completing the relevant hard copy form and sending:
- By Fax - 0845 3009924

By post to:

Incident Contact Centre  
Caerphilly Business Park  
Caerphilly  
CF83 3GG

The Incident Contact Centre will forward details of incidents to the relevant Enforcing Authority.

## Reporting and Recording of Accidents and Incidents

All injuries, matter how small, must be reported to the Company, including injuries to sub-contractors, and members of the general public

An Accident Book is available to all direct employees and this is held within the Organisation.

If the injury is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, the Organisation will ensure that the Local Authority are notified by telephone as soon as possible. This must be followed by Form F2508 within ten days (this should be sent by fax).

If any employees, member of the public, self employed contractor or person in training is injured in an accident not reportable under the above Regulations but which does result in their absence from work for more than three days (*inclusive of non-working days where they would have been unable to work, not inclusive of the day of the accident*) the Enforcing Authority must be notified through the despatch of Form F2508 within ten days (fax transit suggested).

If a Member of the General Public if injured in any way and has to be taken to Hospital by any means, then the accident should be reported to the Enforcing Authority immediately.

An investigation as to the exact circumstances and the contributory factors leading to the accident will be conducted and the investigations findings recorded and any reasonable suggested improvements implemented. Photographs, Samples and Statements are to be included as appropriate and forms are present in the Policy document to assist this procedure.

If an employee is absent from work due to a disease that is reportable under RIDDOR (*see over*) a written diagnosis from a Doctor must be obtained and Form F2508A completed and despatched to the HSE within ten days.

Records of any event that has been reported under RIDDOR must be kept for a minimum of three years.

## Types of Incident which will Require External Reporting

The Definitions that are given in HSE 24, further guidance is given in HS(R) 23 available from HMSO

**Report Forms: F2508 - Injuries and Dangerous Occurrences  
F2508A - Diseases**

### Major Injuries (edited list)

- Fracture other than to fingers, thumbs or toes;
- Amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;

### Dangerous Occurrences (edited list)

- Collapse, overturning or failure of load bearing parts of lifts and lifting equipment;
- Electrical short circuit or overload causing fire or explosion;
- Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
- unintended collision of a train with any vehicle;

**NOTE:** ADDITIONAL CATEGORIES OF DANGEROUS OCCURRENCES APPLY TO MINES, QUARRIES, RELEVANT TRANSPORT SYSTEMS (RAILWAYS ETC) AND OFFSHORE WORKPLACES.

### Prescribed Diseases (edited list)

**Note:** A full listing is contained in HS(R) 23

- certain poisonings;
- some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis / acne;
- infections such as: leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus;
- other conditions such as: occupational cancer; certain musculoskeletal disorders;
- decompression illness and hand-arm vibration syndrome.

**NOTE:** IF AN INJURY HAS OCCURRED, PLEASE USE THE REPORT FORMS IN THE LATTER PART OF THIS SECTION TO INVESTIGATE THE CAUSES OF THE ACCIDENT.

## Accident Investigation Procedure

The Accident Investigation is to be carried out by the Safety Co-ordinator, who will take control of the investigation. Staff who interfere with the scene of an accident or incident risk disciplinary action - please call C & G Safety & Environmental Ltd for advice. (01453 826781).

Clearly the scale of the response to an incident should be proportionate to the injury sustained or the potential scale of injury.

### Step One

- Get to the scene of the accident, assist any casualties and ensure that medical assistance is obtained if required.
- Preserve the scene and prohibit movement of any items of plant and equipment, the replacing of guards or protective equipment and changes in levels of documentation such as Work Permits and site Risk Assessments.
- Enter the details of the accident into the Accident Book and contact a senior manager for further advice on the potential need for external notification to the Enforcing Authority and to submit your outline report.

### Step Two

- Ensure that the accident has been notified to the Office.
- Take photographs (preferably) or make sketches and take measurements.
- Establish who witnessed the accident and take a statement as soon as possible. It may help to use a tape-recorder to save time. But the recording needs to be used to produce a written document for the witness to sign.
- Don't wait - the longer you leave taking the statement the less valuable it will be in establishing the facts.
- Don't ask leading questions, ask witnesses to explain what they saw in their own words.
- Check on PPE, clothing, footwear being worn (appropriate, suitable). Look for the underlying cause (e.g. time pressure from client) as well as immediate cause (e.g. using the wrong tool).
- Check First Aid provision for speed of response, adequacy of treatment, knowledge of First Aid and despatch of the Casualty.

### Step Three

- Check Records and Statistics, look in the Accident Book and see if similar accidents have happened before.
- Suggest ways of reducing or eliminating the cause of the accident to prevent it happening again in the future.
- Consider what could be done such as improved training, changes in procedures, better documentation, changes in the process.
- Find out how others have tackled similar problems in your industry through liaising with Occupational Safety Groups or Associations.

### Remember

- Investigate both Near Misses and Accidents
- Review Accident Statistics every few months and make changes where you see a pattern developing
- Always record evidence of accident circumstances
- Perform your investigation as soon as possible

## Example of an Accident Investigation

An employee was struck from behind by a reversing Fork Lift Truck as he walked through a Production area. Several trucks operated in the area taking finished goods to storage. Stacked goods had restricted visibility.

A brief investigation might conclude simply that either the operator or the injured person should have taken more care. Apart from considering the behaviour of the people involved in such incidents, some of the following aspects may also have to be looked at:

**ORGANISATIONAL** - does the health and Safety Policy and risk assessment cover lift truck operation and make someone responsible for transport safety? Do managers appreciate the risks and know the precautions?

**COMPETENCE** - do Fork Lift Truck Operators have the right skills and knowledge? Is training provided when needed? What checks are made of the competence of new employees who claim to have had training or to be experienced?

**AUTHORISATION** - are Fork Lift Truck Operators authorised in writing and issued with permits? Is the authorisation limited to certain tasks or trucks? Are keys kept secure when trucks are not in use?

**SUPERVISION** - do Supervisors have enough knowledge to spot hazardous operation? Do they enforce safe operating procedures?

**SITE LAYOUT** - can trucks and pedestrians be segregated and areas marked? Could a one-way traffic system be introduced? Can reversing be reduced? Is it possible to increase aisle widths? Can stack heights be lower to improve visibility? Is the area well lit and are warning signs posted?

