



Health and Safety Policy



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HEALTH AND SAFETY POLICY

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HEALTH AND SAFETY POLICY

THE CASEY GROUP OF COMPANIES

For the purpose of this Health and Safety Policy, The Casey Group of Companies includes the following companies:

The Casey Group Limited

P Casey Enviro Limited

Casey Plant Services Limited

COMPANY HEALTH & SAFETY POLICY STATEMENT

The Company recognises that under the Health and Safety at Work etc. Act 1974, the Company has a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, all members of the public and all users of its premises.

The Board of Directors of the Company accepts this duty and it will continue to be the policy of the Company, as it has always been, to give the greatest importance to these matters, considering that safety is a management responsibility at least equal to that of any other management function. It is equally the legal duty of every employee to take reasonable care for the health and safety of themselves and any other persons who may be affected by their acts or omissions at work and to co-operate with management in ensuring the safety, health and welfare of employees as a whole.

The Board and management of the Company believes that, with such care and co-operation by employees, it is possible for it to conduct its operations in such a way that injury to employees and loss or damage to plant or property can be reduced to a minimum. To achieve this, the Company will continue to make available safety training, to provide personal protective equipment where necessary and to regularly review its safety organisation and procedures.

The company maintains OHSAS 18001 certification.

Managing Director:

C P Casey

Mr. C P Casey

Date: 27th January 2017

HEALTH AND SAFETY AT WORK - POLICY STATEMENT

The Health and Safety at Work etc. Act 1974 imposes statutory duties on employers and employees, and to enable these statutory duties to be carried out, it is the policy of this Company, so far as is reasonably practicable, to ensure that responsibilities for safety and health are properly assigned, accepted and fulfilled at all levels of the Company, and that all practicable steps are taken to safe guard the health, safety and welfare of all Company employees and visitors to the premises or operations under our control.

It is the intention of our Company, so far as is reasonably practicable, to ensure:-

- a) The provision and maintenance of plant and systems of work that are safe and without risks to health.
- b) The provision of a safe place of work, with safe access and egress at all times.
- c) The provision of a safe working environment that is without risks to safety and health.
- d) Adequate information is available to ensure the safety and absence of risks in the use, handling, storage and transport of all articles and substances used at work.
- e) Provision of adequate welfare facilities and arrangements for welfare at work.
- f) The provision of any necessary information, including information on legal requirements, to ensure the health and safety of all our employees.
- g) The provision of competent and adequate supervision, as is necessary, to ensure the health and safety of all our employees.
- h) The provision of adequate instruction, as is necessary, to ensure the health and safety of all our employees.
- i) The use of the best practicable means of preventing noxious or offensive substances from entering the atmosphere and making any substances that do enter the atmosphere harmless or inoffensive.
- j) Insofar as is reasonable practicable, the conduct of our activities does not endanger persons not in our direct employment who may be affected by operations under our control, e.g. employees of sub-contractors, members of the general public, etc.

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- k) Consultation with Union appointed representatives.
- l) Consultation with all employees on matters relating to health and safety.
- m) No levy will be charged for anything required to be provided by statute.

GENERAL STATEMENT OF INTENT

It has been, and will remain to be, Company policy to maintain the highest practicable level of health, safety and welfare for all employees within the Company, at the same time guarding the health and safety of other persons whose health and safety may be affected by the execution of operations undertaken by the company or its agents or sub-contractors.

However, it must be stressed that co-operation from all employees is essential and necessary if our record for health and safety is to be maintained and bettered in the future. In this context, the word employee extends to every person employed by the Company, inclusive of staff, site staff, operatives and employees of sub-contractors.

It has been, and will remain to be, the Company policy to observe not only the provisions but also the spirit of the Health and Safety at Work etc. Act 1974 at all times.

The Company regards the health and safety of its employees and any other person who may be affected by its undertaking of greater importance than all other operational considerations.

The Company employs a team of full time Health and Safety Advisors to carry out inspections and offer advice for all company activities.

The Group Health and Safety Advisor is directly accountable to the Director responsible for administering this Policy.

The following information details the organisation, arrangements and resources for the implementation of the policy statement.

ENVIRONMENTAL STRATEGY STATEMENT

Policy Statement

The Casey Group understands the impact that our operations may potentially have on the environment. We are therefore committed to minimising this risk by employing environmental management techniques at every stage of our operations. The Group is further committed to ensuring that our operators are fully compliant with current Environmental legislation.

Aims and Objectives

Aims

1. To minimise the environmental impact of our operations.
2. To operate within full compliance of Environmental Law.

Objectives

1. Identify areas where environmental impact may result from our operations.
2. Employ environmental practices to identify the most effective and efficient methods of minimising or eliminating environmental impact.
3. Manage operations to ensure compliance with best practice.
4. Through training and support, ensure that all staff are aware of their responsibilities under Environmental Law and how compliance can be achieved and maintained.

Policy Implementation

The Company is an environmentally conscious organization and as such we acknowledge the potential impact that our operations may have on the environment.

This policy (as defined in the 'scope' of our Environmental Management System) has been endorsed by our Board of Directors who give their full support to its implementation. They are responsible for ensuring that it is understood, implemented and maintained at all levels within the Company.

