

# HEALTH & SAFETY POLICY

## WITH ARRANGEMENTS

### INDEX

**1. Safety Policy Statement**

**2. Organisation and Arrangements**

- 2.1 Directors
- 2.2 Managers
- 2.3 Operatives
- 2.4 Office and Administration
- 2.5 Safety Advisor

**3. Additional Information**

- 3.1 Preliminary proceedings
- 3.2 Protection for new employees
- 3.3 Additional procedures for new employees under 18 years of age
- 3.4 Welfare and First-Aid
- 3.5 Control of substances hazardous to health
- 3.6 Personnel protective equipment
- 3.7 Reporting accidents

**4. Risk Arrangements**

- 4.1 Fire extinguishers
- 4.2 Liquid propane gas
- 4.3 Safe gas torching
- 4.4 Site housekeeping
- 4.5 Safe handling of tools and equipment
- 4.6 Safe scaffold and work platforms
- 4.7 Ladder safety
- 4.8 Confirmation of receipt form

## **5. Health and Safety Legislation Guidance**

- 5.1 The Provision and Use of Work Equipment Regulations 1992
- 5.2 The Personal Protective Equipment At Work Regulations 1992
- 5.3 Workplace (Health Safety and Welfare) Regulations 1992
- 5.4 The Management of Safety at Work Regulations 1992
- 5.5 The Manual Handling Operations Regulations 1992
- 5.6 The Health and Safety (Display Screen Equipment) Regulations 1992
- 5.7 The Noise at Work Regulations 1989
- 5.8 Construction (Design and Management) Regulations 1994

## **SAFETY POLICY STATEMENT**

Mr Kenneth Walters is the director responsible for health, safety, welfare and environmental policy and arrangements.

This company recognises the importance of safety, health and welfare in the successful operation of its activities and believes in the active participation of every member of the company to achieve and maintain the highest practicable standard of accident and loss prevention.

Our activities will be conducted paying due regard to all statutory requirements, with the appropriate safeguards against exposing employees, sub-contractors and the general public to risks to their safety' Health and Welfare and to the environment.

These aims will be achieved within the framework of the Company's organisation and arrangements for the promotion of safety, health and welfare, which are designed to satisfy its particular needs. As with other operational functions, the Company carries out its responsibilities for safety through its director's supervisors and tradesmen.

SIGNED: \_\_\_\_\_ DATE \_\_\_\_\_

Director

Issued: December 2005

## **2.1 Directors**

Initiate the Company's Health and Safety Policy with Arrangements for the promotion of good health, the prevention of injury to the workforce and the public including loss, damage and wastage to property.

Ensure that the policy is applied.

Arrange for funds and facilities to meet the requirements of the policy.

Appreciate the requirements of the law in safety and health matters and ensure that it is observed.

Ensure that all levels of staff receive adequate and appropriate training.

Ensure that at all work stages, arrangements are made for the provision of adequate manning, welfare facilities and equipment to ensure the implementation of the Company's policy.

Institute proper reporting, investigation and costing of injury, damage and loss; promote action to preclude and initiate analysis to discover accident trends.

Ensure that any member of staff failing to discharge satisfactorily the responsibilities allocated to him is reprimanded.

Instigate liaison with external accident prevention organisations; encourage the distribution of pertinent information throughout the Company.

Set a personal example.

## **3. ADDITIONAL INFORMATION**

### **3.1 PRELIMINARY PROCEDURES**

#### **(i) PLANNING**

Any aspects of work not covered by these arrangements must be planned by the Directors and Managers as required by the Management of Health and Safety at Work Regulations 1992.

Written risk assessments and subsequent method statements and programmes will be prepared taking into account Health, Safety and Welfare requirements and defining procedures as necessary.

**(ii) SUPPLIERS**

The following paragraph will be attached on all orders to suppliers or hire companies providing any article or substance for use at work.

“in accordance with Section 6 of the Health and Safety at Work etc. Act 1974, as amended by the Consumer Protection Act 1987 and modified by the Health and Safety (Leasing Arrangement) Regulations 1992, we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health when used. Also, in accordance with the above, please supply details of any tests or examinations carried out and full instructions for the safe use of the article or substance.”

