



TAMINSULATION

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COMPANY POLICY FOR HEALTH SAFETY AND WELFARE

It is this Company's intention that its work will be carried out with all reasonable practicable measures taken to avoid risk to its employees or others who may be affected.

The Management and Supervisory Staff have the responsibility for implementing this Policy throughout the Company and must ensure that Health and Safety Considerations are always given priority in planning the day-to-day supervision of work.

All employees and sub-contractors are expected to co-operate with the company in carrying out this Policy and must ensure that their own work, so far as it is reasonably practicable is carried out without risk to themselves or others.

The operation of this Policy will be monitored by the Management and staff of the Company. To assist them in this respect the Company have appointed a Consultant Supervisor to visit all sites and workplaces and to give advice on the requirements of the relevant statutory provision and safety matters generally. This Statement of Company Policy will be displayed prominently at all sites and work places.

The organisation and arrangements for implementing the Policy will also be available at each site and work place for reference by any employee as required.

Signed.....

Date.....

Directors

1. Prepare and keep up to date a Statement of the Company's Policy for Health and Safety and ensure that it is brought to the notice of all employees.
2. Prepare instruction for the organisation and methods for carrying out the Company Policy to make each person aware of their responsibility and the means by which they can carry them out.
3. Administer the Policy throughout the Company appointing an individual directly responsible.
4. Know the appropriate Statutory requirements affecting the Company's operations.
5. Ensure that appropriate training is given to all staff as necessary.
6. Insist that sound working practices are observed as laid down by Codes of Practice and that work is planned and carried out in accordance with the statutory provisions.
7. Ensure that tenders are adequate to allow for Welfare facilities safe working methods and equipment to avoid injury damage and wastage.
8. Ensure that there is liaison on Health and Safety matters between the Company and others working on the site.
9. Institute reporting investigations and costing of injury damage and loss promote analysis of investigations to discover trends and eliminate hazards.
10. Reprimand any member of the staff failing to discharge satisfactorily their responsibilities for Health and Safety.
11. Instigate liaison with external accident prevention organisation encourage the distribution of safety literature throughout the Company.
12. Arrange for funds and facilities to meet requirements of the Company Policy.
13. Make certain that Agents, Engineers, Foremen etc, understand that injuries, equipment damage and wastage will all be taken into account when bonus, salary review and promotion are being decided.
14. Set a personal example when visiting sites by wearing appropriate protective clothing.
15. Arrange for regular meetings with Safety Officer to discuss Company accident prevention, performance, possible improvements etc.

Office Manager/Company Secretary

1. Read and understand the Company Policy for Health and Safety and ensure that it is brought to the notice of all employees under your control.
2. Ensure that the requirements of the Offices, Shops and Railway Premises Act 1963 and any other relevant regulations are complied with.
3. Ensure that all office machinery is safely fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer.
4. Ensure that staff required to use office machinery are trained in its use and are not permitted to attempt to carry out any repairs unless authorised.
5. Ensure that offices are laid out and maintained to ensure safety of staff and visitors.
6. Arrange all necessary insurance's and carry out necessary reporting of incidents to insurers, provide Safety Officers Accident Investigation Report to insurers where appropriate.
7. Ensure that fire certificates are obtained for offices if necessary and that all fire fighting equipment is maintained, fire exits kept clear and fire drills organised on a regular basis.
8. Ensure that first aid facilities are available.
9. Ensure that all accidents are reported in accordance with Company Policy
10. Ensure all staff work safely and do not take unnecessary risks.
11. Ensure all necessary Welfare provision are provided and maintained.
12. Set a personal example.

Office Staff

1. Read and understand the Company's Safety Policy and carry out your work in accordance with its requirements.
2. Ensure that the clothing and particularly the footwear you wear at work is suitable from a safety view point.
3. Do not try to use, repair or maintain any office equipment or machinery for which you have not received full instruction or training.
4. Report any defects in office equipment or machinery immediately to your Supervisor.
5. Find out from your Supervisor the position of the First Aid Box.
6. Ensure that you know the procedure in the event of a fire.
7. Report any accident or damage however minor to your Supervisor.
8. Ensure that corridors, office floors, doorways etc are kept clear and free from obstruction.
9. Do not attempt to lift or move on your own articles or materials so heavy as likely to cause injury.
10. Do not attempt to reach items on high shelves unless using steps or properly designed hop-up's do not improvise or climb.
11. Suggest ways of eliminating hazards and improving working methods.
12. Dispose of spent matches, cigarette ends etc properly.
13. Warn new employees particularly young people of known hazards.

Contracts Director

1. Understand the Company Policy for Health and Safety and ensure that it is readily available on each site. Plan all work in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made.
2. Give advice as requested on sound methods of work and Welfare facilities to Estimators preparing tenders
3. Determine at Planning Stage:-
 - (i) The most appropriate order and methods of working
 - (ii) Provision of adequate lighting and safe method of electrical distribution.
 - (iii) Allocation of responsibilities between this Company and others on the site.
 - (iv) Hazards arising from underground and overhead services.
 - (v) Welfare facilities required.
 - (vi) Hire precautions
 - (vii) Any particular training or instruction required for Site Personnel.
 - (viii) Temporary works provision (scaffolding excavation support etc)
4. Provide written instruction in unusual situations not covered by Company Policy to establish working methods and sequences outline potential hazards at each stage and indicate precautions to be adopted.
5. Ensure so far as is reasonably practicable that work once started:-
 - (i) Is carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds.
 - (ii) Is carried out in accordance with the Construction Regulations and other appropriate statutory requirements.
6. Reprimand any member of Site Supervisory Staff for failing to discharge safety responsibilities satisfactorily.
7. Check over working methods and precautions with Site Management and Safety Officer before work starts (preferably at a pre-contract meeting)
8. Take appropriate action when notified of disregard on site of Safety Officer advice.
9. Set a personal example when visiting site by wearing appropriate protective clothing.

Site Agent

1. Understand the Company Safety Policy for Health and Safety and ensure that it is brought to the notice of all employees particularly new starters. Carry out all work in accordance with its requirements and bring to the notice of the Contracts Manager any improvements or additions which you feel necessary.
2. Organise sites so that work is carried out to the required standard with minimum risk to employees, other contractors, the public, equipment or materials.
3. Where necessary issue written instruction setting out the method of work.
4. Know the requirements of the Construction Regulations and other relevant legislation and ensure that they are observed on site.
5. Keep all Registers records and reports up to date and properly filled in and ensure that they are kept in a safe place. Ensure that copies of regulations are available and statutory notices are prominently displayed.
6. Ensure that the "competent persons" appointed to make the necessary inspections of scaffolding, excavations, plant etc have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected.
7. Ensure that Supervisors under your control are aware of their responsibilities for safe working and that they do not require or permit employees to take unnecessary risks.
8. Arrange delivery and stacking to avoid double handling and ensure that off-loading and stacking is carried out in a safe manner.
9. Ensure that any electricity supply is installed and maintained in a safe and proper manner.
10. Ensure that all information available relating to underground services on the site is obtained and that services are located, marked and plotted accurately before excavation work starts. Do not allow mechanical excavation within limits of the underground Service laid down by the service authority and Company Policy.
11. Protect all overhead services in accordance with the service authorities recommendations and Company Policy before work starts.
12. Plan and maintain a tidy site.
13. Implement arrangement with sub-contractors and others on site to avoid confusion about area of responsibilities for Health Safety & Welfare.
14. Check that all machinery and plant on site including power and hand tools are maintained in good condition and that all temporary electrical equipment is not more than 110 volts.