We are committed to the prevention of pollution and continual improvement of our environmental performance. This has been facilitated through the setting and reviewing

1.7

of objectives based on our significant environment aspects. As well as ensuring that these are regularly monitored, our objectives have been targeted and documented through 'implementation programs' and communicated throughout the organization and to our clients, suppliers and contractors. The Group as an organization will ensure that we-

- Comply with all applicable legal requirements and Approved Codes of Practice which relate to our environmental aspects;
- Provide all employees with the necessary resources, equipment, information, instruction and training to fulfil the requirements of this policy;
- Maintain an Environmental Management System in accordance with ISO 14001;
- Minimise waste to landfill by anticipating waste generation and segregating that which can be practically reused or recycled to protect and preserve the natural environment;
- Use energy, materials and other natural resources as efficiently as possible, giving particular regard to the long-term sustainability of consumable items.

All employees and organizations associated with the Group are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own works, so far as is reasonably practicable, are carried out without risk to themselves, others of the environment.

ORGANISATION AND RESPONSIBILITIES

The Health and Safety at Work etc. Act 1974 requires the ultimate responsibility for health and safety in the each workplace to lie with the highest managerial post, but in practice duties have to be delegated and it is this delegation that forms the administration and control of this policy.

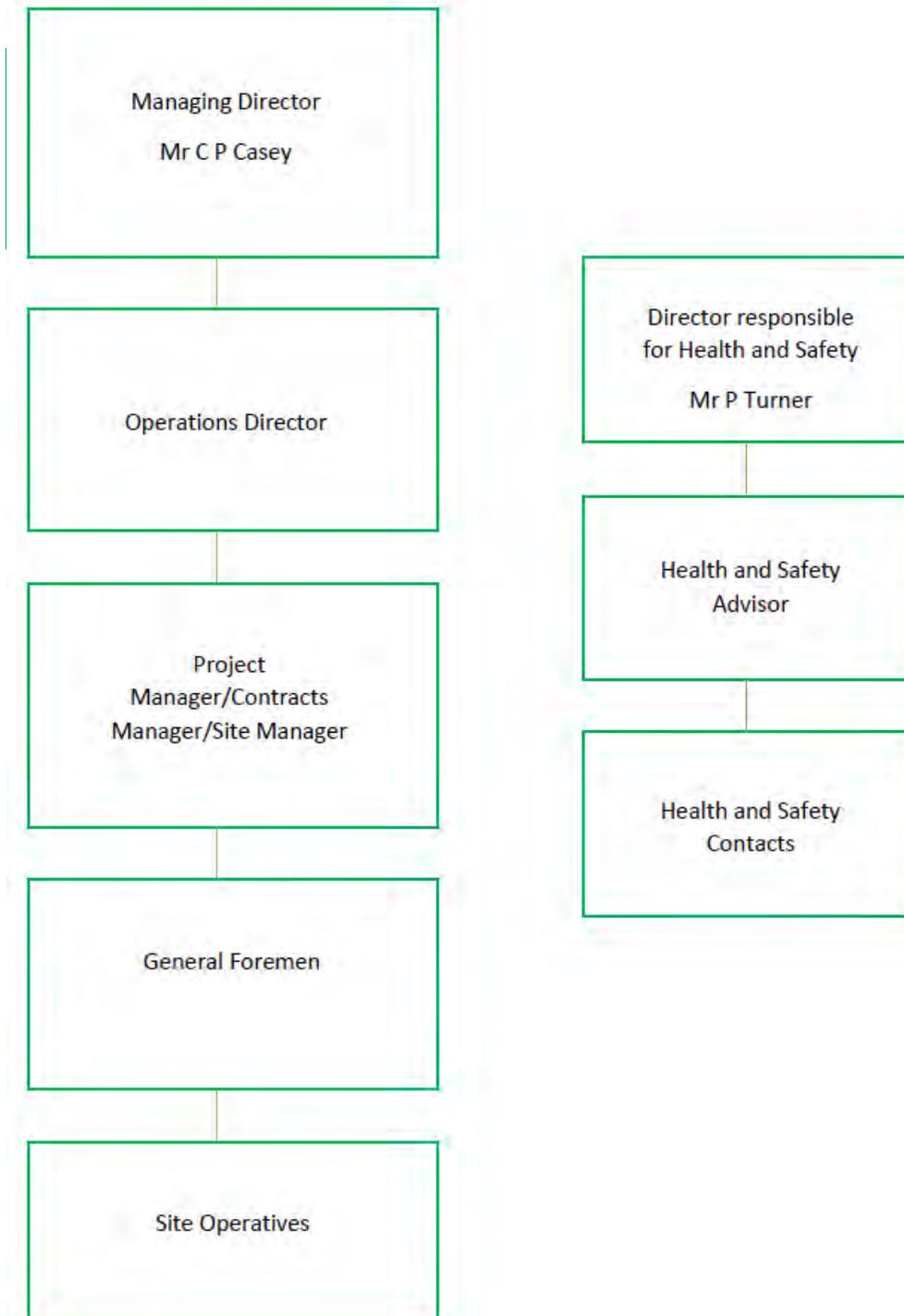
All persons within the Company must know what lines of communication and levels of responsibility exist to ensure that health and safety matters are dealt with effectively and efficiently.

Therefore certain positions within the Company's organisation are instructed and charged with securing fulfilment of certain specified statutory responsibilities under the Health and Safety at Work etc. Act 1974.

The posts so charged in the companies under the scope of this policy are shown in the following structures.