All information received from suppliers will be passed to Directors and Managers for implementation or reference.

**(iii) PROTECTION OF THE PUBLIC**

All necessary measures required for the protection of the public will be allowed for and planned.

**(iv) DOCUMENTATION**

The Directors and Managers will ensure that a complete copy of the Company Policy for Health, Safety and Welfare is issued to the Workplace for reference, also a copy of the current Employers Liability Insurance Certificate is issued for display.

All necessary Statutory Notices, Regulations, Registers and Accident Report Forms will be available.

The Workplace Supervisor must ensure that all documentation supplied is displayed as necessary and the Regulations and Company Policy is available for reference as required.

**(v) JOINT CONSULTATION**

In accordance with the Safety Representatives and Safety Committee Regulations 1977 and the Codes of Practice and Guidance Notes relating to these Regulations, every facility will be afforded to officially appointed Safety representatives and Committees. We will consult with all employees at any time anything that may be considered as having Health, Safety or Environmental implications. After 1st October 1996 we will consult with any representative of the employees as required under the Consultation with Employees Regulations 1996.

## **3.2 PROCEDURES FOR NEW EMPLOYEES**

Ensure that the employee is inducted into the Site Rules, Arrangements and Company Risk Assessment and Method Statement.

This procedure to be carried out by the workplace supervisor.

Explain to the new employee what he/she will be required to do and to whom he/she will be directly responsible.

Show new employee where Company Safety Policy is kept, explain its purpose and ensure that the employee is aware of his/her responsibilities.

Ascertain if new employee has any disability or illness, which could prevent him/her carrying out certain operations safely, or require additional protective measures.

Show new employee where copies of Regulations are kept.

Warn new employee of any prohibited actions in the workplace, e.g. entering specific areas without safety clothing, operating machinery unless authorised.

If there is any training or instruction required, inform Partners.

Issue new employee with any protective clothing or equipment necessary and obtain their signature for the items issued.

Show the employee the location of the First-Aid box and explain the procedure in the event of an accident in particular the necessity to record all accidents however trivial it may appear at the time.

## **3.3 ADDITIONAL PROCEDURES FOR NEW EMPLOYEES UNDER 18 YEARS OF AGE**

Inform employees that they must not operate or clean machinery if this exposes them to risk of injury from a moving part of that or any adjacent machinery. In addition, they must not operate any machinery unless being trained under the DIRECT supervision of a competent person.

### 3.4 WELFARE AND FIRST-AID

#### (i) STANDARDS REQUIRED

The Health and Safety (First-Aid) Regulations 1981, together with the Approved Code of Practice and Guidance Notes, specify the First-Aid equipment, facilities and personnel required depending on the type of work and numbers of persons affected at each workplace.

#### (ii) SUPERVISION

The Manager will ensure that all planned Welfare and First-Aid facilities are provided and that they are maintained to the required standard.

### 3.5 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 1994 (COSHH)

These Regulations aim to control the exposure of employees to hazardous substances encountered at work and require employers to undertake comprehensive assessments and adopt appropriate control and monitoring procedures for every hazardous substance used or generated in the workplace.

These assessments have been completed and detailed Hazard Data Sheets are available for inspection from your Supervisor.

You are required to adhere to the identified method of working and will be instructed, informed and trained as appropriate.

### 3.6 PERSONAL PROTECTIVE EQUIPMENT (PPE)

**Head Protection** must be worn at all times within any working area or while loading, unloading or checking loads on any plant or vehicle.

**High Visibility Vests** will be worn by all operatives at all times when working with VB Contracts.

**Eye Protection** will be worn by all employees where there is any potential for eye injury.

**Safety Footwear** should be worn at all times.

Always work within the safety barriers that you have erected. It is vitally important that barriers and signs are erected properly and maintained and that at the end of shift you leave the site in a tidy manner.

### **3.7 REPORTING OF ACCIDENTS AND INCIDENTS**

All accidents, Incidents and Near Miss must be reported to the Managers and Directors.

The Managers should notify by the quickest possible means to the Directors that an incident has taken place and should provide him with such information as to who was injured, when it happened, how it happened, which hospital the injured person is taken to, names of any witnesses and if any plant was involved.