15. Ensure that adequate supplies of protective clothing and equipment are maintained on site and that the equipment is suitable.
16. Ensure that the protective clothing is issued when required.
17. Ensure that adequate First Aid Facilities are on site and that all persons on site are aware of the location and procedure for receiving treatment for injuries.
18. Ensure that a system is organised in the event of an emergency for applying First Aid and calling an ambulance.
19. Accompany HM Factory Inspector on site visit and act on his recommendations. In the case of the Inspector issuing a Notice (Prohibition or Improvement) contact the Contracts Manager immediately after complying with any requirements to stop work.
20. Co-operate with Safety Officer, ask for his advice before commencing new methods of work or potentially hazardous operations.
21. Ensure that adequate fire precautions are provided for site office and Welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely.
22. Examine drawing and soil investigations reports to determine excavation support requirements in advance and provide in accordance with Company Policy.
23. Set a personal example by wearing appropriate protective clothing on site.
24. Ensure that any accident on site which results in an injury to any person (not just employees) and/or damage to plant or equipment is reported in accordance with Company Policy.

Foreman/Ganger

1. Read and understand the Company's Health and Safety Policy and ensure that it is brought to the notice of Operatives under your control. Carry out all work in accordance with its requirements.
2. Know the Construction Regulations applicable to the work on which your Operatives are engaged and insist that these Regulations are observed.
3. Incorporate safety instructions in routine orders and see that they are obeyed.
4. Do not allow Operatives to take unnecessary risks.
5. Ensure that new employees particularly apprentices and young people are shown the correct method of working and all safety precautions.
6. Ensure that young employees (under 18 years) do not drive any item of plant or operate any type of tool or equipment except under direct supervision.
7. Commend Operatives who by action or initiative eliminate hazards.
8. Do not allow "horse-play" or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them.
9. Report immediately any defects of plant or equipment.
10. Report any accident however minor to Supervision immediately.
11. Set a personal example by wearing protective clothing and by carrying out your own work in a safe manner.
12. Look for and suggest ways of eliminating hazards. Bring to the notice of Supervision any improvements or additions to the Company Safety Policy which you feel should be made.

Operatives

1. Read and understand the Company Health and Safety Policy and carry out your work in accordance with its requirements.
2. Use the correct tools and equipment for the job.
3. Wear safety footwear at all times and use where necessary all protective clothing and safety equipment provided eg, safety helmets, goggles, respirators and so on.
4. Keep tools in good conditions.
5. Report immediately to Supervision any defects in plant or equipment.
6. Work in a safe manner at all times. Do not take unnecessary risks which could endanger yourself or others. If possible remove site hazards yourself eg remove or flatten nails sticking out of timber, tie unsecured access ladders etc.
7. Do not use plant or equipment for work for which it was not intended or if you are not trained or experienced to use it.
8. Warn other employees particularly new employees and young people of particular known hazards.
9. Do not play dangerous or practical jokes or "horse-play" on site.
10. Report to Supervision any person seen abusing Welfare facilities provided.
11. Report any injury to yourself which results from an accident at work even if the injury does not stop you working.
12. Report any damage to plant or equipment.
13. Suggest safer methods of working.

Sub-Contractors

1. All sub-contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure their own Company Policy is made available on site while work is carried out.
2. All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.
3. Scaffolding used by Sub-contractors employees must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and Codes of Practice.
4. Sub-contractors employees are not permitted to alter any scaffold provided for their use or use or interfere with any plant or equipment on the site unless authorised.
5. All plant or equipment brought onto site by Sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
6. No power tools or electrical equipment of greater than 110 volts may be brought onto site. All transformers generators extension leads plugs and sockets must be to latest British Standards for Industrial use and in good condition.
7. Any injury sustained or damage caused by Sub-contractor employees must be reported immediately to this Company's Site Representative.
8. Sub-contractor employees must comply with any safety instructions given by this Company's Site representative.
9. This Company has engaged a Safety Officer to inspect sites and report on Health and Safety matters. Sub-contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Sub-contractors will provide the Site Agent with the name of the person they have appointed as Safety Supervisor.
10. Suitable Welfare facilities and First Aid equipment in accordance with the regulations must be provided by Sub-contractors for their employees.
11. Any material or substance brought on site which has Health Fire or Explosion risks must be used and stored in accordance with regulations and current recommendations and that information is provided to any other person who may be affected on site.
12. Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials etc cleared as work proceeds.
13. It is the Policy of this Company that all operatives, Sub-contractors, visitors etc on the Company's sites will wear safety helmets at all times other than in areas specifically designated as 'no risk' areas by Site Management.

Safety Officer

1. Advise Management on the preparation, promulgation and review of a Company Safety Policy for Health Safety and Welfare including the organisation and arrangements for carrying out the Policy.
2. Give advice to management as requested on:-
 - (i) Legal requirement affecting Health Safety and Welfare
 - (ii) Prevention of injury and damage
 - (iii) Provision selection and use of protective clothing and equipment.
 - (iv) New working methods equipment or materials which could reduce risks.
 - (v) Proposed changes in legislation.
 - (vi) Potential hazards on new sites before work starts Health and Safety factors affecting the selection of plant or equipment and so on.
3. Carry out regular inspections of sites and workplaces to determine whether work is being carried out in accordance with Company Policy and the relevant statutory provisions. Provide an inspection report to Site Supervision and send a copy of the report to Safety Director nominated in the Company.
4. Assist Management in notifying the Health & Safety Executive of new sites Dangerous Occurrences, Major Injury, Accidents and is in accordance with Company Policy.
5. Assist Management in any dealings with the Health & Safety Executive.
6. Carry out investigations of serious accidents in accordance with Company Policy and prepare and provide statistics.
7. Supply any necessary First Aid equipment to sites or workplaces.
8. Supply any necessary statutory literature for use of display at sites or workplaces.
9. Provide advice on training requirements and arrange training courses where required.
10. Endeavour to establish at all levels within the Company an understanding that compliance with the Regulations and prevention of injury and damage is a profitable and essential integral, part of business and operational efficiency.

Monitoring and Review of Company Safety Policy

1. All employees will be expected to bring to the notice of their immediate Supervisor any areas where the Company Policy on Health Safety and Welfare appears to be inadequate. The suggestions will be passed to the Director responsible for safety for consideration.
2. Safety Officer will visit the Company Premises at regular intervals and will report on any hazards defects or breaches of Regulations observed within the visit. A report of the inspection will be left on site and a copy of this report will be sent to the Director responsible for Safety, so that it can be established where the appropriate procedures in Company Policy have not been complied with or are deficient and action taken to ensure similar problems do not recur on Company sites.
3. At six monthly intervals a meeting will be held between Safety Officer and Senior Management of this company to discuss the accident statistics for the previous half-year the performance of the Company in accident prevention compliance with its Policy to establish areas where improvements in Company procedures training etc could be made and to review and where necessary revise the Company Policy for Health Safety and Welfare.

Accident Reporting

1. All injuries resulting from accidents on site or in other workplaces however minor will be reported by Site Manager, Agent or Supervisor on Safety Officer Report Form and sent to Head Office. This applies to injuries received by Sub-contractors Members of the Public, visitors etc as well as Company Employees.
2. In the event of a fatal or major injury to any person or dangerous occurrence as defined by Notification of Accidents and dangerous Occurrences Regulations 1980 the local office of the Health and Safety Executive and the Safety Officer must be notified by telephone immediately by Site Management.
3. The Safety Officer will check that the Health and Safety Executive has been informed of fatal or major injury accidents or notifiable Dangerous Occurrences by telephone and confirm details of accidents in writing to the Health and Safety Executive within 7 days on Form 2508.
4. An Accident Book will be available on each site and workplace to ensure any injured employee can record details of their accident.
5. Safety Officer will send a copy of any Accident to Company Head Office.
6. Any claim by an employee for Industrial Disablement or sickness benefit may result in Form B1 76 or B1 77 being received by the Company. This will be completed by the Contracts Manager and brought to the attention of the responsible Director a copy made for Company files and then returned to Department of Health and Social Security as required.
7. All fatalities, major injuries, dangerous occurrences, other notifiable (ie over 3 days) accidents and enquiries from the DHSS concerning industrial disease will be recorded in the Register "Records of Accidents, dangerous occurrences and ill-health enquiries". This register will be kept by the Contracts Manager who is responsible for ensuring that all details are entered and that records are kept for at least 3 years from the date of last entry.
8. Safety Officer will investigate all serious accidents and forward a copy of the Investigation Report to the Company with any photographs, statements or other relevant materials for use by Company Insurers or Legal Advisers. This investigation report is privileged information and must not be issued to any other person without the permission of the Company Insurers or Legal Advisers.
9. All accidents resulting in damage on site must be investigated by Site Supervisor and details reported to Company Secretary.