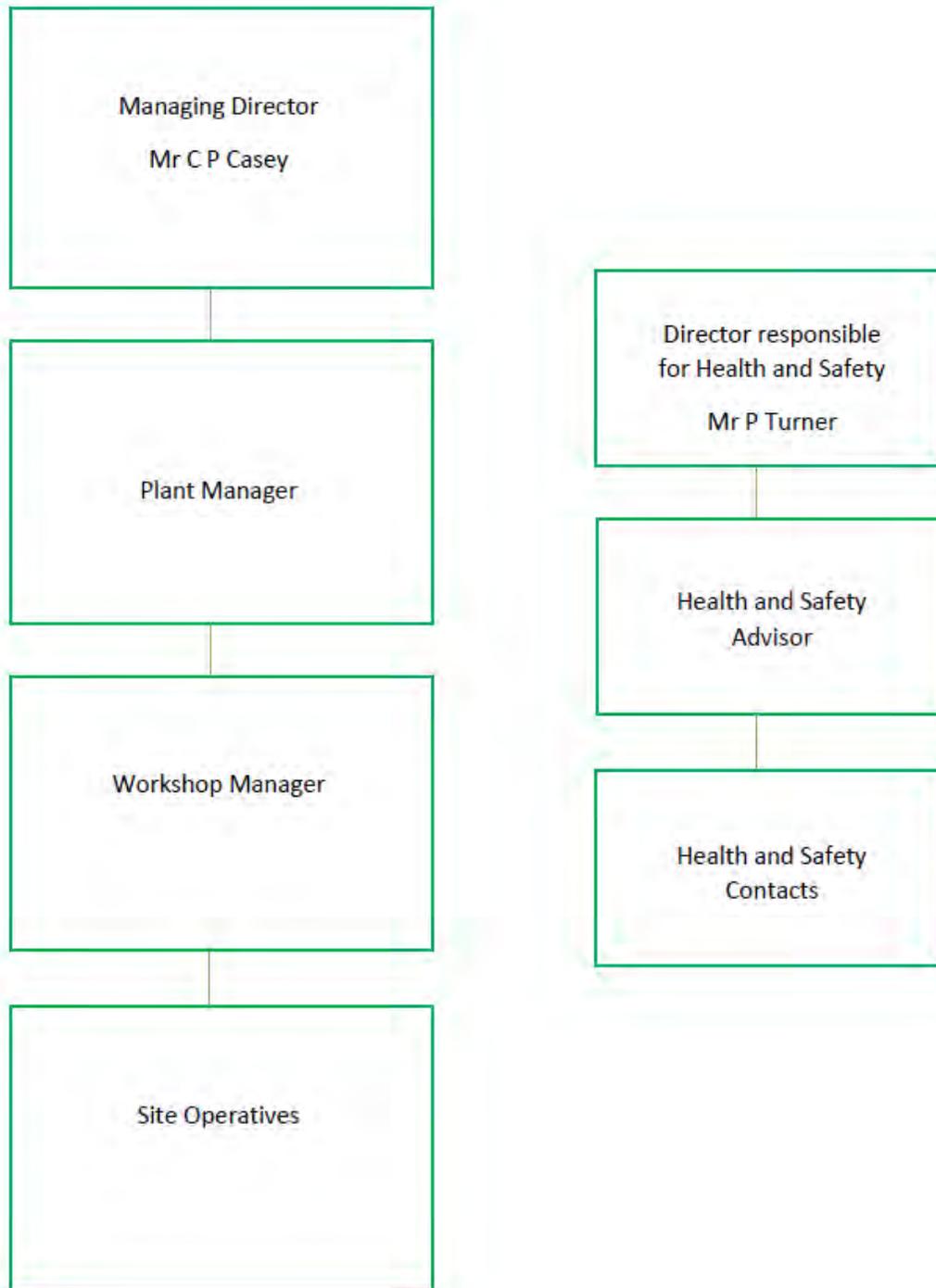
HEALTH AND SAFETY STRUCTURE

P CASEY ENVIRO LIMITED



HEALTH AND SAFETY STRUCTURE

CASEY PLANT SALES LIMITED



DIRECTORS

Having responsibility for:-

1. Ensuring that the objectives of the Health and Safety Policy are fully understood and observed by all levels of management and employees.
2. Continually monitoring the effectiveness of the Health and Safety Policy and procedures and ensuring that any necessary changes are made and maintained in line with development.
3. Seeking to generally improve the record of the Company in respect of health, safety and welfare matters.
4. Carry out un-announced Audits to assess compliance with regards health and safety matters in the workplace. Provide written advice and instruction where breaches of statutory legislation and good practice occur.
5. Taking a direct interest in the policy and publicly supporting all persons enforcing the policy.
6. The reprimanding of any employee failing to satisfactorily discharge the duties and responsibilities allocated to him/her in respect of health, safety and welfare matters.
7. Ensuring that adequate communication channels are maintained, so that information concerning Health and Safety matters which may affect any or all employees is communicated to them and any matter concerning health and safety brought up by an employee is directed to the appropriate member of management so that any necessary action can be taken.
8. Discussions with the Company Health and Safety Advisor regarding new legislation, regulations and relevant codes of practice.
9. Delegating responsibilities for health and safety matters to the appropriate level of management as identified within the Health and Safety Policy, and ensuring that they are adequately trained and instructed to undertake these responsibilities.
10. Setting a personal example by wearing personal protective equipment at appropriate times whilst on site.
11. Promoting and setting a personal example by adhering to site safety regulations at all times whilst on site.