The Directors should inform the Company Safety Advisor of the incident and again, provide him with such information as is available.

The Safety Advisor will, if necessary, travel to the location and carry out an accident incident investigation and prepare a report. If required, the Safety Advisor will liaise with the statutory bodies involved in the incident and will report to the Directors any information that may require action by the Company.

## **4. RISK ARRANGEMENTS**

### **4.1 FIRE EXTINGUISHERS**

There are five basic types of fire extinguisher agents:

Water  
Dry powder  
Foam  
Carbon dioxide  
Halon

These agents act either by cooling the burning material, by excluding the air necessary for combustion, or by a combination of both effects.

- When extinguishing a fire always aim the extinguisher at the base of the flames.
- Remove the heat source to prevent re-ignition.
- It is the responsibility of each operative to know the location and type of extinguishers on site.
- Ensure all fire extinguishers are serviced regularly.

The suitability of each type of extinguishing agent for dealing with fires in different materials and liquids is shown in the following table.

<b>Extinguisher Type</b>	<b>Action and Suitability</b>
<b>WATER</b> Cylinder colour RED <b>Signal Red Band</b>	<b>Cooling.</b> For fires in ordinary combustible building materials. <b>Conducts electricity. NOT</b> to be used on live electrical equipment.
<b>DRY POWDER</b> Cylinder colour RED <b>French Blue Band</b>	<b>Exclusion.</b> Extinguishes the flames over flammable liquids and small fires in solid materials. Re-ignition may occur in overheated liquids such as hot bitumen.
<b>FOAM</b> Cylinder colour RED <b>Pale Cream Band</b>	<b>Exclusion.</b> Limited cooling. Forms a blanket over flammable liquids. Gives better control over re-ignition than dry powder and is well suited to extinguishing fires in overheated liquids such as bitumen boilers and tanks. <b>Conducts electricity. NOT</b> to be used on live electrical equipment.
<b>CARBON DIOXIDE</b> Cylinder colour RED <b>Black Band</b>	<b>Exclusion.</b> Rapidly extinguishes flames over flammable liquids such as petrol and oil which may spread to other materials before a foam blanket could be formed. <b>Non-conductor.</b> May be used on live electrical equipment.
<b>HALONS</b> Cylinder colour RED <b>Emerald Green Band (BCF) (BCM)</b>	<b>Exclusion.</b> Especially suited to vehicle fires. Do not use in confined spaces as fumes are dangerous. <b>Non-conductor.</b> May be used on live electrical equipment.
<b>MULTIPURPOSE</b> Cylinder colour RED <b>Grey Band</b>	For wood, paper, fabrics, flammable liquids, oils, fats, spirits, other than alcohol. Its conductivity certified to 35KV in accordance with BS.5423 1980 Section 3.

**Please note: From January 1997 all Fire Extinguishers should be RED in colour with a coloured band to identify the fire fighting medium inside the Extinguisher.**

## **4.2 LIQUID PROPANE GAS**

Make sure that you are aware of the supplier's instructions. Cylinders must be marked flammable.

When transporting or storing cylinders keep them in an upright position and fastened securely. Be ware of the current road transportation requirements.

Make sure that the container valve is closed and the safety cap is in place.

Do not drop cylinders or allow them to strike against each other.

Move cylinders on a hand truck or roll them on the bottom edge; never drag them.

Check the pressure regulator prior to use and adjust as necessary.

Tighten regulators with the correct sized spanner.

Check the hose for cracks, cuts and wear and tear.

Hoses should be of the armoured type.

Replace damaged hoses and missing hosed clips.

Use worm drive hose clips.

Always assume cylinders are full and handle accordingly.

When not in use, all cylinders full or empty should be stored in a secure ventilated store.

## **4.3 SAFE GAS TORCHING**

Use the minimum valve setting when lighting the torch.

Never leave a lighted torch unattended.

Always rest a lighted torch on its support legs when not in use. Keep the head pointing up.

Remember a flame is hard to see in bright daylight.