**VEHICLE** - were the brakes, steering, tyres, horn and controls working properly? Is the truck regularly maintained? Could visibility from the truck be improved? Would an audible reversing alarm help?

Such an approach will help identify underlying causes, will highlight the necessary precautions and provide senior Management with sufficient information on which to base follow-up action. This in turn will help to prevent future injury and loss.

## Control of Substances Hazardous to Health

EESI Group uses a very small range of chemicals - the following pages contain information on the safe use of potentially hazardous substances. Others will be added as appropriate.

## Chemical Cleaners

### Chemical Substances:

Acid-based; hydrochloric acid (HCL),

Alkali-based; sodium hydroxide (NaOH),  
Potassium hydroxide (KOH).

### Health Effects

#### **Skin Contact:**

Acids and alkalis are highly corrosive and destructive to body tissue causing burns which are often slow to heal.

#### **Inhalation:**

Concentrated solutions of acids or alkalis emit toxic and corrosive fumes. Spray application will produce a mist which may also be toxic and corrosive.

#### **Notes:**

When the acid/alkalis are concentrated they pose the greatest risk to health but even dilute solutions can cause a serious injury.

Potentially the greatest hazard of using cleaners is mixing an acid based one with an alkali based one – a situation that can occur when cleaning stubborn marks/stains. Together they will react releasing chlorine gas.

Task	Safe Method and Precautions
Planning Stage of the Work.	Consider whether these chemicals need to be used (see BS6270, Code of Practice for cleaning). If they must be used the most dilute solution at which they remain effective should be specified from the Manufacturer, negating the need for dilution by personnel. Read the label – the safety instructions – before use. <b>Never</b> mix chemical cleaning agents – they may react.
Dilution of the acid/alkali.	If you have not specified the correct solution as recommended above, follow these guidelines. Dilution should take place in a well-ventilated area, preferably off-site. The concentrated acid/alkali should be transferred using sealed equipment such as a self-priming pump. When diluting <b>always</b> add acid / alkali to water and <b>never</b> the other way around. Make sure that all containers that the solution is decanted to are properly marked with their contents and associated hazards, make sure these containers are sealed. If dilution on-site cannot be avoided it must take place at ground level and away from other workers or things which may be adversely effected by accidental spillage. If hydrofluoric acid is used keep a solution of sodium bicarbonate available.
Specification of Personal Protective Equipment.	Eye protection should be worn conforming to BS2092C (chemical splash protection). Impervious, gauntlet type gloves. Protective chemical proof and waterproof boots. Protective overalls, <i>plus a protective apron to below the boot tops when concentrated acids/alkalis are being diluted</i> . In addition, approved respiratory protective equipment may be needed for use when handling concentrated acids/alkalis or when spraying or when working in confined areas. All clothing should be worn in a manner that eliminates traps where chemicals could collect and enter e.g. overalls should be worn out side of boots and gloves taped to sleeves where this is necessary.
Provision of hygiene facilities.	After use all protective equipment should be cleaned with fresh water and inspected for damage such as cuts and abrasions, especially to the fingertips, test the gloves by filling them with water and checking for leaks. Overalls and other clothing that becomes contaminated should be laundered before being re-worn by professional cleaners who are aware of the nature of the contamination. Clothing contaminated with acids should be neutralised with sodium bicarbonate solution before washing.
Personal Hygiene.	Personnel must avoid contact with contaminated equipment, e.g. they must not raise their face protection with contaminated gloves to prevent facial burns. Welfare facilities must be available to allow workers to wash their hands and face at the end of each job and before eating, drinking or smoking and before and after going to the toilet. Showers should be provided, where this is necessary.
Protection of the Public.	The following steps may need to be taken where the general public could be put at risk; Check all windows, doors etc. are closed and the buildings occupants are aware of the hazards through signs and verbal warnings. Avoid working in windy conditions or using a spray where the mist could be carried towards public areas. Create a fenced and signed barrier to exclude persons from the base of the structure and ensure that all drainage routes are adequately covered. Over spilt / excess liquid should be directed so as not to flow over pavements - consult the local water authority on possible pollution of the water course.
After the work has been completed.	Clean all other equipment in the same way and examine for signs of deterioration.
Coping with accidental spillages.	Dilute all spillages of acid or alkali with water <b>unless</b> concentrated acid is involved. In this cases neutralise spillages with slaked lime $\text{Ca(OH)}_2$ . Tools and equipment which may have become contaminated should be treated similarly. Porous materials such as wood or packaging should be burned or buried in a safe place if contaminated with any acid or alkali.
First Aid.	Should any person appear to be affected by the chemical cleaner they are using take them at once into fresh air to be given First Aid and referred to medical care. Usually drench the affected part(s) with copious amounts of cool, fresh water.

## Refrigerant Gases

### Chemical Substances:

#### Health Effects

#### Skin Contact:

#### Inhalation:

#### Notes:

Task	Safe Method and Precautions
Planning Stage of the Work.	
Specification of Personal Protective Equipment.	
Provision of hygiene facilities.	
Personal Hygiene.	
Protection of the Public.	
After the work has been completed.	
Coping with accidental spillages.	
First Aid.	

## Workers Exposed to High Levels of Noise

For employees likely to be exposed to high noise levels employers are obliged to:

- *Decide if a noise assessment is needed*

If people have difficulty speaking to each other at approximately 2 metres then it is likely that the noise level is such that hearing protection should be worn. The person responsible for the process should have a NOISE ASSESSMENT that takes account of others who may be affected as well as their own employees.

- *Assess the noise*

The assessment should be made by a Competent Person - someone who understands the Noise at Work Regulations and the Health and Safety Executive's (HSE) guidance on assessments and how to apply it.

An initial, estimated assessment can be made either by using manufacturers' data or other reliable information that is available. This would be a 'first step' towards complying with the Noise at Work Regulations and would enable you to identify workers who need personal protection straight away.

- *Reduce noise as far as reasonably practicable*

The most effective and reliable way of controlling exposure is by engineering measures at source.

- *Provide ear protection*

The exposure to EESI Group employees is largely related to noise levels within client premises – therefore employees will be expected to comply with any site rules regarding hearing protection. In addition employees have their own hearing protection that they are encouraged to use if they find the working environment noisy.