COMPANY HEALTH AND SAFETY ADVISOR(S)

Having responsibility for:-

1. Overall enactment of the Company Health and Safety Policy.
2. Keeping up to date with the requirements of Health and Safety Acts, Regulations and all new and current legislation
3. Advising management and supervisors of their duties and responsibilities imposed by legislation.
4. Advising management and supervisors on:-
 - i) Accident and damage prevention.
 - ii) Improvements to existing methods.
 - iii) Suitability, from a safety viewpoint, of new and hired plant and equipment and the validity of all test and thorough examination certificates.
 - iv) Changes in legislation.
5. The carrying out of site safety audits to monitor whether:-
 - i) Safe systems of work are being used.
 - ii) All regulations are being observed.
 - iii) Plant and equipment are in a safe condition.
 - iv) Welfare and first aid arrangements are being maintained.
6. Liaising, where necessary, with main contractors, sub-contractors and others, towards co-ordinating safe site conditions.
7. Developing throughout the Company an understanding that injuries, damage and wastage have a direct and adverse effect on the Company.
8. Investigating accidents and dangerous occurrences and reporting and recommending means of preventing recurrences.
9. Advising and making recommendations on the provision and use of personal protective equipment and plant.

10. Maintaining a regular and efficient programme of site and premises inspections.
11. Ensuring that periodic tests, inspections and maintenance are carried out.
12. Carrying out risk assessments as required by the Management of Health and Safety at Work Regulations 1999 and other regulations such as the Manual Handling Regulations 1992, the Control of Noise at Work Regulations 2005, the Control of Substances Hazardous to Health Regulations 2002 to name a few.
13. Liaising with the Health and Safety Executive and all Statutory Authorities.
14. Setting a personal example by wearing personal protective equipment at appropriate times whilst on site.
15. Promoting and setting a personal example by adhering to site safety regulations at all times whilst in site.

SENIOR MANAGERS (PROJECTS/CONTRACTS MANAGERS)

Having responsibility for:-

1. Participating in the Company's Health and Safety Policy and advising on or recommending amendments, as necessary. Ensuring that the requirements of the relevant statutory provisions, including the management of Health and Safety at Work Regulations, are met and are incorporated into the Company health and safety procedures.
2. Seeking to prevent injury to persons involved in or affected by our operations by planning safe methods of work.
3. Ensuring that assessments of the risks to health and safety of employees, and anyone else who may be affected by any work activity, are undertaken prior to the relevant work activity commencing.
4. Ensuring that all staff are informed of the Company's Health and Safety Policy and that they receive adequate instruction and training regarding its effective implementation.
5. Ensuring that means of implementing the policy are available within the Group.
6. Making proper allowance in the preparation of tenders for safety provisions in the methods of work proposed.
7. Using their experience to point out potential hazards and advise staff on appropriate precautions.
8. Seeking to reduce the damage and waste to Company property, plant and equipment.
9. Ensuring they are aware of, observing and ensuring that, the requirements of the health and safety legislation and the relevant statutory provisions, including The Management of Health and Safety at Work Regulations are implemented.
10. Liaising with the Company Health and Safety Advisor on all matters relating to health, safety and welfare.
11. Setting a personal example by wearing personal protective equipment at appropriate times whilst on site.
12. Promoting and setting a personal example by adhering to site safety regulations at all times whilst on site.

SITE MANAGERS / SITE SUPERVISORS

Having responsibility for:-

1. Understanding the Company's Health and Safety Policy, along with Company health and safety procedures and is familiar with the requirements of relevant statutory provisions, including The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999.
2. Assessing the risks to health and safety of employees, sub-contractors and others who may be affected by the work activity and recording the significant findings of the assessment.
3. Making arrangements for putting into practice the health and safety measures that follow from the risk assessments, including planning, organisation, and control, monitoring and reviewing of procedures.
4. Giving clear guidance to all subordinates and ensuring that all sub-contractors comply with the Company standards of health and safety, when on site.
5. Planning and maintaining a tidy site, organising the work to be carried out with the minimum risks to men, equipment and materials.
6. Checking that plant is maintained in a good, safe condition, including critical appraisal of sub-contractors' and hired plant.
7. Ensuring that all cranes and lifting gear are tested / certificated and properly equipped for the duties to be carried out.
8. Completing, as necessary, all statutory registers held on site.
9. Ensuring that suitable and sufficient protective equipment is available used and properly cared for.
10. Setting up suitable and adequate first aid arrangements on site.
11. Preparing for serious accidents by knowing, in advance, where to obtain medical help and ambulance services and liaising with the Fire Service on such matters as fire prevention.
12. Ensuring that suitable and sufficient fire extinguishers are available on site.
13. Advising and co-operating with the selection and release of men from site for safety training.

14. Promoting and setting a personal example by wearing personal protective equipment at appropriate times whilst on site.

TECHNICAL STAFF - PLANNERS/DESIGNERS

Having responsibility for:

1. Reading and understanding the Company's Health and Safety Policy, along with Company health and safety procedures, Safety Systems of Work etc., and familiarity with the requirements of all relevant statutory provisions, including The Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and the Construction (Design and Management) Regulations 2015.
2. Where appropriate, eliminate or control all hazards at source by either eliminating them or making all necessary recommendations to adequately control them. Where risks are reduced and controlled, detailed records must be kept to substantiate decisions taken.
3. Maintain close liaison with estimators to ensure tender figures are adequate to cover all safe methods of work and adequate welfare facilities.
4. Keep abreast of best practice, ensuring employment of competent sub-contractors, whilst ensuring that all substances, materials, plant and equipment specified are suitable for the work to be undertaken.
5. Ensure that all works are programmed, sequenced and phased within an adequate timescale.
6. Promoting and setting a personal example by demonstrating a clear commitment to health and safety matters and by wearing the appropriate personal protective equipment or clothing when visiting site.