Preliminary Procedures

a) Tendering and Planning

At tendering, negotiating and planning stages the requirements of this Company Policy must be taken into account.

Any aspects of work not covered by the Policy must be planned by the Site Management in conjunction with advice from Safety Officer and written procedure defined.

Pre-contract meetings will be held if particular Health and Safety matters require discussion.

Written method statement and programme will be prepared taking into account Health and Safety requirements and defining procedures as necessary.

b) Training

All Supervisory Staff will receive training in their responsibilities as defined in this Policy, training will be repeated at 2 yearly intervals and whenever changing legislation or working methods require.

Operatives required to carry out key tasks (eg Fork Lift Truck Operation, timbering, excavations and scaffolding etc) will be provided with necessary training.

Training will be arranged by Safety Officer Training Department as requested by Management.

c) Sub-contractors

All sub-contractors will receive a copy of our Company Policy Statement and a list of responsibilities with every order placed. The following paragraph will be inserted on all orders to sub-contractors.

"Please see attached copy of our Company Policy Statement for Health Safety and Welfare and list of responsibilities for sub-contractors on this Company's sites. Your acceptance of this order will be deemed to include acceptance of the requirements of our Company Policy. Please contact the Writer should you require further information on any matter in connection with Health Safety or Welfare".

d) Suppliers

The following paragraph will be inserted on all orders to supplier or hire companies providing any article or substance for use at work:

"In accordance with section 6 of the Health and Safety at Work Act 1974 we would be pleased to receive your confirmation what the article or substance to be supplied is safe and without risk to health when properly used. Also in accordance with the above please supply details of any tests or examinations carried out and full instruction for the safe use of the article or substance".

All information received from suppliers will be passed to site for implementation or reference on site.

e) Notification

The Contracts Manager will notify Safety Officer of all new sites giving as much notice as possible. This also applies to new workshops, offices or other workplaces.

The Contracts manager will notify relevant authorities as required by specific Policy Sections eg Underground and Overhead Services, Explosives etc.

f) Protection of Public

All necessary measures required for the protection of the public will be allowed for and planned in particular taking into account the recommendations contained in Health and Safety Executive Guidance Note GS7 - "Accidents to Children on Construction Sites".

g) Documentation

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

All necessary Statutory Notices, Regulations and Registers and Accident Report Forms will be issued to Site by Safety Officer at initial visits.

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

The Site Supervisor must ensure that all registers site inspection reports and other documentation relating to Health and Safety are returned to the office for safekeeping at the completion of the contract and that the Company Secretary is responsible for ensuring that this documentation is maintained at the office in a safe place for a minimum of 3 years.

h) Joint Consolation

In accordance with the Safety Representative 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 Representative and Committees.

Procedures on sites or at work places regarding the functions of Safety Representatives and Committees shall be in accordance with the National Working Rule 7 (a) of the National Joint Council for the building Industry Working Rule Agreements or similar working rules contained within the Civil Engineering Contractors Conciliation Board Working Rules where applicable.

Procedure for New Employees Engaged by Company or Transferred to Site.

This procedure is to be carried out by the Site Supervisor of the site workplace where the new employee will be required to work.

1. Explain to new employee what he/she will be required to do and to whom he/she will be directly responsible.
2. Show new employee where Company Safety Policy is kept, explain its purpose and ensure that employee is aware of his/her responsibility.
3. Ascertain if new employee has any disability or illness which could prevent him/her carrying out certain operations safely or require additional protective measures.
4. Show new employee where copies of Regulations are kept.
5. Warn new employee of any potential dangerous areas of operations on site or in the workplace.
6. Warn new employee of any prohibited actions on site or in the workplace eg entering specific areas without safety helmet, operating plant unless authorised etc.
7. If there is any training or instruction required from Management eg scaffold inspection etc.
8. Issue to new employee any protective clothing or equipment necessary eg safety helmet, goggles, ear defenders, wet weather clothing etc and obtain their signature for the items issued.
9. Show new 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.

Additional Procedures for New Employees under 18 Year Old.

1. Inform employee that they must not operate any plant (including Dumpers) give signals to any crane driver, use any power tools or equipment unless being trained under direct supervision of a competent person.
2. Enter the employees name in the General Register F31/F36, complete and send form 404 (Located at back of General Register) to the local Careers Office.

Welfare & First Aid

Standards Required

The Construction (Health and Welfare) Regulations 1966 specify minimum requirements for Welfare and First Aid facilities on site. The Factories Act 1961 specify minimum standards for factory workplaces. The Office, Shops and Railway Premises Act 1963 specify minimum standards for office.

Copies of the regulations will be kept on sites or workplaces and Safety Officer will provide advice on the requirements as required.

Planning Procedures

All work will be tendered or negotiated for taking into account the requirements of the above regulations.

The Contracts Manager will establish the welfare and first aid requirements before work starts taking into account sub-contractors requirements if applicable.

or

The Site Supervisor will arrange with the main contractor before Company Employees are sent to site that all necessary welfare and first aid arrangements and ensure that Certificate of Shared Welfare Facilities (F2202) has been received from the contractor.

or

All sub-contractors will be expected to provide facilities in accordance with the regulations for their employees. These will be provided and maintained to the satisfaction of our site Management.

Supervision

The workplace Supervisor will ensure that all planned welfare and first aid facilities are provided and that they are maintained to the required standards.

or

The Site Supervisor will report to Management any deficiencies in facilities provided by main contractor.

The Site Management will issue Certificate of Shared Welfare facilities to any Sub-contractor to who facilities are provided and will keep register available for inspection on site.

Special Circumstances.

- 1) Facilities for travelling gangs.
- 2) Facilities provided in addition to minimum statutory requirements (ie detailed in this section any existing or proposed special company welfare and First Aid requirements to take account of special circumstances of Company Work).

All necessary First Aid equipment will be supplied by Safety Officer at initial visit to site and will also provide replacement equipment as required.

Company Offices

1. All offices and office facilities will be provided and maintained in accordance with the Office, Shops and Railway Premises Act 1963.
2. Fire precautions shall be provided and maintained in accordance with the requirements of any Fire Certificate issued under the Fire Precautions Act 1971 or where no Fire Certificate is required Fire Precautions will be provided and maintained in accordance with recommendations given by Safety Officer.
3. The Office Manager will ensure that the procedure is drawn up to be followed in the event of fire and that key personnel are given training in the procedures and use of fire fighting equipment. Fire drills will be organised at 3 monthly intervals.
4. All fire extinguishers will be provided in accordance with the latest British Standards and will be serviced and maintained at regular intervals.
5. The Office Manager will ensure that all office machinery is sited and maintained correctly and is serviced in accordance with the Manufacturers recommendations.
6. All staff required to use office machinery will be given training and instruction in its use.
7. All accesses, stairways, fire exits etc, will be kept clear of materials and well lit.
8. Proper facilities will be provided for office staff required to reach high items from high shelving.
9. Office will be planned to avoid trailing cables on floors to office equipment.