- *Inform workers about the level of their personal exposure*

If the noise assessment shows personal exposure at or above any of the action levels then the employees must be informed that there is a noise hazard and told what they are expected to do to minimise their risk of hearing damage. The rules will usually apply to all who enter the area.

- *Mark ear protection zones*

Zones should be marked wherever employees are likely to be exposed to the second action level or above.

### **It is the duty of every employee to:**

- *Wear ear protection (ear muffs or ear plugs) provided (in the absence or pending noise control) whenever exposed at or above the second or control level, as well as when entering an ear protection zone, to meet your duties under the NAW Regulations 2005.*
- *Use any other equipment your employer provides under these Regulations, e.g. machines fitted with silencers - DON'T take them off!*
- *Take care of equipment provided under these Regulations. report any defects reducing their performance.*
- *See their doctor if they think that their hearing has become damaged.*

# Risk Assessment

## Introduction

The identification, assessment and control of risk is a cornerstone of effective Health & Safety Management and modern legislation. All activities in life involve a degree of risk; in the work context the aim is to reduce the level of risk as far as reasonably practicable. The purpose of Risk Assessment is to identify both the existing measures we employ to reduce risk and assess whether there are any additional measures that could be introduced. It then identifies the key issues to be included within Method Statements.

## Responsibilities

The employer is responsible for ensuring that suitable Risk Assessments are undertaken but the task has been delegated to Supervisors. In line with the obligations to consult employees on matters of health & safety, the process of Risk Assessment will involve those who undertake the activity either individually or through representation.

## Process

The process of Risk Assessment is illustrated on the next page but will involve the identification of

- Tasks/Activities to be Assessed,
- Hazard,
- Persons Exposed,
- Nature of Harm,
- Existing Control Measures,
- Additional Control Measures,
- Residual Risks, and
- Whether the Risk is adequately controlled,
- Review period.

The Risk Assessment should identify the key safety controls to be applied to the process/task. These can then be incorporated into Work Instructions that describe how to do the work 'properly' – safely, efficiently and with minimum environmental damage. The Assessments are likely to identify actions of managers/supervisors e.g. inspections, briefings, tool-box-talks, training etc.

Within EESI Group we use a computer-based system to develop the specific task based Risk Assessments – Hanman Programme.

## Authorisation

In order to ensure the relevance of the Risk Assessment to the task, the assessments should be undertaken by those with a close knowledge of the real working activities. The resultant assessments should then be reviewed by the assessor's line manager.

## Levels of Risk

One of the purposes of Risk Assessment is to identify those risks that are inadequately controlled. Therefore it is useful to have a means of judging the degree of risk control achieved by the control measures. The process relates the *likelihood of harm* to the *severity of injuries*. In determining the Risk regard shall be had to the vulnerability of the persons at risk. Attention is also paid to the robustness of the Risk Control arrangements.

## Definitions

Hazard:

“something with the potential to cause harm”

## Risk

“the likelihood of the harm occurring together with the severity of the harm”

## Consultation

Those who use the Risk Assessment system are encouraged to involve those who undertake the specific tasks both to ensure that the Risk Assessments relate to the work as it is undertaken and in the spirit of consultation. Such involvement is also likely to enhance acceptance of the identified Risk Control measures.

## Control Measures

The following list of control measures is included as an aide memoir of the types of techniques that are available.

ELIMINATE	hazardous substance/method/ material/process
SUBSTITUTE	less hazardous form or less hazardous substance/method
CLEAN	to remove solid/liquid contaminants
CONTAIN	hazardous noise/materials/substance during process
DISPOSE	of hazardous materials/substances safely
ENCLOSE	the hazardous substance/noise/materials or plant/equipment
EXCLUDE	non-essential personnel from the work area
MINIMISE	generation for hazardous substances/materials/noise/dust
PROVIDE	risk assessments, method statements/safe working practices, adequate facilities for washing, changing, and storing clothes, eating, drinking and resting
PROHIBIT	eating, drinking, smoking etc, in work areas
REDUCE	the number of people exposed and the period of exposure
STORE	hazardous materials/substances safely
SUPPRESS	airborne contaminants during process
VENTILATE	to remove airborne contaminants/heat
DISCIPLINE	self-discipline on the part of the operative and by management when necessary to correct wrong doings

*Minimising risk by the use of personal protective equipment will only be used as a last resort after all other controls have been exhausted / implemented.*

## Review

Risk Assessment will be reviewed annually or in the event of an incident or should there be a significant change to the work.

If the review finds that there are no changes required then the date of the review should be added to the existing document. Where reviews create changes then the original should be kept and a fresh assessment form produced. This is to be able to produce the Risk Assessment that would have been in place at any particular time.

Assessments with High residual risks will be reviewed every three months.

## **Adequate Control**

All activities in life involve risk, work is no exception. The aim of these Risk Assessments is to ensure that we have reduced the level of risk as far as reasonably practicable. As a result we recognise that accidents will occur but that we hope to reduce their frequency, minimise the severity of injuries and, perhaps, most importantly learn from experience.

## Fire Risk Assessment

*Historically the focus of UK fire legislation has been focussed on ensuring that people can escape in the event of fire. In recent years this focus has changed to one in which the prevention of fire has been placed on a par with the response to fire.*

With the changes in Fire related legislation in 2006 there is greater responsibility on employers to manage their fire risk.

In common with general occupational Health & Safety a stepped approach is recommended;

1. Define the area/premises under consideration
2. Identify the Fire hazards
3. Identify the people at risk
4. Evaluate the risk and identify the controls (including means of escape)
5. Record, plan, inform, instruct and train
6. Review.

The form included within your Policy is designed to enable you to undertake your own Fire Risk Assessment. In order to make it simple it is designed for relatively small and simple environments – for more complex situations a more detailed Assessment may be required.

### 1. Define the area/premises under consideration

Although not included in the government's guidance it is useful to determine the scope of the assessment – especially in larger premises or where there are a range of activities.

### 2. Identify the Fire hazards

For fire to develop three components are required

- Sources of Ignition
- Fuels - things that burn
- Oxygen – in practice for most businesses this is often not a material factor as oxygen is present in the air we breathe. Some businesses may have to consider oxygen both in terms of cylinders or in some chemical compounds such as nitrate fertilisers.

When these three are present and a fire has started it maintains its own momentum in a flame chain reaction. Eliminate one of the three and there can be no fire – for the reasons identified above in practice this means separating sources of ignition from the fuels.