TECHNICAL STAFF - BUYERS

Having responsibility for:-

1. Reading and understanding the Company's Health and Safety Policy, Safe Systems of Work and all other current relevant statutory provisions.
2. Ensuring that all equipment or materials purchased by the company are to the standards required by Company policy and The Health and Safety at Work Act 1974.
3. Ensuring that all suppliers are requested to provide full information on any potential hazards associated with any equipment, substances or materials supplied, along with details of any necessary precautions required. They must always ensure this information is readily available prior to delivery on site and that all information is passed on to the relevant site supervision.
4. Ensuring that all suppliers are fully informed of any site constraints, such as proximity hazards, restricted delivery times, safe access routes, road widths etc. and any safe working loads of plant used for handling materials on site, so that materials are delivered to site in suitable sizes and loads.
5. Promoting and setting a personal example by demonstrating a clear commitment to health and safety matters and by wearing the appropriate protective equipment or clothing when visiting sites.

TECHNICAL STAFF - ESTIMATORS/QUANTITY SURVEYORS

Having responsibility for:-

1. Reading and understanding the Company's Health and Safety Policy, Safe Systems of Work and all other current relevant statutory provisions such as the Provision and Use of Work Equipment Regulations 1998 (PUWER '98) and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER '98).
2. Ensuring tender figures are adequate to cover safe methods of work and adequate and suitable welfare facilities.
3. Having knowledge of the various statutory requirements governing the company's work.
4. Keeping abreast of best practice, employing only competent, adequately resourced sub-contractors and ensuring that all substances, materials, plant and equipment specified are suitable for the work to be undertaken.
5. Ensuring that all potential sub-contractors provide the Company with suitable and adequate proof of competency, as required by the Construction (Design and Management) Regulations 2015, prior to any sub-contractor being appointed.
6. Ensuring that all sub-contractors provide suitable and adequate information, such as job specific risk assessments, method statements, COSHH data sheets, proof of staff training etc., and prior to mobilisation on site.
7. Ensuring that all potential sub-contractors are supplied with all necessary information relating to health and safety on each specific site, including a copy of the Company Health and Safety Policy, Safe Systems of work, The Company Code of Conduct and relevant sections of the Construction Phase Plan, to allow them to allocate sufficient and adequate resources to the project.
8. Reporting immediately to site management any unsafe working practices observed whilst visiting sites.
9. Promoting and setting a personal example by demonstrating a clear commitment to health and safety matters and by wearing the appropriate personal protective equipment or clothing whilst visiting sites.

TECHNICAL STAFF - SITE ENGINEERS / SURVEYORS

Having responsibility for:-

1. Reading and understanding the Company Health and Safety Policy, Safe Systems of Work and all other current relevant statutory provisions and ensuring that this information is brought to the attention of all employees under your control.
2. Ensuring that information affecting the health and safety of any person on site is brought to the attention of the Contracts Manager or Site Manager, in particular:
 - a) The existence of overhead electricity cables
 - b) The existence of underground services
 - c) Ground conditions affecting the stability of excavations or safety of site operatives (soil condition, water table levels or existence of toxic or harmful substances, gases etc).
3. Carrying out your own work in a safe manner and taking all necessary precautions when working on or near public roads and highways.
4. Ensuring that records are maintained of any underground services installed on site and that, wherever possible, these are defined by marker posts and signs during the construction period.
5. Obtaining all available relevant information from statutory authorities regarding underground services before allowing any excavation procedures to commence.
6. Ensuring that all necessary precautions are taken when employing laser-surveying equipment, as required by company policy.
7. Ensuring suitable eye protection is provided to chainmen using masonry nails for setting out purposes.
8. Ensuring that any design calculations for unusual scaffolds, falsework, etc. are independently checked and approved.
9. Reporting immediately to site management any unsafe working practices observed whilst on site.
10. Promoting and setting a personal example by wearing personal protective clothing and equipment at appropriate times whilst on site.

TECHNICAL STAFF - TEMPORARY WORKS CO-ORDINATORS (TWC)

Having responsibility for:-

1. Reading and understanding the Company's Health and Safety Policy, Temporary Works Procedures and all other relevant statutory provisions.
2. Ensuring that information affecting the health and safety of any person on site is brought to the attention of the Projects / Contracts Manager or Site Manager.
3. Liaising between Designers and Contractors to ensure the success and effectiveness of any temporary works.
4. Ensuring adequate design input is requested and carried out prior to engaging works on site.
5. Ensuring that any residual risks assumed during construction such as loadings and construction methods are discussed and included.
6. Ensure a safe system of work is provided and implemented as necessary.
7. Ensure the temporary works are safely constructed, and where necessary subsequently dismantled.
8. Ensure that permanent works are able to support temporary works.
9. Provide formal permission to load or dismantle.
10. Ensure that drawings, calculations and other relevant documents relating to the final design of the temporary works are recorded and kept on file for inspection.
11. Ensure where required a design check is carried out by someone not involved in the original design – for concept, structural adequacy and brief compliance.
12. BS 5975 recommends that a Temporary Works Supervisor (TWS) be appointed on larger sites or where a Project / Contracts Manager considers it necessary. In the event a TWS is appointed to handle the day to day responsibilities he or she will be responsible to the TWC.
13. Promoting and setting a personal example by demonstrating a clear commitment to health and safety matters and by wearing the appropriate personal protective equipment or clothing and adhering to health and safety regulations when in the workplace.