Always have an appropriate fire extinguisher in the work area in case of emergency in accordance with the manufacturer's recommendations for that product.

Check torch equipment regularly. If leaking, remedy immediately and replace faulty parts.

Keep the propane supply cylinder at least 3 metres from the open flame.

Keep gas cylinders upright.

Ensure gas bottles are stored in a secure, well-ventilated place with appropriate warning signs, i.e. Gas Store, No Naked Lights, No Smoking.

#### **4.4 SITE HOUSEKEEPING**

A tidy site is a safe site. Stack and secure materials as they arrive on site.

Protect and secure all materials that can be damaged.

When on a scaffold, lower all materials to the ground by hoist, pulley or chain. Do not throw it down.

Dispose of any waste material in an approved manner.

Keep tools, materials and fixings away from the edge of working platform.

Before leaving a scaffold or site, make sure that all lightweight materials are tied down or removed.

Ensure that materials are stored in a secure well ventilated place.

#### **KEEP SITES TIDY**

#### **4.5 SAFE HANDLING OF TOOLS AND EQUIPMENT**

Using the correct tools for the task will make your job safer and more efficient.

Keep tools and equipment dry and in good condition.

Keep safety guards in place.

Do not operate tools or equipment if you do not know how.

Check that all electrical appliances operate from a 110-volt supply.

Check that plugs and sockets are undamaged, correctly wired and that they are earthed.

**Always** disconnect the power supply of a machine that is being cleaned, repaired or adjusted.

Do not force or overload tools and equipment.

Safety eye protection and dust protection must be worn when using disc type cutting tools.

A properly trained and certified person must always fit abrasive cutting discs.

Electrical equipment must only be installed or altered by a qualified electrician.

## **REPORT ALL DEFECTS IMMEDIATELY**

### **4.6 SAFE SCAFFOLDS AND WORK PLATFORMS**

Make sure that all items of scaffold and working platforms are erected by a competent person and that they are checked daily.

#### **IF THE SCAFFOLD IS UNSAFE – DO NOT USE IT**

Before starting work on a scaffold, ensure there are no overhead power cables or sources of electricity. Remember that electricity can arc or jump across air gaps especially in the rain.

Eaves and verge protection rails should be 910mm above the working surface.

Where it is not possible to erect proper eaves and verge protection, rails or an eaves level platform, a safety harness must be used.

#### **DO NOT REMOVE OR MODIFY SCAFFOLDING IN ANY WAY**

Make sure that all handrails and toe boards on vertical scaffolds are in position at your working levels.

Make sure that all walkways are the correct width – 600mm for footing only, 800mm for footing and materials.

Ensure you know the maximum loading, which can be placed on the scaffold.

Keep scaffold platforms clear of debris at all times.

#### **DO NOT USE INCOMPLETE SCAFFOLDS**

## 4.7 LADDER SAFETY

Do not climb on makeshift arrangements or up the standards – use a ladder.

Inspect ladders for splits, missing or damaged rungs or fittings.

Do not use defective ladders; report them to your supervisor.

Ladders must be placed on firm, level ground and always tied at the top.

Make sure that the ladder is long enough for the work. It should extend at least 1.05m above its resting place or above the rung on which the user stands.

Place ladders at a sensible angle, an incline of 75 degrees – about one unit out at the foot for each 4 units of height is about right.

Always face the ladder when using it, maintain a firm grip, use both hands.

Never allow more than one person on the ladder at a time.

Keep ladders away from electric power lines.

Extension ladders must be overlapped by at least three rungs, be sure that securing clips are fully engaged.

Ensure that the access point area to the ladder is kept clear of all materials and debris.

Maximum safe height for any ladder is 9 metres when anchored.

Provision to be made for diversion of public away from base of ladder if it is sited on a public footpath.

Physical barrier to be placed round base of ladder to prevent members of the public striking ladder or materials falling on to members of the public.

## **5. HEALTH AND SAFETY LEGISLATION GUIDANCE**

### **5.1 THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1992**

These Regulations place general duties on employers regarding the safety of work equipment and some specific minimum requirements on selected hazards. They are concerned not with machinery alone but with the whole system including training and information reflecting the fact that they are connected to the Management of Health and Safety at Work Regulations 1992. They apply to all sectors of workplace activity including stopping and starting, use, transport, repair, modification, maintenance, servicing and cleaning of equipment. "Work equipment" means any machine, apparatus, tool or installation used at work. We as a company will supply tools and equipment that complies with the requirements of these regulations.