### 3. Identify the people at risk

The number of people who may be in the premises clearly influences the size of the means of escape – a single doorway is presumed to permit the exit of 30 people per minute.

There is also a need to consider those especially at risk through age, hearing impairment and physical mobility of those present. Clearly if people are sleeping (hotel) then the alarm will need to be sufficient to wake the guests.

### 4. Evaluate the risk and identify the controls (including means of escape)

If there are no unusual fire hazards in the premises then the Fire Risk should be considered as **Low**.

A **Medium** Fire Risk would indicate that there are more fuels/ignition sources in the area or there are especially vulnerable people.

**High** fire risk would describe a situation where a fire is highly likely to occur.

This needs to be considered in stages;

- What stops a fire starting and developing?
- Would a fire be detected?
- How would people be warned?
- Are there adequate means of escape from all areas? This is a justification for using an area-by-area approach. Fire-fighting equipment (to help people escape), escape routes that are unobstructed, signed and visible.
- Is the assembly point clear and known?

As Arson is the most common cause of fires in commercial premises the assessment should also consider the likelihood and potential for arson. Issues to consider include;

- Site/premises security
- Location of the refuse/waste store (wheeled bins make it easy to move the waste up to the building),
- Any history of arson in the area.

## 5. Record, plan, inform, instruct and train

Records of;

- Testing of alarm call points, lights, sprinklers etc
- Maintenance of fire fighting equipment (extinguishers, sprinklers), alarms, lights, signs etc
- Fire Drills and evacuations

Plan – an evacuation plan for the premises which is brought to the attention of the occupiers by, for example Fire Action Notices displayed.

Inform/instruct – life is more important than a building. Many people have died because they attempted to fight a fire rather than leave. People should not put their lives at risk to fight a fire. What instructions have been given to employees? What about the vulnerable individuals?

Train – the key example of training is the fire drill but if people may be expected to use extinguishers they should know what to use them on.

## 6. Review.

The arrangements need to be kept under review to ensure that it reflects the current situation - there may not have been a hearing impaired employee when the assessment was first made but one is employed subsequently.

## Office/Premises Safety

### Access/Tidiness

- Escape routes, aisles and gangways must be clear from stored goods and finished product.
- Outside of the building; provide good road surfaces, clearly marked pedestrian and traffic routes.
- Store goods only in marked and/or appropriate areas, loads are not to be stacked excessively high.
- Arrangements for visitors (Toilets, etc) should be clearly marked.
- Waste materials will be collected and disposed of properly.
- Lighting of the area must be suitable for the work.

### Signage

- There should be appropriate signs to indicate, for example, Fire Routes, First Aid, hearing protection, PPE requirements, specific hazards, traffic management, etc..

### First Aid Arrangements

- The degree of first aid provision should reflect the nature of the likely injuries, the past record of injuries, the availability of external help, and to a lesser extent the number of people present.
- Vehicles should have travelling kits.
- The contents of kits must not be supplemented by any other items (e.g. paracetamol).

### First Aid Kits (FAAW Regs)

- 1 Guidance leaflet
- 20 Sterile adhesive dressings
- 2 Sterile eye pads with bandages
- 6 Triangular bandages
- 6 Safety pins
- 6 Sterile wound dressings, medium
- 2 Sterile wound dressings, large
- 3 Sterile wound dressings, extra large

Plus; where running tap water is not available at least 900 ml of sterile water or saline in containers of at least 300 ml.

### Toilet and washing facilities

- Washing facilities should be provided which are both adequate and suitable. The wash hand basins should be deep enough to allow forearms to be washed. Supplies of running hot and cold water should also be provided together with soap or other proprietary hand cleansers and suitable drying facilities. Barrier creams will help in the care of hands.
- Drinking water should be provided at conveniently accessible points. This should not be within a compartment containing a water closet or urinal.
- Suitable accommodation for workwear and clothing not worn at work should be provided as well as arrangements for drying wet clothing.

Note: The list given above is by no means exhaustive but should act as a guide for routine assessments. If you have specific questions regarding safety call the C&G Services Helpline.

# Managing Contractors & Sub-contractors

## 1. Objectives

The objectives of this document are to ensure that the standards for safety, as required by legislation, are achieved and that all works are undertaken safely.

It is the duty of the Sub-Contractor to be aware of and work in accordance with current legislation and to co-operate with the Company on matters of health, safety and welfare.

Sub-Contractors operations must be so designed that they will be carried out in a safe manner (in accordance with their established Safety Policy, where this is required and exists). Should, on any occasion, your attention be drawn to unsafe practices, prompt and effective action must be taken to remedy the matter.

## 2. Information to be provided

Sub-Contractors should provide the Company with the following documents or information (prior to commencement of their work where possible).

- a) Sub-Contractors Safety Policy.
- b) Public & Employers Liability Insurance Certificate.
- c) Work method statements supported by Risk Assessments.
- d) The name of their individual appointed as Safety Supervisor for the project.
- e) Details of any young persons (under 18 years) to be employed on site and a copy of the additional Risk Assessment.
- f) Information relating to hazards associated with plant, operation and materials used in the works (as required by s.6 1974 Act).

## 3. Training and Competence of Employees and Notification of Hazards

Each Sub-Contractor must ensure that their employees are adequately trained and experienced to carry out their work safely.

They must also ensure that specific hazards likely to be experienced on the site, whether notified to them or discovered by them, are notified to their workforce together with any precautions to be taken and local rules to be observed. Similarly, such hazards should be notified to their Sub-Contractors and where discovered by them, to the Company workforce.

## 4. Safety Inspections

EESI managers will visit contracts and carry out site safety inspections. Sub-Contractors must co-operate in these inspections. The results of such visits should be notified to the H&S Co-ordinator for review.

Projects that involve 2 weeks or more in a single location will have at least one site inspection by an EESI manager or the Contractor using the EESI Group Site safety Checklist inspection form. The completed forms to be submitted to EESI Safety Co-ordinator.

## 5. Accidents, Incidents and Dangerous Occurrences

### a) Accidents

All accidents must be recorded in the site/premises accident book and notified to an EESI manager.

### b) Accidents/Incidents to Third Parties

Any accident or incident arising from site operations and involving damage or injury to a third party must be reported immediately to an EESI manager. Written confirmation should follow.

c) Dangerous Occurrences & Near-misses

All dangerous occurrences (as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995) and near misses must be notified immediately to the an EESI manager.