TECHNICAL STAFF - TEMPORARY WORKS SUPERVISORS (TWS)

Having responsibility for:-

1. Reading and understanding the Company's Health and Safety Policy, Temporary Works Procedures and all other relevant statutory provisions.
2. Ensuring that information affecting the health and safety of any person on site is brought to the attention of the Projects / Contracts Manager or Site Manager.
3. Liaising fully with the Temporary Works Co-ordinator and Designers and Contractors as necessary to ensure the success and effectiveness of final temporary works.
4. Ensuring adequate design input is obtained, understood and carried out prior to engaging works on site.
5. Ensure a safe system of work is provided and implemented as necessary.
6. Ensure the temporary works are safely constructed, and where necessary subsequently dismantled.
7. Advise the Temporary Works Co-ordinator of any changes or unforeseen conditions.
8. Not changing any detail without consultation with the Temporary Works Co-ordinator and other relevant parties.
9. Promoting and setting a personal example by demonstrating a clear commitment to health and safety matters and by wearing the appropriate personal protective equipment or clothing and adhering to health and safety regulations when in the workplace.

PLANT / WORKSHOP MANAGER

Having responsibility for:-

1. Read and understand the Company's Health and Safety Policy and ensure that it is brought to the attention of all employees under their control.
2. Organise work so that it is carried out to the required standard with minimum risk to people, equipment and materials, and produce and issue safe work method statements as required.
3. Ensure that all plant sent to site is safe and efficient, is guarded and equipped with the necessary safety devices, and has been tested and thoroughly examined in accordance with relevant regulations, including the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998.
4. Ensure that all tests, thorough examinations and inspections are carried out as required and that all necessary records are maintained.
5. Arrange for regular servicing and maintenance of all plant and equipment and ensure that defects are dealt with promptly and effectively.
6. Ensure that work, in the workshop or on site, is carried out safely, and that all power tools and equipment are safe for use. Also ensure that floors, accesses, lighting and heating etc. are maintained in a safe condition.
7. Ensure that employees under your control, whilst visiting sites, comply with all the rules applicable to that site.
8. Ensure that the appropriate personal protective equipment and clothing is supplied and worn by employees under your control.
9. Ensure that washing facilities are provided and used to reduce the risks of employees contracting dermatitis and other skin disorders.
10. Ensure that first aid facilities are provided and suitably maintained.
11. Ensure all accidents are reported in accordance with the Company Policy.
12. Ensure that fire protection equipment is maintained readily available and in good repair.

- I3. Promoting and setting a personal example by demonstrating a clear commitment to all health and safety matters and by wearing the appropriate personal protective equipment or clothing.

PLANT FITTERS

Having responsibility for:-

1. Read and understand the Company's Health and Safety Policy and carry out work in accordance with its requirements.
2. Report to the Site Manager / General Foreman any defects in plant or equipment discovered whilst carrying out servicing etc. on site.
3. Use the correct tools and equipment for the job and report any defect noted in tools and equipment.
4. Work in a safe manner at all times and wear the necessary personal protective equipment as required for the job.
5. Ensure that you do not carry out any repairs or servicing on plant or machinery whilst the engine is running unless absolutely necessary and ensure that any guards removed to carry out repairs are replaced.

N.B. If working on static plant such as crushers, screeners, shredders and conveyors ensure that the Company's Safe System of Work for such is complied with.

6. Ensure that you do not carry out any repairs on plant or vehicles unless safety precautions have been taken, i.e. prop tipper body, fit locking bar to ram on boom, lower dozer blade or excavator bucket to ground etc. Mechanical jacks etc. must not be relied upon to support plant or vehicles - timber baulks must be used as necessary.
7. Ensure that all precautions are taken when using burning / welding equipment to eliminate the risks to both your, and others, health and safety. Ensure that you carry out a visual check one hour after any burning or welding activity for signs of heat, smouldering material etc.
8. Ensure that you complete a Field Service Risk Assessment before commencing work on site.
9. Ensure that you take all personal hygiene measures necessary to prevent Industrial Dermatitis and other potential skin disorders.
10. Report any incident, accident or damage.

11. Warn new employees, particular apprentices and young people, of known hazards.

TRANSPORT MANAGER

Having responsibility for:-

1. Read and understand the Company's Health and Safety Policy and ensure that it is brought to the attention of all employees under their control.
2. Ensure that all vehicles are safe, fully efficient, and maintained and serviced as recommended and that all necessary tests, insurances, road fund licences, etc. are up to date.
3. Ensure that all drivers are in possession of the appropriate driving licence for the vehicle to be driven and that all requirements regarding recording drivers hours are complied with.
4. Ensure that all defects reported are attended to immediately.
5. Ensure drivers are provided with the necessary safety equipment.
6. Give instructions where necessary on the safety of loads, in particular, ensure all procedures are followed when hazardous loads are to be carried. Notify all appropriate authorities as required when moving large or unusual loads.
7. Arrange for the necessary special training for drivers.
8. Ensure that appropriate welfare facilities are provided and maintained for drivers.
9. Ensure that vehicles are parked safely in the yard at the end of the shift.
10. Ensure a risk assessment has been carried out on any substance, process or work activity hazardous to health and safety and that appropriate control measures, training, instruction, protective clothing etc. have been provided.
11. Ensure that fuels are stored and dispensed safely and in accordance with relevant statutory requirements.
12. Ensure that fire protection measures are provided and maintained.
13. Ensure first aid measures are provided and maintained.
14. Ensure all accidents are reported in accordance with the Company Policy.

15. Promoting and setting a personal example by demonstrating a clear commitment to health and safety matters and by using and wearing any necessary protective equipment, when appropriate.