### **5.2 THE PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992**

These Regulations amend and replace much of the PPE legislation currently in existence. They contain a general rule that PPE should be used only as a last resort when risks cannot be avoided or sufficiently limited by other collective protective measures or through work reorganisation. The Regulations strengthen the Health and Safety at Work Act by being more specific and descriptive. Following the Management of Health and Safety at Work Regulations they stress assessment, ergonomics co-operation and the provision of information, instruction and training. We as a company will supply equipment that complies with these regulations.

### **5.3 WORKPLACE (HEALTH SAFETY AND WELFARE) REGULATIONS 1992**

These regulations apply to most fixed permanent workplaces and to employers and those who have control of workplaces. As many of the requirements are quite specific annexes and an Approved Code of Practice have been issued with the Regulations.

### **5.4 THE MANAGEMENT OF SAFETY AT WORK REGULATIONS 1992**

These Regulations provide the framework for all the Health and Safety legislation being introduced by the EU. They consist of general principles and practices for employers and employees on which more specific Directives are built. It reinforces many of the duties already in place under the Health and Safety at Work Act 1974 and introduces some new ones. Risk assessments required under these Regulations have been carried out for our works in general, any additional assessments for non-standard tasks will be carried out by the supervisor with assistance from the safety advisor.

## **5.5 THE MANUAL HANDLING OPERATIONS REGULATIONS 1992**

These Regulations apply to all industries and services and lay down certain minimum requirements for the manual handling of loads where there is a risk, particularly but not exclusively, of back injury. Where possible, all loads will be mechanically off-loaded and handling equipment will be utilised.

## **5.6 THE HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992**

These Regulations apply to all workstations with a display screen (with certain exceptions such as cab control systems, portable systems not in continual use, cash registers etc). It includes process control screens and microfiche but is likely to find its widest application to the used of computer VDUs. The Regulations relate to the protection of employees who habitually use DSE as a significant part of their normal work. It adds specific requirements to the general duties imposed by the Health and Safety at Work Act and the Management, Workplace and Work Equipment Regulations. All VDUs in the Company should be assessed.

## **5.7 THE NOISE AT WORK REGULATIONS 1989**

Prolonged exposure to excessive noise can result in damage to your hearing. Noise can also interfere with your ability to concentrate and may therefore be an indirect cause of an accident.

The main requirements specified by the Noise at Work Regulations 1989 apply where noise levels are likely to be at or above any of three "Action Levels".

### **1st Action Level 85dB(A)**

Employer's duty is to make freely available hearing protection for your use.

### **2nd Action Level 90dB(A)**

Employee's duty is to use ear protectors provided and all other protective equipment. Any defects in this equipment must be reported to your Supervisor and you must maintain the equipment in the appropriate manner (Reg. 10(2)).

### **3rd or Peak Action Level 140dB(A) or above.**

Duties as in 2nd Action Level.

2nd and 3rd Action Level duty applies to all persons entering the marked high noise zone.

To ensure your protection:

- (i) Do not enter a marked high noise zone without first obtaining and wearing ear protection. (For visitors and work of short duration see item (v)).
- (ii) Wear the provided ear protection at all times when working within the noise area.
- (iii) Ensure that the protectors are kept clean, well maintained and that defects are reported immediately.
- (iv) Consult with the appropriate supervisor, any operation or machine not previously identified as a noise hazard that you suspect requires ear protection to be provided.
- (v) Visitors including company staff will be advised by the appropriate supervisor in accordance with the nature and duration of the visit or work to be performed as to whether ear protection is required to be worn.

## **5.8 CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 1994**

The CDM Regulations place new duties on clients, designers and contractors so that they have to consider Health and Safety issues throughout all stages of the construction project from conception, design and planning through to the execution of the work on site and the subsequent repair and maintenance of the building.

**A full signed copy of this document is available at our office.**