**NB:** Any such notifications or reports do not release the Sub-Contractor of their statutory duties to report such matters to the Health & Safety Executive (HSE).

## 6. Visit by HSE

In the event of a visit to the site by the HSE (for whatever reason) their presence should be reported to an EESI manager as soon as practicable. Note: The inspector has right of entry at any reasonable time – to refuse entry could be considered ‘obstruction’ an offence in its own right.

### Improvement and Prohibition Notices

In the event of an Improvement or Prohibition Notice being served by an Inspector, an EESI manager must be notified immediately and the Sub-Contractor must comply with the terms of such notice.

## 7. Plant, materials and equipment (General)

All plant, material and equipment used by the Sub-Contractor must be of good construction, sound material, adequate strength, free from patent defect, properly maintained and competently operated.

## 8. Plant

All plant used by sub-contractors must be safe and fully efficient in use, guarded and equipped with safety devices wherever required and tested in accordance with Regulations.

It is essential that periodic maintenance is carried out and statutory registers, certificates and notices, where appropriate, are displayed or readily available for inspection.

No employee of any Contractor or Sub-Contractor may operate any item of plant or small tools unless they have been adequately trained and are competent in its use.

## 9. Materials

All materials, whether permanent or temporary, supplied to the site are to be safe when properly used and any manufacturers caution or known hazard relating to use, handling or storage, made known to an EESI manager/supervisor and the Company Workforce, as well as his own and any Sub-Contractors workforce or other contractors workforce. (See also paragraph 2(6)).

## 10. Equipment

- a) All equipment supplied to the site must be provided safe to use and the operator properly trained and competent in its use.
- b) Equipment must only be used for the purpose for which it was intended.

- c) The Sub-Contractor must ensure that all work equipment is properly maintained and that it is suited for the purpose for which it is intended to be used.
- d) Electrically operated tools must be inspected prior to use to identify any obvious defects. (N.B. over 95% of electrical defects can be spotted by the user e.g. damaged cables, cracked casings) and used in conjunction with an RCD. Only 110v and cordless equipment may be used on site unless the use of 240v has been specifically authorised by an EESI manager for the task at that location. All 240v equipment must be regularly inspected and labelled, or tagged, to verify their integrity.
- e) All work equipment must be properly maintained in efficient working order and in good repair. All machinery must have a Maintenance Log which must be kept up-to-date.

## 11. Safety Equipment and Clothing

The Sub-Contractor shall provide all necessary clothing and equipment for their workforce including safety helmets, ear defenders, eye protection etc.

All issue of safety equipment must be recorded.

It is a legal requirement that employers will provide free of charge all personal protective equipment that employees may require to carry out their work.

In the event of a Sub-Contractor failing to comply with this duty EESI may provide supplies from their own stock at the expense of the Sub-Contractor or more likely refuse permission to work until suitable PPE has been obtained – the time lost to EESI will be recoverable from the sub-contractor.

## 12. Policy for Wearing Safety Helmets on Site

It is now the policy of EESI Ltd that suitable and approved safety helmets will be worn at all times, by all persons working at or visiting its construction sites operated by the company.

The only exceptions to this ruling are: -

- a) Whilst in the site offices or welfare facilities.
- b) Whilst working within a building where there is absolutely no risk of being hit by falling objects or striking the head against objects and wearing the helmet proves to be an encumbrance.
- c) Any other situations where there is absolutely no risk of being hit by falling objects or striking the head against objects, but only after consultation with and agreement by an EESI manager.

It must be clearly understood that in all the above exceptions the requirement to wear a safety helmet still exists whilst walking to or from the place of work across the site.

## 13. Site Supervision

Sub-Contractors must ensure that an employee of suitable seniority and authority is always present on site during the course of contract works, to supervise and direct those works and to receive and implement instruction from an EESI manager.

#### **14. Permit to Work**

Certain hazardous work situations may arise where such work can only be carried out under a Permit to Work system. It is imperative that in such circumstances all affected parties are informed and agree to the Permit to Work system being adopted. Such work will then be carried out strictly within the limitations of the Permit to Work systems.

#### **15. Underground/Overhead Services**

Sub-Contractors engaged in operations where underground or overhead services may exist must take adequate steps to locate and identify such services. Relevant precautions must then be taken to prevent injury or damage to persons and property.

#### **16. Noise**

Noise must be kept to a minimum at all times and must not exceed acceptable and/or locally specified rules or conditions relating to noise imposed by the main contract. Hearing protection must be worn where levels exceed 80dB(A).

In addition Due regard must always be given to noise levels, permissible times for noisy work operations and other restrictions which may be imposed by Local Authority Environmental Health Officers under the Control of Pollution Act 1974 and/or the Environmental Protection Act 1990.

Sub-Contractors receiving Notices under the above-mentioned legislation must notify an EESI manager of such notice and obey its terms.

#### **17. Explosives or Radioactive Materials**

Under no circumstances will explosives, explosive devices or sources of ionizing radiation be allowed on site without the prior written consent of the Company.

#### **18. Company Safety Co-ordinator**

The Company Safety Co-ordinator will review the periodic Safety Inspections and report to the Managing Director and/or the Safety Committee. Action will then be taken on any situations or infringement of the Policy or Statutory Regulations.

#### **19. Cartridge Operated Fixing Tools**

No person will use a cartridge operated fixing tool unless they have been trained in its use and hold a certificate of training or competence.

#### **20. Disc Operated Cutting/Grinding Tools**

No person may operate these tools unless they have been properly trained in their use.

In addition, no person may mount an abrasive wheel or disc unless they have been properly trained and are in possession of a certificate of training and competence in this respect.

#### **21. Asbestos**

Should any asbestos, or any material believed to be asbestos, be discovered on site the an EESI manager must be informed immediately and work involving that material ceased until the manager has assessed the situation.

We are aware that certain flashguards of fuseboards may contain asbestos. This has been assessed by the trade association as not being a significant exposure having regard to the structure of the flashguards.