Site Offices

1. Where applicable, Site Offices will comply with the requirements of the Office, Shops and Railway Premises Act 1963.
2. The Site Management will apply for a Fire Certificate if required under the Fire Certificates (Special Premises) Regulations 1976. Where Fire Certificates are not required all Fire Precautions in accordance with these regulations shall be supplied and maintained.
3. All Fire Extinguishers shall comply with the relevant British Standard and will be serviced and maintained at regular intervals. Training will be provided to member of staff in their use.
4. The Site Supervisor will ensure that all offices are cleaned out daily and that waste paper is not allowed to accumulate.
5. Any liquefied petroleum gas heating appliances shall be used in accordance with the requirements of Company Policy.
6. Any electrical installation shall be to the requirements of the IEE Regulations and shall be installed tested altered and maintained by qualified electricians only.
7. The Site Supervisor will ensure that any office machinery is installed safely and that it is maintained and serviced in accordance with manufactures recommendations.
8. Training will be provided in the use of office machinery and no person may operate or service any machinery unless authorised to do so.

Scaffold

Standards Required

All scaffolds erected on Company sites or used by employees will be erected in accordance with the Construction Working Places Regulations 1966 and British Standards Code of Practice 5973:1981.

Copies of the Regulations will be kept on each site. Information on the requirements of the British Standards Codes of Practice is available from Safety Officer upon request.

Planning Procedures

At tender or negotiation stage as far as possible the scaffolding requirements for a contract will be determined and allowed for in accordance with the above standards.

Supervision

Before accepting a scaffold erected by a Specialist Scaffolding Sub-contractor for use by the Company's employees the site supervisor will check the scaffold and will obtain from the scaffolding Sub-contractor a handing-over certificate.

The Site Supervisor will ensure that all scaffolds are erected in accordance with the above standards and at the beginning of each week the Site Supervisor will inspect the scaffold and ensure that any defect is rectified. A report of the inspection and action taken will be entered in the Site Inspection Register. A similar inspection will also be carried out after high winds or other adverse weather conditions.

Before accepting a scaffold for use by Company employees the Site Supervisor or if required Safety Officer will inspect the scaffold and ensure that it is erected in accordance with the above standards.

All Supervision responsible for inspecting scaffolds will be given training in the requirements of the Regulations and Codes of Practice.

No person other than a competent scaffolder will be permitted to alter, erect, dismantle or otherwise interfere with any scaffold erected on Company site or for use by Company employees.

The Site Supervisor will ensure that all scaffolds are erected on ground or surface that have been prepared levelled and consolidated.

Safe System of Work

Scaffolders erecting scaffold with platforms more than 5 mtrs above the ground on Company sites must hold a current CITB record card.

All scaffold must be tied in accordance with the Code of Practice requirements. Where the provision of ties is impracticable then the method of ensuring that the scaffold is adequately supported must be clearly specified and recorded.

Any scaffold being erected, altered or dismantled or otherwise not suitable for use by employees must have a Notice erected warning that it is not to be used. Notices will be supplied by safety Officer.

Safety Officer must be consulted at an early stage where there are any extensive or unusual scaffolding conditions.

Materials

All materials used for scaffolding will be in accordance with the relevant British Standards and will be checked before use by a Scaffolder.

All materials will be properly stored and maintained on sites.

Mobile Tower Scaffolds

Standards Required

The Construction (Working Places) Regulations 1966 in particular regulation 15 (3) gives requirements for construction and use of mobile tower scaffolds.

Mobile tower scaffolds constructed from tubular steel scaffolding will be erected in accordance with recommendations of British Standard Code of Practice 5973 1981.

Prefabricated aluminium mobile tower scaffold will be provided erected and used in accordance with a manufacturer's instructions. The prefabricated Aluminium Scaffolding Manufacturer's Association (PASMA) Operator's Code of Practice will be adhered to.

Any other type of mobile tower scaffold will be erected and used in accordance with supplier's instructions.

Copies of the regulations will be available on each site and information on the Codes of Practice and other details will be provided by Safety Officer.

Planning

All work involving mobile tower scaffolds will be tendered or negotiated for taking into account the above standards.

The Contracts Manager will ensure that mobile towers can be used safely and efficiently on site taking into account floors, ceiling heights, roof members etc. Where any doubt the Safety Officer will be consulted for advice.

Supervision

All mobile towers must be erected by trained operatives or by operatives under direct supervision of a competent person.

All mobile towers provided for use by Company employees will be checked before use by Site Supervisor to ensure that it is in accordance with above standards.

All operatives required to use mobile tower scaffolds will be instructed in safe use and movement of scaffolds.

No person is permitted to erect, alter or dismantle any mobile tower scaffold unless authorised by Site Supervisor.

All mobile tower scaffolds will be inspected at 7 day intervals by Site Supervisor and record of inspection made in register which will be kept on site. Training will be provided to any person require to carry out inspections.

Safe System of Work

The following precautions must be complied with:-

1. Height must be relative to effective base dimensions
2. Outriggers or stabilisers must be extended where applicable.
3. Tower must not be used or moved on sloping uneven or obstructed surfaces.
4. Tower must be vertical.
5. Tower must be tied to building where required.
6. Tower must be moved from ground level.
7. Floor must be free from openings, ducts, steps etc.
8. No person to remain on platform while being moved, materials and tools to be removed or secured on platform
9. Overhead obstructions must be noted in particular overhead electrify cables.
10. Bracing members must be fitted.
11. Guard rails and toe boards must be fitted.
12. Wheels must be locked when platforms in use.
13. Tower must not be used in adverse weather conditions.
14. Safe working load of platform must not be overloaded.

Ladders

Standards Required

All ladders must be provided and used in accordance with the requirements of the Construction (Working Places) Regulations 1966.

All ladders used on site must be in accordance with British Standards and under no circumstances are any ladders to be used on site which have been constructed from site timber nailed together.

Copies of the Regulations are available on each site and any further information on the requirements of the Regulations or the British Standards applicable will be provided by Safety Officer.

Planning Procedures

At the early stages of any contract the Site Supervisor will determine the number and type of ladders required on site and will ensure they are supplied.

The means of securing ladders will be determined as far as possible and sufficient rope lashings will be made available for use as required.

Site Supervisor will ensure that proper storage is provided for all ladders preferably under cover and with the ladder supported throughout its length.

Supervision

All ladders before first use on a site must be checked for defects by the Site Supervisor or other person appointed.

Ladders must be included in the Weekly Scaffold Inspection and a report on any defect noted must be entered in the Scaffolding Register.

Supervision on site must ensure that ladders are at all times used correctly and secured and are not used in such a way that they are likely to be damaged eg. as ramp with board on rungs or boards placed on lower rungs as run-up.

Safe System of Work

In almost all cases where a ladder has to be secured and in all cases where ladders cannot be secured two men at least are required to ensure compliance with the above regulations.

All ladders will be removed to storage or made inaccessible by some means particularly children trespassing on site.

Plant on Site

Standards Required

The following regulations contain requirements to be complied with in the provision, maintenance, operation and use of plant on site.

Construction (General Provisions) Regulations 1961.

Regulations 22 - Internal Combustion Engines - Part 1X - Transport in particular.

Regulations 34, 35, 36, 37.

Regulation 42 - Fencing of Machinery.

Regulation 45 - Steam Smoke Vapour

Regulation 47 - Lighting

Regulation 53 - Helmets for Pile Driving

Regulation 57 - Prohibited Sale or Hire of Machinery.

Construction (Lifting Operations) 196 - Lifting appliances in general.

Factories Act 1961 - Part 2 Section 32, 34, 37, 38 - Steam Boilers Sections 31, 32 - Air Receivers.

Health and Safety Guidance Notes contain a number of specific recommendations in the Plant and Machinery Series (Prefix PM). These will be referred to where applicable.

Other guidance Notes also contains recommendations which effect the use of plant on site. In particular GS7 - Accidents to Children on Construction Sites which refers to the need to ensure plant and vehicles with moving plant are effectively immobilised when left unattended.

GS6 - Avoidance of Danger from overhead electrical lines.

British Standards are published on various items of plant ,methods of guarding etc.

BS6031 1981 Earthwork - Contains advice on the selection and use of earthmoving plant excavators etc.

BS3010 1972 Safe use of Cranes. These and all other British Standards will be refereed to and complied with wherever relevant.