COMPANY TRANSPORT DRIVERS

Having responsibility for:-

1. Read and understand the Company's Health and Safety Policy and carry out your work in accordance with its requirements.
2. Ensure that any defect in your vehicle is reported immediately to the Transport Manager.
3. Make regular inspections of your vehicle for obvious defects.
4. Wear suitable safety footwear and protective clothing, as you will be exposed to the same hazards as others on site when not in the cab of your vehicle.
5. Always report to the weighbridge, site office or a Site Manager before travelling on site.
6. Get out of your vehicle cab when it is being loaded with loose materials (unless suitable means are provided to protect the cab).
7. Drive in a safe manner at all times, and be particularly careful when driving on sites. Consider the conditions of temporary access roads or roads that are under construction and being used for access purposes.
8. Before reversing ensure that there are no obstructions or people behind the vehicle. Preferably, ask someone to act as a Banksman when you reverse, especially in residential areas.
9. Ensure that when reversing or driving towards an edge, that a suitable stop has been provided to prevent the vehicle going over the edge.
10. Ensure that when you have tipped the vehicle's load, you do not travel forward until the tipper body has returned to the travelling position. This is particularly important when on sites with overhead power lines.
11. Report all accidents or damage, however minor, to the Transport Manager or if appropriate to the Site Manger before leaving site.
12. Ensure that any load on your vehicle is well secured; also that your vehicle is not overloaded or loaded in such a way as to affect the handling of the vehicle.

I.30

13. If fitted with a Hiab ensure that the SWL is not exceeded and that associated lifting equipment such as chains, slings, shackles etc. have been inspected and are safe for use.
14. During lifting operations ensure that there are no proximity hazards i.e. overhead power lines, telephone lines or persons likely to be affected by the lifting operation.
15. Ensure that you have a safe access and egress for attaching / detaching chains etc. Carry and use ladders if necessary. The ladders must not be defective and you should inspect them before use.
16. Ensure that hazardous loads are carried in accordance with instructions, that any necessary signs are displayed and that the appropriate documents are available in the cab.
17. Mobile phones must not be used whilst driving unless the vehicle is fitted with a 'hands free' facility. Only then should incoming calls be accepted. The vehicle must be safely parked before making any outgoing calls.

COMPANY VEHICLE DRIVERS

Having responsibility for:-

1. Make regular inspections of your vehicle for defects and ensure that defects are notified and rectified without delay.
2. Drive in accordance with the Road Traffic Legislation and the Highway Code at all times and be particularly careful when driving on site. Consider the conditions of temporary access roads or roads that are under construction and being used for access purposes.
3. Before reversing ensure that there are no obstructions or people behind the vehicle.
4. Report all accidents or damage, however minor, to the Transport Manager.
5. Ensure that any traffic violations you are involved in, which result in prosecution, are reported to the Plant Director.
6. Ensure that your vehicle is delivered to the Plant Department for regular servicing in accordance with the manufacturers requirements.
7. Check brakes, lights, tyres, oil, water, windscreen wipers and washer reservoir, etc. at least every week and before going on long journeys.
8. Vehicles must not be overloaded or misused.
9. Mobile phones must not be used whilst driving unless the vehicle is fitted with a 'hands free' facility. Only then should incoming calls be accepted. The vehicle must be safely parked before making any outgoing calls.
1. Do not drink alcohol or take medication, which could affect your driving ability, before driving a vehicle.
11. All drivers must be in possession of a full driving licence for the category of vehicle they are driving.
12. Smoking is not permitted in Company vehicles.

OPERATIVES / PLANT OPERATIVES

Having responsibility for:-

1. Co-operating with the Company at all times in connection with duties imposed on the Company by the Health and Safety at Work etc. Act 1974 and associated legislation.
2. Working within the safe system of work specified by the Company.
3. Using, in the proper manner, the correct plant, machinery, equipment and tools for the work in hand.
4. Reporting immediately, any defective plant, machinery, equipment or tools to management.
5. Avoiding improvisation, which usually entails risks.
6. Wearing and using the necessary personal protective clothing or equipment when on site.
7. Taking reasonable care for the health and safety of themselves and any other persons who may be affected by their operations.
8. Not intentionally or recklessly interfering with, or misuse of, anything provided in the interests of health and safety.

Plant Operatives

In addition to the above plant operatives must:

1. Ensure that you know and operate your machine in accordance with both legal and manufacturers requirements.
2. Make daily inspections of your machine prior to starting work and complete the Daily Plant Sheet.
3. If your machine is classed a Lifting Appliance ensure that you complete the Weekly Statutory Inspection Sheet.
4. Ensure that when operating your machine other persons are well clear, especially if reversing or slewing.

I.33

5. All towing operations must be carried out in accordance with the Company Towing Procedure.
6. Check, prior to starting work, with the Site Manager or General Foreman, the location of underground or overhead power lines. Do not approach or excavate within the distances of services given in the Company Health and Safety Policy.
7. Do not operate mobile phones whilst operating plant, wait until the vehicle / machine is stationary and in a safe position.
8. Do not smoke in enclosed plant cabs.

HEALTH AND SAFETY CONTACTS

Having responsibility for:-

- I. Raising the profile of health and safety. However, the role of a Health and Safety Contact carries no additional legal responsibilities, other than those of any other employee

However, in order to assist the Company in meeting its health and safety obligations, a Contact is asked to:

- Liaise with the Site Management Team
 - Continually monitor the standards of safety in the workplace and play a part in enforcing health and safety requirements
 - Assist, if necessary, in investigating accident or dangerous occurrences in the workplace
 - Represent employees in discussions with the employer on health, safety or welfare issues and in discussions with HSE or other enforcing authorities
 - Attend Health and Safety Meetings
 - i. Periodic site health and safety meetings
 - ii. Periodic Health and Safety Committee meetings
 - iii. Site meetings following an accident or incident investigation
2. Promoting and setting a personal example by demonstrating a clear commitment to all health and safety matters and by wearing the appropriate personal protective equipment or clothing.