## 22. Risk Assessment

Sub-Contractors must make a suitable assessment of:

- a) The risk to the health and safety of their employees to which they are exposed whilst they are at work.
- b) The risk to the health and safety of persons not in their employment, arising out of, or in connection with the conduct by them or their undertaking.
- c) The risk assessment must be reviewed periodically to ensure its validity and that there has been no significant change in the circumstances to which it refers.
- d) The risk assessment must be carried out to consider all the hazards of a particular task – including hazardous substances, manual handling, noise and vibration.
- e) Employees must be informed as to the content of the assessment and be adequately trained in the use of any Personal Protective Equipment (PPE) that they may be required to wear or use.
- f) Risk Assessments should be used to inform and develop Method Statements that establish the safe means of undertaking the task. Generic Risk Assessments are acceptable provided that there is a system to identify and address any specific hazards associated with the site of the task.

## Site Rules

### Service Engineers Employed on a Commissioning Contract

In accordance with the Health & Safety at Work Act 1974 the following regulations must be observed.

The Engineer must report to a senior representative of EESI Ltd on each occasion of their arrival or departure from the site.

In close co-operation with a representative of EESI Ltd it is their responsibility to ensure that all plant/services on which they carry out any work must be isolated and securely closed off. Warning notices shall be placed at each point of isolation giving notice that the plant is under repair and must not be operated.

The Engineer must make themselves aware of any special circumstances, or safety precautions, in force on the site and abide by the Client's special safety precautions.

Bring to the attention of EESI Ltd representatives any safety hazards, e.g. asbestos, that the Engineer feels prevents them carrying out their duty in a safe manner (any report made to EESI Ltd must also be placed in writing to EESI Ltd's Safety Co-ordinator). Should there be any occasion for doubt, you must contact the Safety Co-ordinator before continuing any further work.

On no occasion can the Engineer work unaccompanied where work takes place outside the normal working hours or in any isolated position. The Engineer must establish a means of regular communication (phone or personal) with EESI Ltd's Representative.

Should the occasion arise for any heavy lifting to be done, under no circumstances should this be carried out without adequate assistance.

Should an employee of a Company or Sub-Contractor be working under the Engineer's supervision, the Engineer must ensure that they comply with all the safety rules and all acts and regulations affecting their safety.

The Engineer must send a full report of any accident to themselves, personnel or Sub-Contractors working under their supervision on site, with the names of any witnesses to their Service Manager and the EESI Ltd representative.

They should also report the accident to the Client's medical department or a manager.

It is their duty to wear protective clothing etc. appropriate to the task in hand.

Engineers are reminded that they have a duty of care to all personnel who may be present on the site, themselves, their colleagues and all others who may be in the area.

### Arrangements for Achieving Safety

This safety checklist has been compiled to maintain safe methods on all installations. It is intended that each employee on site should be aware of the contents of the checklist and should ensure that their Supervisors promote safety practice on the job.

It is important that it is understood that although the list has been made as exhaustive as possible, it is not intended to be complete in its description of **every precaution** to be observed. Local

differences must be acknowledged for each job and this checklist supplemented as necessary to make it all-inclusive.

The checklist is cross-referenced; and for this reason the same safety item may be noted several times. This method was chosen to facilitate the use of the list.

The main safety headings are as follows:

- A. COMMON HAZARDS**
- B. BUILDING CONDITIONS**
- C. FIRE HAZARDS**
- D. ELECTRIC SHOCK**
- E. INJURIES AND FIRST AID**
- F. CLOTHING**
- G. TOOLS AND INSTALLING EQUIPMENT**
- H. LADDERS, LADDER SEATS, SCAFFOLDS AND STOOLS**
- I. CABLING**
- J. WIRING AND CONNECTING**
- K. LIGHTING**
- L. POWER**
- M. BATTERIES**
- N. MACHINE AND ENGINE EQUIPMENT**
- O. MECHANICAL PLANT**

#### **GENERAL ADVICE**

These points are guidelines only. If you have a safety problem or concern, contact your Supervisor.

Notices relating to the state of all live circuits must be displayed at appropriate locations.

#### **A. COMMON HAZARDS**

Appliances, Electrical – Disconnect ALL electrical appliances that are left unattended.

Behaviour – Discourage and forbid horseplay or other physical roughness.

Cloths, Wet – Avoid the use of wet or moistened cloths where they might come in contact with live circuits.

Doors – Open cautiously to prevent collision with employees passing by or working within the door opening radius.

Moving and Rotating Equipment – Avoid adjusting or repairing moving and rotating equipment without stopping the equipment. Do not wear gloves when performing operations on moving or rotating equipment, or when using electric drills or mechanical tools.

Nails – Remove protruding nails, tacks and splinters before scraping or cleaning woodwork, walls or before storing equipment. Do not put nails, tacks, pencils or other similar objects in the mouth or pockets.

Projections – Projecting ends should be covered with protective pads, be removed, or caution signs placed to prevent employee injury.

Radiators – Do not stand on radiators to perform work. Use ladders, scaffold or steps.

Suspended Loads – Do not stand or walk under equipment being hoisted. Be alert when standing in the vicinity of hoisting operations.

Tools – Do not cover defective parts with paint or tape. Discard defective tools. Inspect tools before using to determine that they are safe.

Keep sharp edged or pointed tools well covered when not in use. When using sharp edged tools cut away from the body.

Place tools conveniently with respect to work to prevent fatigue or loss of footing. Do not place tools where they might fall from ladders, scaffolds or steps. Do not place tools on windowsills or frames where they might fall out on a passer-by.

Tripping Hazards – Avoid storing or leaving tools, material, equipment and packaging materials in the gangway where they might interfere with the operation of rolling ladders or might trip up an employee passing through. Do not allow lamp or extension cords to lie on the floor in the gangway.

Windows – Avoid sitting in an open window. Do not place tools on windowsills or frames.

Working Conditions – Do not perform work operations above or below other operations, without taking precautions to avoid accidents.

Use sheets to prevent injury from falling objects.

Use care, or wear head protection, where there is insufficient head clearance.

Provide sufficient lighting to prevent injury due to tripping over tools, steps or extension cords which might be carelessly left on the floor in the gangway.

Electric Drills and Guns – Disconnect from power source when removing and inserting drills or bits. Cartridge operated tools shall only be used by suitably qualified persons.

Eye Protection – Wear goggles when it is necessary to look up at the work, or where there is danger from flying objects, when other operations are in process directly above or adjacent to a work station or when handling electrolyte or using a grinding wheel. The mounting of abrasive wheels above 55 mm (approx. 2”) shall not be undertaken by persons other than those who are suitably qualified.