Certain items of plant have had Codes of Practice prepared by interested bodies eg "The Advisory Code for Safety in Concrete Pumping" - The British Concrete Pumping Association.

Copies of the relevant regulation will be kept on site and information on the requirements of the regulations and any other aspect of plant safety contained in advisory literature will be provided by Safety Officer as required.

Planning Procedures

All work will be tendered for or negotiated in accordance with the above standards.

The Contracts Manager will take all aspects of the work into account to ensure that sufficient information provided through Hire Company or Plant Manager to enable correct type of plant to be provided.

The Contracts Manager will ensure that competent operators and banksmen are provided or that where necessary full training and instruction is arranged. The Safety Officer will advise on training requirements and arrange or provide training as required.

The Contracts Manager will determine whether any preparatory work is required for the installation or use of plant on site and ensure that any requirements are planned eg fork lift truck storage areas, loading towers, solid base for mobile cranes, tower crane base, mixer set up, fuel storage, road crossing etc.

The Plant manager will ensure that a planned servicing schedule is prepared for all Company Plant on site.

Supervision

The Site Supervisor will ensure that plant delivered to site is in good order and fitted with any necessary safety devices and guards.

Any defects noted will be reported to Plant Manager or Hire Company immediately.

The Site Supervisor will ensure that only authorised operators are permitted to operate any item of plant where any doubt of the competency of an operator exists the Site Supervisor will report to the Plant Manager or Hire Company immediately.

No young person (under 18 years old) is permitted to operate any item of plant or act as bankmen unless being trained and under direct supervision.

All plant will be properly secured and immobilised at the end of each day.

All necessary testing and Thorough Examination Certificates will be requested and checked by Site Supervisor and all items of plant requiring weekly inspections by operator or other competent person will have the inspection recorded in the Site Register regardless of any Register kept by operator or Plant hire company.

Any necessary preparatory work required to ensure plant installed or used correctly will be carried out in accordance with specified requirements.

The Site Supervisor will ensure that any defect notified by Plant Operator during operations on the site is reported immediately for repair and that where defects could affect safety on site, the item of plant is not used until the repairs are carried out.

The Site Supervision will not ask or permit the Plant Operator to carry out work with the machine for which it was not intended unless specific advice had been obtained from the manufacturers of the machine on the proposed use.

Safe Systems of Work

Hazards with the use of plant arise out of:-

1. Unskilled operation
2. Incorrect Use
3. Poor Maintenance
4. Reversing Unsupervised
5. Defects in machine unchecked

All banksmen supervisory staff and operatives required to enter earth moving areas will be provided with high visibility waistcoats or belts.

Plant Operators must not drink alcohol during the working day or shift.

Trestles & Stagings

Standards Required

The Construction (Working Places) Regulations set out requirements required for construction of all scaffolds. Regulation 21 specifically deals with the standard for trestle scaffolds. Regulation 28 requires the provision of guard rails and toe boards but includes details of exceptional circumstances where these may be omitted if other means of protection are used. Advice on the application of these regulations can be obtained from the Safety Officer.

Planning Procedures

At tender or negotiation stage consideration will be given to the need for suitable and sufficient equipment and this will be allowed for.

Supervision

The Contracts Manager will prior to the commencement of the contract ensure that suitable and sufficient equipment is available to ensure safe working.

The Site Supervisor will regularly inspect the equipment provided and when required will make appropriate entries in register. All defects noted during inspections will be rectified immediately.

Safe System of Work

Only competent and trained personnel will construct, alter and dismantle trestle scaffolds and staging platforms.

The Company is aware of the dangers which exist in such work and expects all operatives to work in a responsible manner.

Most accidents in this type of work occur when persons fall from platforms which are too narrow, not supported correctly or when guard rails or hand holds are not provided.

Employed persons are not expected to work at heights without the protection of guard rails and toe boards or properly erected hand holds in special circumstances.

Work at Heights

Standards Required

All work at heights must be carried out in accordance with the requirements for access and working places contained in the Construction (Working Places) Regulations 1966, in particular the requirements relating to working platforms guards rails and toe boards, Regulations No.24 - Construction of Working Platforms Gangways and Runs, 25 - Boards and Planks in Working Platforms Gangways and Runs, 26 - Widths of Working Platforms, 27 - Widths of Gangways and Runs, 28 - Guard rails and toe boards at Working Heights.

Platforms and Places, 29 - Guard rails etc, for Gangways, Runs and Stairs, 30 - Platforms Runs and Stairs etc, to afford safe footholds, 33 - Openings corners, breaks, edging and open joisting, 36 - Work on or near Fragile Materials, 38 - Prevention of Falls and Provision of Safety nets and belts.

British Standard 2482 covering scaffold boards and British Standard 1129 covering lightweight stagings give requirements for the materials to be used in working platforms.

British Standard Code of Practice 93, 1972, gives advice on the use of safety nets on constructional works.

British Standards 1397 1979, covers the requirements for industrial safety belts and harnesses.

British Standards 5845 1980, covers permanent anchorage for industrial safety belts and harnesses.

'Painting Safely' published by the National Federation of Painting and Decorating Contractors gives advice on Internal Roof work, Safety Nets, Safety Belts and Harnesses and other hazards associated with painting operations.

Copies of all appropriate regulations will be kept on site information on the requirements of regulations, Codes of Practice, British Standards advisory literature and so on will be provided by Safety Officer as required.

Planning Procedures

All work will be tendered for or negotiated taking into account the above standards. The Contracts Manager will ensure that work is planned to ensure that a safe access and egress and working place is provided for operatives to work at heights before work commences on site.

The Contracts Manager will ensure that training is provided for any operative required to work at heights in the operations of 'flighting battens' use of safety belts or harnesses and other requirements before work commences. The Contracts Manager will ensure that suitable and sufficient materials and equipment is provided to site for work to be carried out safely in accordance with the above standards.

Supervision

The Site Supervisor will ensure that the work is carried out as planned and in accordance with the above standards and that all operatives have received instruction in safe working procedures and the use of any safety equipment provided.

All safety equipment, stagings, safety belts, harnesses, anchorage's etc to be inspected at regular intervals and any defects reported and attended to immediately.

The Site Supervisor will ensure that all necessary precautions are taken to ensure that persons do not walk or work beneath operatives carrying out work at high levels.

Safe System of Work

Safety Officer will be asked for advice on safe working methods, precautions and safety equipment required for any work at heights.

Safety Officer will provide any necessary notices warning of men working above safety signs etc.

Site Supervisor involved with painting will be issued with a copy of the booklet *Painting Safely* published by the National Federations of Painting and Decorating Contractors.

Overhead Electricity Cables

Standards Required

Regulations 44 (2) of the Construction (General Provisions). Regulations 1961 require precautions to be taken where overhead cables could be a source of danger.

The Electricity (Factories Act) Special Regulations 1908 and 1944 give requirements for temporary electrical installations on site.

Health and Safety Executive Guidance Notes GS6 "Avoidance of Danger from Overhead Electric Lines" gives guidance on the precautions to be taken and will be complied with on Company sites or is expected to be complied with on sites on which Company employees are required to work.

BS Code of Practice 3010 1972 Safe Use of Cranes also gives advice on precautions which will be complied with.

Copies of the regulations will be available for reference by employees on site.

Information and advice on the requirements of the Guidance Note and Code of Practice is available from Safety Officer .

Planning Procedures

At tender or negotiation stage the existence of any overhead cables will be noted and allowed for in accordance with the above standards.

At pre-contract stage the Contracts Manager will arrange for any necessary diversions or confirm safe distances, clearances, precautions etc, with the Electricity Board.

or

Before Company employees are sent to site, the Contracts Manager will ensure that the main contractor has complied with the above standards.

All sub-contractors likely to be affected will be informed of any overhead cables on the site.

Supervision

The Site Supervisor will ensure that the necessary protection is erected in accordance with the above standards.

The protection will be checked by the Site Supervisor or other responsible appointed person at regular intervals and maintained.

Appropriate action must be taken against any person(s) who disregard or damage protection provided.

Safe System of Work

The main hazards are contact with the cables by plant or vehicles or by operatives handling long objects eg scaffold tubes, cladding sheet, ladders etc.

The fact that electricity can "Arc" across gaps must always be taken into account.

Where working directly beneath blasting or other unusual activity near cables has to be carried out the cables may need to be made dead and a Permit to Work system operated, in these cases or if there is any doubt of precautions required the Safety Officer must be consulted for advice at an early stage.

Electrical Power Tools

Standards Required

The following Regulations and publications apply to the use of electrical power tools on site or other workplace:-

The Electricity Regulations 1908 and 1944

The Construction (General Provisions) Regulations 1961

The Electricity Regulations 1908 (Portable Apparatus) Exemption Order 1968

The Protection of Eyes Regulations 1974

The IEE Regulations for the electrical equipment of Buildings Sections H

British Standard Code of Practice CP1017 1969 Distribution of Electricity on construction and building sites

British Standard Code of Practice CP1013 - Earthing

British Standard 4363 - Distribution units for electricity supplies for construction and building sites

British Standard 4343 - Industrial plugs socket outlets etc

Various other British Standards apply to the type of cabling and power tools.

All electrical equipment on the Company sites or other workplaces will be supplied installed maintained and used in accordance with the above standards.

Copies of the regulations will be kept on site for reference by employees and information on the requirements of the regulations and advisory literature will be provided by Safety Officer as required.

Planning Procedures

At tender or negotiation stage the above standards will be taken into account;

The Contracts Manager in conjunction with Site Management will plan the temporary electricity supply and distribution on site in accordance with the above standards. All temporary supplies are to be installed by competent electricians and tested in accordance with the IEE regulations. All power tools which are provided for use on site or other workplace are in accordance with the relevant British Standards.

The Site Supervisor will ensure that all power tools on site are in accordance with the relevant British Standard. No power tools or electrical equipment of greater voltage than 110 volt shall be used on sites unless special arrangements made and discussed with Safety Officer. Lower voltage tools lighting etc may be required in damp or confined situations. Safety Officer must be consulted in these situations.

All sub-contractors must be informed of the Company Policy on the use of electricity on site and will be expected to comply with these requirements.

Supervision

The Site Supervisor will ensure that the temporary electrical supply is installed and tested as planned.

The Site Supervisor will ensure that all sub-contractors equipment is in good condition and in accordance with the relevant British Standards before permitted for use on site. Immediate action will be taken against any person or sub-contractor abusing or incorrectly using electrical equipment on site.

The Site Supervisor will ensure that all power cables are installed clear of access ways and preferably above head height. Festoon lighting equipment should be secured above head height. Where festoon lighting equipment is installed it must not be of the screw on pin contact type only properly constructed sets with moulded fittings will be used.

The Site Supervisor will ensure that any portable generator or other electrical equipment fitted with an earth rod has the earth rod and connection maintained in good condition. Only authorised persons are permitted to repair or alter electrical equipment. Any defects noted in electrical equipment must be reported to supervisor so that immediate steps can be taken to have defects remedied by Site electrician or hire company.

Safe Systems of Work

All cable connections must be properly made under no circumstances is insulation tape to be used for any repair or joint in extension cables. On festoon lighting all bulb sockets are live, steps are therefore to be taken to protect open sockets when bulb is not fitted as well as the fragments of glass of broken bulbs being a hazard it must be remembered that the protruding filament wires would still be live.

Power tools must be maintained in good condition with casing intact and labels fitted showing voltage and other information. Regular inspections of all electrical equipment on site will be carried out by a competent Electrician.

Safety Officer will provide any advice required on the safe use of electrical equipment on site and will report immediately any defects noted in electrical equipment during site inspection visits.

Protective Clothing & Equipment

Standards Required

The following Regulations have specific requirements for the provision maintenance and use of protective clothing and equipment:-

The Construction (Health & Welfare) Regulations 1966 - Wet weather clothing

The Protection of Eyes Regulations 1974 - provision of goggles, safety, glasses, welding protection screens etc.

Construction (Working Places) Regulations 1966 - provision of safety belts, harnesses and safety nets.

Woodworking Machines Regulations 1974 - provision of ear defenders.

Control of Lead at Work Regulations 1980 - provision of protective overalls respirators breathing apparatus etc.

Working Rule 2 of the National Joint Council for the Building Industry Working Rule Agreement deals with the wearing of safety helmets on Construction Sites. This working rule applies to employees of the Company and will be complied with on Company Sites (or) this working Rule does not apply to employees of the Company but its requirements will be implemented on Company Sites.

All safety equipment purchased for use on Company Sites will be in accordance with the appropriate British Standards.

Copies of the above Regulations will be kept on site as applicable and any other appropriate Special Regulations will be kept on site as required. Information on provision maintenance and use of protective clothing or equipment in accordance with the Regulations, Health and Safety Executive recommendations and current good working practices will be provided by Safety Officer as required.

Planning

All work will be tendered for or negotiated in accordance with the above standards.

Before work starts the Contracts Manager will ensure that any special protective clothing or equipment required is ordered and available for use on site and that sub-contractors are made aware of the Company Policy on the wearing of safety helmets.

Supervision

The Site Supervisor will ensure that adequate supplies of all necessary protective clothing or equipment are available on site for issue as required and that when issued to employees a signature is obtained for the equipment.

The Site Supervisor will ensure that before employees are set to work that any necessary protective clothing is provided.

Any persons on site observed carrying out any process which requires the use of protective clothing or equipment will be informed of statutory Company Policy

requirements and instructed not to continue working until protective clothing or equipment is obtained. This applies to any sub-contractors as well as direct employees. The Supervisor will ensure that the protective clothing or equipment is suitable for the specific process for which it is provided. Information and advice on the correct equipment to be issued will be provided by Safety Officer as required.

All Supervisory and Management Staff will set a good example in the wearing of safety helmets, protective footwear etc, and will use all necessary protective clothing and equipment where required.

Safe Systems of Work

All operatives are required to wear suitable footwear while at work on Company sites or in Company workplaces.

A safety footwear scheme is operated by the Company. Any employee wishing to purchase safety footwear through the scheme should ask for further details.

It is the policy of this company that all Management, Supervisory Staff, visitors, sub-contractors and employees shall wear safety helmets while on Company sites other than in areas specifically designated in writing by the Company as being areas where the risk of head injuries is negligible.

All plant operators employed by the company will be issued with appropriate hearing protection and instructed in its maintenance and use.

All persons issued with protective clothing or equipment must immediately report to Supervision any loss or defect in the equipment.

Entry into Confined Spaces

Standards Required

The Construction (General Provisions) Regulations 1961, Regulation 21, requires that a healthy and safe atmosphere be maintained in confined spaces and that adequate testing shall be carried out to ensure that the atmosphere is safe before persons are allowed to enter.

The Health and Safety Executive publication GS5 sets out details of practical steps which must be taken to ensure the Health and Safety of all persons employed in confined spaces.

Regulations will be kept on each site and advice on the application of this code of practice can be obtained from Safety Officer.

Planning Procedures

At tender or negotiation stage the need for protective equipment and precautionary measures will be considered and allowance made for these.

Prior to the commencement of work the Contracts Manager will consider what type of precautionary measures and protective equipment will be necessary considering the exact circumstances on site and ensure that all such precautions and equipment are available before persons enter the confined space.

Supervision

The Contracts Manager will brief all staff concerned about the hazards to be encountered on the contract in progress prior to the commencement of work. Such briefings will include details of each person's duty in protecting other persons and himself. When necessary such duties will be put in writing.

Each person employed on work in confined space will be trained to deal with the hazards foreseen and to handle properly the equipment provided.

The Site Agent is responsible to ensure that equipment which is defective is replaced promptly and to enforce the correct use of equipment by personnel under this supervision.