Face, position of – Look down at the work rather than up at it, or at face level.

Falling Objects – Extra care should be taken to safeguard personnel working below, adjacent to, or passing the work.

Observe the following practices:

- d) Do not congest the working area.
- e) Use sheets where it is necessary to protect personnel working below from falling objects such as tools, material or equipment.
- f) Do not place tools, material or equipment where it might fall from superstructure, cable rack, ladder steps or scaffolds.

Framework – Do not stand on the tube, trunking or pipes to perform work or climb on temporary structures to reach work, use correct plant/equipment.

Glass, Broken – Avoid placing broken glass or other sharp objects in wastebaskets.

Gloves – Wear gloves to protect hands when required.

Hands – Do not wash hands with paraffin or petroleum spirits and do not use hands where a tool is required.

Insecure and Balance and Footing – Do not work at any location where a safe position of balance and secure footing cannot be ensured.

Lifts – observe the following practices:

- a) Operated only by authorised person.
- b) Avoid crowding in getting on or off the lift.
- c) Do not hold heavy or unwieldy objects whilst the lift is running.
- d) Keep doors closed or shaft opening protected, except when lift is at the floor.
- e) Do not overload any lift.

Lifting – Do not lift or carry loads that are too heavy or unwieldy for you – know your limits, consider the route (e.g. uneven floors, doors, stairs etc).

## **B. BUILDING CONDITIONS**

Blind Approaches - At main intersections where there is a general movement of personnel from several directions, caution signs should be placed to prevent collision.

Damaged, Obstructed or Slippery Stairways - No loose steps or handrails, treads free of slippery substances and no obstructions to interfere with free passage.

Dirt and Dust - Accumulations of dirt and dust above work location should be removed before starting work to avoid eye injuries.

Fixtures Projecting - Projecting fixtures or projections in the building structure along approaches to the work location; storerooms, washrooms or lunch and locker facilities should be padded and neutralized or caution signs should be placed.

Floors and Partitions - Holes in floors or partitions should be closed or repaired and broken plaster on walls or ceilings repaired. These conditions are accident, fire and dust hazards.

Inadequate Lighting - Lighting at approaches to stairs, on stairs and at landings should be adequate to prevent accidental falling or tripping.

Lifts - Lift shafts should be kept closed with permanent or temporary doors or barricaded to prevent injury or death by falling.

Material Storage - Equipment, tools and supplies should be stored in such a manner as to avoid injuries due to falling objects, collision and tripping.

Slippery Floors - Floors should be free of oil drippings and water to prevent falls and injuries.

Step-down - Hidden step-downs behind doors in work locations, storerooms, washrooms or lunch or locker facilities should be clearly marked with caution signs.

ACCESS AND EXITS TO THE WORKPLACE MUST BE KEPT CLEAN AND CLEAR AT ALL TIMES.

### C. FIRE HAZARDS

Be aware of fire exits, routes and fire fighting equipment.

Combustible Material - Do not place combustible material near or against heating units.

Fire Routes - Fire exits must be unlocked and unobstructed. Fire doors should never be wedged ajar. Emergency lighting on fire exit stairways should be in working order.

Fire Extinguishers - Carbon dioxide and foam extinguishers contain materials that can cause physical injury. Handle them properly.

Fire Fighting Equipment - Bulkheads, cable hold covers and fire screen should be in their proper place, except when installing operations in process prevent it.

Packing Material and Scrap - Remove before accumulation presents a fire hazard.

Cutting Fire Partitions – Ideally avoid cutting through fire partitions. If it is unavoidable then the resultant hole should be ‘fire-stopped’ with *FireMate* or other intumescent mastic.

### D. ELECTRIC SHOCK

Capacitors - Be aware that capacitors will remain charged for some time after power is removed. The capacitors should be bled for all stored potential before working on the circuit.

Direct Current Potential - Voltages of 110 or less are not normally considered dangerous to personnel. However....

The involuntary muscular reaction to electric shock at DC voltages as low as 100 volts may result in injury by striking adjacent framework or projecting equipment, falling from ladders or steps, or from dropping tools or other equipment.

Disconnecting AC Services - Where it will not cause a service interruption when working on AC Service, open circuit fuses or switches to disable the power.

***When circuits are working, obtain approval before removing fuses or opening switches.***

Hazardous Locations - Work locations should be carefully surveyed to determine if there are fuse panels or equipment where bodily contact may be made to AC or DC voltages of 100 volts or greater.

Such panels or equipment should be covered with canvas, sheet fibre or other insulation material. Adjacent ground connections should also be protected where contact with these potentials cannot be avoided.

Place caution signs at all equipment where potentials in excess of 100 volts are present.

Live Working – Other than for testing/fault finding no work will be undertaken on live electrical circuits. A specific method statement has been produced for installing MCBs and circuit breakers.

Metallic Objects - Metallic objects such as rings, watch bands and key chains should not be worn in the switch room as they may become caught in equipment or cause arcs of electric current at live equipment.

Using Test Equipment of High Voltage or Current - follow these procedures:

- a) Second person should be present.
- b) Check insulation of test leads.
- c) Check earth leads and mechanical and electrical connections.
- d) Use one hand, keep the other hand away from the apparatus. Keep fingers of active hand away from the metal end of the test problem.
- e) Stand on insulation material and avoid contact with ground objects.
- f) If possible, attach test leads with the power off. When connected turn power on.

## **E. INJURIES AND FIRST AID**

First Aid Care - Give injured person first aid care in all cases and determine the extent of the injury. Obtain professional medical care for all head, eye and back injuries and where doubt exists as to the extent of the injury.

First Aid Kits - A complete, sterile first aid kit should be available and its location be known to all personnel. The kit should contain instructions for use.

## **F. CLOTHING**

Badly Worn Shoes - Shoes with torn loose or thin soles, long shoelaces or badly turned over heels should not be worn, so as to avoid injuries due to tripping and to prevent foot bruises and sprains.

Safety shoes to be worn at all times when on construction sites or working on client premises; these will be provided by the Company.

Do not wear leather soles and heels on ladders, scaffold and steps.

Loose Clothing and Ties - Avoid wearing loose clothing and ties around machines to avoid catching them on rotating parts.

Metallic Objects - Do not wear metallic objects such as rings, watch straps or key chains, as they are liable to be caught in equipment or cause arcs or flashes at live equipment.