Each person has a duty to work in a responsible manner and to take due care of his own Health and Safety and that of other persons.

Safe System of Work

The main hazard arises when persons enter confined spaces before suitable testing of the atmosphere has taken place and action taken to render the atmosphere harmless. Improper use or lack of protective equipment leads to loss of life and the Company considers the care and maintenance of equipment to be of paramount importance.

When conditions make it necessary entry to the confined space will only be permitted after the issue of a Permit to Work. The terms and conditions of such permits must be strictly adhered to at all times.

Every employee has a duty to work in a responsible manner and to report any defects he may note to his Supervisor.

Safety Officer will provide advice on Permit to Work, safe working procedures and will arrange for any necessary air sampling as required.

Use and Storage of Highly Flammable Liquids and Liquefied Petroleum Gases

Standards Required

Health and Safety at Work Act 1974 Section 2 - 9

Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972

HSE Guidance Note C52 The Storage of Highly Flammable Liquids

HG (G) 3 Highly Flammable Materials on Construction Sites

Health and Safety at Work No.30 Storage of Highly Flammable Liquids and Petroleum Gases at Factories

BS Codes of Practice

BS5258 Covers Domestic Gas Appliances

BS 3212 Covers Flexible Tubing or hose for use in butane/propane installations.

Other advice is available from specialist industries such as National Joint Council for Felt Roofing Contracting Industry. Copies of the regulations will be available for reference by employees on site.

Information and advice on the requirements of the Guidance Notes and Codes of Practice is available from Safety Officer.

Highly Flammable Liquids

Standards Required

Highly Flammable liquids are defined in the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972 and must be stored and used in accordance with those regulations. This section also applies to liquids which are not highly flammable as defined in the regulations but can be a fire hazard eg gas oil.

The Petroleum Consolidation Act 1928 applies to the storage of petrol on site or other premises.

Health and Safety Executive No.CS2 The Storage of Highly Flammable Liquids gives advice on the requirements necessary to comply with the regulations and will be complied with on the Company Sites. Copies of the Regulations will be kept on site, information on the requirements of the regulations and the guidance Note will be provided by Safety Officer as required.

Planning Procedures

All work will be tendered for or negotiated in accordance with the above standards.

The Contracts Manager will ensure that suitable storage facilities are provided for Highly Flammable Liquids in accordance with the above standards.

The Contracts Manager will ensure that suitable storage facilities are provided for liquids which are not defined as Highly Flammable but which could be a fire hazard.

The Contracts Manager will arrange for any necessary fire fighting equipment or materials to be available before work starts.

Supervision

Supervision will ensure that the planned storage facilities are provided and maintained and that highly flammable liquids are kept in the storage facilities until required for use.

Supervision will ensure that fire resistant absorbent material is available to soak up any spillage's of Highly Flammable Liquids and that this material is immediately disposed of safely after use.

Supervision will ensure that any fire fighting equipment storage facilities, signs, notices, containers etc are checked at weekly intervals and that any action is taken to rectify any defects noted. Appropriate action will be taken against any person disregarding safety instruction signs or notices of misusing Highly Flammable Liquids.

Safe System of Work

Safety Officer will be asked for advice when there is any doubt about precautions required or where Highly Flammable Liquids are used in large quantities or in unusual situations.

The safety Officer will supply any necessary signs notices fire extinguishers etc,

Site Tidiness

Standards Required

A number of Regulations deal with the need for work places and accesses to be kept clear of debris and other materials some examples are:-

Construction (Working Places) Regulations 1966 - Regulation 6 - General requirements to provide safe accesses and working places so far as reasonably practicable.

Construction (General Provisions) Regulations 1961 - Regulation 48 - Timber with protruding nails must not be left on site, loose materials must not be left on working platforms, floors or other places on site, materials must be stacked safely and in a safe position.

Abrasive Wheels Regulations 1970 - Regulation 17 - Condition of floors around machines rooms where portable machines are worked.

Construction lifting Operations Regulations 1961 - Regulations 47 - Any skip used with a lifting appliance to raise people must be kept clear of debris tools etc.

Construction (Health and Welfare) Regulations 1966 - Regulation 11 (4) - All Welfare facilities must be kept in a clean and orderly condition and not used for storage of materials or plant.

Electricity Regulation 1908 and 1944 - Regulations 27 - Special precautions are required for exposed electrical equipment (trailing leads).

Highly Flammable liquids and liquefied Petroleum Gasses - Regulations 1972 - Regulations requires that cylinders and containers be properly stored and removed from work places when not in use to storage.

Woodworking Machines Regulation 1974 - Regulation 10 - A clear working space must be provided around each machine. Regulation 11 - Floor must be in good condition and kept clear from off cuts, chips and other materials.

For premises subject to the Factories Act 1961 Section 28 requires that floors, passages and stairs shall be properly maintained and be kept free from obstructions or slippery substances. Section 29 requires the provision and maintenance of safe means of access so far as is reasonable practicable.

Covering all these requirements the Health and Safety at Work Act 1974 requires that employers shall ensure that a safe working place and safe accesses are provided for their employees so far as is reasonably practicable (section 2) Employers have a duty to ensure that their work does not affect others so far as is reasonably practicable (Section 3) and persons having control of premises have a duty to ensure that the premises are maintained in a safe condition and that all means of access are safe so far as is reasonably practicable for persons who are not their employees but are required to use the premises.

In addition to the statutory requirements some of which are outlined above a tidy site and work place results in increased efficiency and better public relations therefore tidiness is to receive priority on the Company sites and in Company work places.

Copies of the relevant regulations will be kept on site, information on the requirements of the Regulations and advice on current good working practices is available from Safety Officer as required.

Planning Procedures

All work will be tendered for or negotiated taking into account the labour requirements or plant required to comply with the above standards.

The Contracts Manager will ensure that before the site commences, access routes are planned, deliveries are programmed to ensure that excess materials are not stored on site, storage areas are defined, compounds are planned and sub-contractors are made aware of the Company requirements with regard to storage, clearing up, tidiness etc.

The Contracts Manager will ensure that before Company employees are sent to site arrangements are made for storage areas and that safe accesses and places of work will be available for employees to carry out their work safely.

Supervision

The Site Supervisor will ensure that all sub-contractors and operatives are made aware of the need to maintain the site in a tidy condition throughout the contract.

The Site Supervisor will ensure that stacking areas are prepared and that materials are called off in quantities which will not create difficulties on site.

When working as a sub-contractor the Site Supervisor will ensure that working areas and access on sites where employees are required to work are safe where difficulties are experienced the Contracts Manager must be informed to discuss improvements with the Main Contractor.

The Supervisor will ensure that all waste materials are cleared up and disposed of safely as work proceeds. All materials delivered to site for use by this Company will be stored safely ensuring that accesses are not obstructed,.

The Site Supervisor will arrange for sufficient labour and plant to enable clearing up and maintenance of safe accesses cleaning of welfare facilities etc to be carried out in accordance with these standards.

Safe System of Work

Brick bundles will not be stacked more than two bundles high on a level base. Banded blocks will not be stacked more than 3 blocks high on a level base.

Particular emphasis is to be placed on instruction to all employees and sub-contractors on the safe disposal of steel and nylon banding used to contain bundles of material delivered to site.

Workshops

Standards Required

The following Regulations contain requirements which apply to Workshops and various associated operations.

The Factories Act 1961 with particular reference to:-

Part 1 - Relating to General Provision of Welfare

Part 2 - Section 14-16 Guarding of Machines

Section 21 The Supervision of Young Persons

Section 26 Lifting Tackle Chains etc

Section 31 Explosive Dust Gas or Vapour

Section 36 Air Receivers.

The Petroleum Consolidation Act 1928.

The Electricity Regulations 1908 and 1944

The Highly Flammable Liquids and Liquefied Petroleum Gases Regulation 1972

The Abrasive Wheels Regulations 1970

The Protection of Eyes Regulations 1974

Health & Safety at work series booklet No 38 "Electric Arc Welding" and No 50 "Welding and Flame Cutting Using Compressed Gases" give recommendations on Safety Precautions which will be complied with.

Health & Safety Guidance notes MS15 gives information on the health risks associated with welding processes and the Health & Safety Executive booklet HSG5 "Hot Work" gives recommendations on the welding and cutting of tanks or vessels which contains or have contained explosive or flammable substances.

Health & Safety at Work booklet No 10 gives guidance on fire precautions and fire fighting in factory environments.

Other Regulations Codes of Practice and Guidance notes to be considered can be found in other sections of this Policy

Copies of the regulations will be available in the Workshop Office. Information on the requirements of the Regulation and any advisory literature applicable will be provided by the Safety Officer.

Planning Procedure

The Company will provide machines which are suitable to carry out the processes required by the orders accepted and will ensure that the Workshop is planned to ensure that all recommendations and requirements referred to above are complied with.

Supervision

The Workshop Manager is responsible for the day-to-day safe condition of the Workshop and associated areas. He will make regular inspection of all areas under this supervision and arrange for defects noted to be rectified.

Training

In accordance with Section 21 of the Factories Act 1961 all young persons will be suitably trained and supervised by experienced and competent persons. Persons who are responsible for the supervision of such personnel will apply strictly the requirements of this Regulation.

Safe System of Work

The main hazards arise from poor housekeeping, danger from open or unprotected inspection pits. Fires or explosions from flame cutting or welding operations. Use of drilling machines and electric or pneumatic hand tools and grinding operation. The Company expects all employees to take a responsible attitude towards their working areas and perform their duties in a safe manner, keeping the working area free from obstructions, storing material safely and not indulging in irresponsible activities such as horseplay or playing practical jokes which could lead to accidents.

Any defects noted on any plant machinery or working areas should be reported to your Supervisor.

Health Hazards

Standards Required

A number of Regulations impose requirements for the safe handling contact and use of substances which are known to be a risk to health eg:

The Asbestos Regulations 1969

The Control of Lead at Work Regulations 1980

The Construction (General Provisions) Regulations 1961

Regulation 20 - Inhalation of dust and fumes to be prevented

Regulation 21 - Ventilation of Excavations etc

Regulation 22 - Internal Combustion Engines

Carcinogenic Substances Regulations 1967

The Construction (Health and Welfare) Regulation 1966 - Requirements for ensuring hygiene measures are provided on site.

A wide range of guidance notes and advisory literature is available on the precautions required with various substances and all recommendation will be applied as required.

All measures will be adopted to prevent any person from levels of exposure to any substance above the current levels published in Guidance Note EH15 "Thresholds Limit Values". Copies of appropriate Regulations will be kept on each site, information on the requirements of the Regulation and advice on precautions required to handle use or dispose of any hazardous substances will be provided by Safety Officer as required.

Planning Procedures

Any necessary protective clothing equipment and hygiene measures will be planned by the Contracts Manager and provided as required.

Supervision

The Site Supervisor will ensure that all procedures planned to handle or use any hazardous substances are carried out fully and that any protective clothing equipment or hygiene measures are provided and maintained as required.

All operatives engaged in any process involving the use or handling of any hazardous substances will be given full instruction and any necessary training in the health hazard and precautions use of protective clothing equipment hygiene measures etc as required.

Any necessary air sampling, medical examinations, testing etc will be carried out as required and records will be kept on site during the operations.

All measures necessary to protect other workers and the general public from any hazardous process will be provided and maintained

Safe System of Work

Health Hazards from substances can be divided into the following categories:-

1. External contact - corrosive skin absorption, dermatitis.
2. Inhalation - gases fumes ducts and vapours
3. Ingestion - swallowing.

Safety Officer will be asked to provide advice on precaution required with any substances where any risk to health is known or suspected and will arrange any necessary training and instruction

Safety Officer will carry out any necessary sampling monitoring etc as required.

Manual Handling & Lifting

Standards Required

The following regulations apply to the manual handling or lifting of materials

Construction (General Provision) Regulations 1961 - Regulation No.55 - Lifting Excessive Weights

Factories Act 1961 - Section 72 - Lifting Excessive Weight

The Offices Shops and Railways Premises Act 1963 Section 23 - Prohibition of Heavy work.

These Regulations state " A person shall not be employed to lift carry or move any load so heavy as to be likely to cause injury to him".

Guidance on the recommendation regarding handling and lifting are contained in Health and Safety at Work Series of Booklets No.1 - Lifting and Carrying.

Copies of the relevant Regulations will be kept on site and information on the requirements of the Regulations and recommendation contained in advisory literature will be provided by Safety Officer.

Planning Procedures

All work will be tendered for or negotiated taking into account the above standards.

The Contracts Manager will ensure that materials are handled as far as possible by machine and where the use of machines are impracticable that sufficient labour is available to handle any heavy or awkward loads and that instructions are issued to site on the handling of these loads.

All Supervisory Staff will be given training in the correct methods of handling lifting loads as part of their normal site safety training, training will be arranged by Safety Officer as required.

Supervision

Supervisory Staff will instruct any operative in the correct handling and lifting of loads as required

Supervisory Staff will ensure that a supply of suitable gloves are available for issue as required for the handling of materials which could cause injuries to the hands.

The Company will encourage the wearing of safety footwear and Supervisory Staff will caution any employee or Sub-contractor wearing unsuitable footwear.

The Supervision will not require any operatives particularly a young person to lift with out assistance a load which is likely to cause injury.

Safe System of Work

The number of accidents each year as a result of handling or lifting materials has long be a cause for concern

The injuries range from hernias, slipped discs, back strain, septic hands, broken toes, twisted ankles and simple pain in the back. Many of these injuries take a considerable time to heal. Sometimes the effects are permanent therefore this Company will take all recommendations into account when requiring employees to handle or lift any item.

Noise

Standards Required

Two aspects of noise are covered by regulations:

1. Noise which affects the health of workers ie The Health and Safety at Work Act 1974, the Woodworking Machines Regulations 1974 Regulations 44.

The Department of Employment have published a Code of Practice for reducing the exposure of employed persons to noise giving practical advice on the precautions required. Health and Safety at Work Booklet no.25 - "Noise and the Worker" also gives advice

2. Noise which is a nuisance to the general public around the site. The control of Pollution Act 1974 - requires Contractors to use the best practical means of controlling construction and demolition noise.

British Standards Code of Practice BS5228 1975 Code of Practice for Noise Control on construction and demolition sites gives advice on methods of reducing noise nuisance on construction sites and also contains some advice on the protection of workers from the health risks of noise. The Department of the Environment Property Services Agency advisory leaflet No.72 "Noise Control on Building Sites" also gives advice on this subject.

Copies of the relevant Regulations will be kept on site and information on the requirements of the Regulations and any advisory literature will be provided by Safety Officer as required.

Planning Procedures

At tender or negotiation stage the above standards will be taken into account.

The Contracts Manager will ensure that information on the noise level of any plant which it is intended to hire or purchase is obtained and taken into account before hiring or purchase take place.

The Contracts Manager will ensure that any static plant to be installed on site or in the workshop is planned to be in a position which takes account of the affects of noise on the workers or the public.

Supervision

The Site Supervisor will ensure that all plant provided is fitted with silencers, mufflers, door canopies etc and that all equipment and noise reducing doors are used.

Supplies of ear defenders or other hearing protection will be made available on the site or any operations where it is not possible to reduce the noise level to a safe limit. These will be issued to co-operatives as required and instruction given in their use and maintenance by the Site Supervisor.

The Site Supervisor will ensure that all noise control items fitted to plant are kept in good order and that any defects noted are reported to Plant Manager or Hire Company immediately.

Safe Systems of Work

Safety Officer will provide advice on noise control measures and hearing protection and will arrange for or provide a Noise Survey Service to established where health risks or environmental problems exists training for all levels of staff medical examinations and advice and any other aspect of noise control.