Do wear warm clothing on site in winter.

Do use all the protective clothing supplied for specific jobs.

Safety helmets will be worn

- a) On construction sites at all times, except in areas defined by the Site Manager/Client.
- b) Where it is a requirement of the client.
- c) Where risk assessment deems it necessary.

## **G. TOOLS AND INSTALLING EQUIPMENT**

Cable Cutters - Keep hands clear of closing cutting edges, close slowly and use a second person to keep the cable taut while cutting.

Cold Chisels and Hand Drills - Mushroomed or rounded and dull tools are liable to cause eye or hand injuries.

'Stanley knives' – should be retracted when not in use. Wear suitable gloves.

Steel Tape or Rule - Avoid use around live equipment to avoid shorts, arcs and flashes.

Stripping Tools - Move away from body when stripping cables. Use care to avoid striking hands against apparatus, terminals or other equipment.

## **H. ELECTRIC TOOLS**

Soldering Iron - Pick up by the handle and hold away from the face while tinning. Support iron properly. Preventing it from being pulled from the holder by the weight of the cord, or by an accidental pull on the cord.

Electric Drill - Release pressure and strengthen grip when drill point is about to break through the work. Do not use electric drills on live bus bar.

Power Hacksaw - Ensure that the blade is sharp and properly positioned. Stand clear of falling out ends and of the power arm when it rises automatically at the end of the cut.

## **I. LADDERS, SCAFFOLDS AND STEPS**

### Ladder Hazards

- a) Ladders should only normally be used for means of access and for short tasks such as inspection. For more substantial tasks scaffolding, tower scaffolds, mobile elevated work platforms, cherry pickers, podium steps etc should be used.
- b) Avoid leaving tools, materials and apparatus unattended on ladders etc.
- c) Avoid using nearby equipment to assist in ascending or descending ladders or in shifting position. Face the ladder when ascending or descending.
- d) Do not work with one foot on the ladder and the other on adjacent equipment.
- e) Do not step from one ladder to another, or reach too far as to become unbalanced.
- f) Ensure that there is no slippery substance on ladder steps.
- g) Do not place ladders on a box or boxes to gain additional height.
- h) Do not work with more than one man on a ladder or steps.

- i) Do not use wooden ladders.
- j) Avoid throwing tools or other materials to another person on an adjacent ladder or on the floor.

Mobile Scaffold - Do not ascend without all horizontal and diagonal braces in position.

Scaffolds - Check scaffolds for damaged or loose parts. Check for slippery substances on the planks.

#### Scaffold and Step Hazards

- a) Steps should only normally be used for means of access and for short tasks such as inspection. For more substantial tasks scaffolding, tower scaffolds, mobile elevated work platforms, cherry pickers, podium steps etc should be used.
- b) Only use stepladders with 'legs' fully extended. Do not occupy the top step of the ladder.
- c) Protect projections with a protective padding to prevent head injuries to employees passing below.
- d) Do not splice scaffold planks by lapping them one over another.
- e) Mount the scaffold from a secured ladder or internal stairway.
- f) Do not move mobile scaffolds while an employee is on the platform.
- g) Lock all wheels on mobile scaffolds before using them.
- h) All scaffolding should have edge protection i.e. guard rails and toe boards.

### **J. CUTTING & DRILLING**

Asbestos - Always Consider whether there may be asbestos present – if in any doubt ask.

Building Structure – especially in older building be exercise care to avoid weakening the structure by the number holes.

Dust – Always wear a dust mask and eye protection when drilling into brick/plaster walls.

### **K. CABLING**

Cable Chambers - Place temporary guardrails or covers over all cable holes, except when cables are actually being run.

Dust and Dirt - Ensure that all cable runs are free of dust and dirt to avoid eye injuries and damage to equipment.

Lighting - Illuminate cable runs to prevent injury when pulling and securing cable – this may require local task lighting.

Projecting Details - Pad projections on cable rack to prevent hand and lower back injuries to employees.

**Pulling Cables** – Wear gloves to improve the grip and avoid cuts from the exposed edges of trunking. Position your body in a way to avoid an awkward twisting of the back. This will cause a strain on the back muscles and spine, possibly leading to injury. For large/long cables use a ‘Tirfor’. When pulling wires through a conduit, anticipate that the tape might break causing a sudden release of wires or cables potentially throwing the body off balance.

**Stripping Cable** – Always cut away from the body or use a specially designed cable-stripping tool.

**Cable Reels** - Avoid contact with inside edge of centre hole that may be sharp, causing a deep cut on the hand.

**Cable Drums** – Use drum jacks to assist cable run-off. Wear suitable gloves when handling the drums.

## **L. WIRING AND CONNECTING**

When wiring, care should be taken particularly when pulling numbers of cables in conduits. Care should be taken that cables are not lying about for other operatives to trip over and that cables are drawn in by use of a draw-wire (made of nylon).

When using steel armoured cable, always use the gloves provided.

When connecting up, most accidents are through the use of a knife. Where possible, proper stripping tools should be used.

Connections to ‘live’ apparatus (e.g. distribution board) to be carried out in accordance with the relevant method statement.

**Power** - When installing near live power bus bars cover with a protective sheet fibre to prevent accidental contact.

**Bus Bar** - Do not work on live bus bars.

## **M. MACHINE AND ENGINE EQUIPMENT (e.g. Generators)**

Machine and Engine Equipment - High voltages are dangerous; do not work on live machines.

Rotating Machines

- a) Keep floor areas free from oil or grease to prevent slipping.
- b) Remove automatic start supply fuses before working on, or near moving parts.
- c) Avoid contact with brushes which operate at temperatures which can cause severe burns.
- d) Metallic objects such as nuts, bolts and screws should be kept away from generators, as they may be attracted to pole pieces and be thrown by the armature.

## **N. MECHANICAL PLANT (e.g. Conveyors, cranes)**

- No person is allowed to operate any form of Mechanical Plant unless they have undergone specific training for that plant from the manufacturers and have certification to prove their competence.
- No person is allowed to ride as a passenger on a Mechanical Plant, unless that Plant is so designed for the purpose and there is a reason for that person to do so. Persons who are riding as a passenger must only do so as per the manufacturers instructions.
- No person may touch or interfere with a Mechanical Plant so that it may put at risk the safety of themselves or others.