ARRANGEMENTS

REGISTRATION OF SITES / OPERATIONS WITH HSE

All sites and operations, which fall within the scope of the Construction (Design and Management) Regulations 2015 (CDM) will be registered with the HSE on form F10.R. A copy of such must be displayed in the site office at all times.

All sites and operations, which fall within the scope of the Quarries Regulations 1999 will be registered with the HSE in writing. A copy of the registration will be maintained on site.

References: The Construction (Design and Management) Regulations 2015

The Quarries Regulations 1999

SAFE PLACES OF WORK

Every place of work must be kept safe, clean and tidy with a safe means of access and egress.

Suitable steps must be taken to ensure, so far as is reasonably practicable, that no person gains access to any place, which is not safe.

References: The Health and Safety at Work etc. Act 1974

The Workplace (Health, Safety and Welfare) Regulations 1992

The Work at Height Regulations 2005

The Construction (Design and Management) Regulations 2015

The Quarries Regulations 1999

SAFE SYSTEMS OF WORK

Persons who are responsible for the supervision of others and for sub-contractors are required to identify, provide and maintain safe systems of work. Remember that safe systems must also include the safety of the general public.

References: The Health and Safety at Work etc. Act 1974

SAFE WORK METHOD STATEMENTS

Where appropriate operatives will be issued with safe work method statements for certain activities. For example, whilst working with crushers, screeners or high pressure water jet equipment, etc. Importantly contractors undertaking work on Company premises must provide safe work method statements along with other safety information before commencing any work on Company premises.

TRAINING

The Company will provide appropriate training through either 'in-house' or approved training establishments to Directors, Managers, Foremen / Supervisors and Operatives where their duties require such training.

Suitable and adequate supervision must be provided by trained and competent persons when and where required.

Adequate records of training will be kept by the Company at Head Office and, where necessary, relevant certificates will be issued to employees for their retention.

References: The Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 1999

PERSONAL PROTECTIVE EQUIPMENT / CLOTHING

It is the duty of the Site Manager / Plant Manager to ensure that adequate supplies of the necessary personal protective equipment or clothing are maintained readily available for issue and use.

It is the duty of all employees to ensure that all personal protective equipment / clothing provided for use is used at all appropriate times and any defect or need for replacement is reported to the Site Manager / Plant Manager appropriate. If any operative is employed by a sub-contract company then that company should supply and maintain such equipment and / or clothing.

References: The Personal Protective Equipment at Work Regulations 1992

The Control of Substances Hazardous to Health Regulations 2002

The Noise at Work Regulations 1989

The Construction (Design and Management) Regulations 2015

PROVISION OF FIRST AID FACILITIES

The Company will arrange suitable provision of:

- a) the presence of a trained First Aider / Appointed Person and
- b) access and / or communication to a First Aid Point.

The first aid kit must be maintained in the site / workshop office and weighbridge office where necessary.

The Site Manager / Plant Manager must ensure that the first aid kit is kept fully stocked.

References: The Health and Safety (First Aid) Regulations 1981

WELFARE FACILITIES

The Company will provide welfare facilities, which will conform to current legislation and will maintain such in a suitable condition for the use of all persons undertaking work on Company sites and premises.

Minimum requirements will include:

Toilet Facilities

Where appropriate, additional separate facilities will be provided for ladies.
All facilities must be kept clean and well ventilated.

Wash Facilities

A supply of hot and cold water which, so far as is reasonably practicable, must be running water.

Drinking Water

Drinking water must be provided and marked with an appropriate sign.
Cups or similar drinking vessels must be available.

Accommodation for Clothing

Accommodation for clothing must also include facilities for drying clothes.

Facilities for Rest

Rest facilities must include: Suitable arrangements to ensure meals can be prepared and eaten, and means of boiling water.

Smoking

Smoking is not permitted in any enclosed workplace. This includes but is not restricted to offices, canteens, toilets, workshops etc.

N.B. Welfare facilities must not be used to store any plant / materials.

References: The Workplace (Health, Safety and Welfare) Regulations 1992

The Construction (Design and Management) Regulations 2015

YOUNG PERSONS

A young person is defined as any person who is above school leaving age but who has not attained the age of eighteen.

It is the duty of the employer to carry out an assessment of the risks to the health and safety of young persons whilst at work.

When making the assessment the employer must take account of:

- a) the inexperience, lack of awareness of risks and immaturity of young persons.
- b) the fitting out and layout of the workplace and the workstations.

- c) the nature, the degree and duration of exposure to physical, biological and chemical agents.
- d) the form, the range and use of work equipment and the way in which it is handled.
- e) the organisation of processes and activities.
- f) the extent of health and safety training provided, or to be provided to young persons; and
- g) the risks from agents, processes and work listed in the Annex to the Council Directive 94/33/EC(b) on the protection of young people at work.

Employees must be provided with comprehensible and relevant information on the risks to health and safety identified in the risk assessment.

In addition, the Working Time Regulations impose certain constraints on young persons.

Daily Rest: a young worker is entitled to a rest period of not less than twelve consecutive hours in each 24 hour period during which he / she works for his / her employer.

Weekly Rest: a young worker is entitled to a rest period of not less than 48 hours in each 7 day period during which he / she works for his / her employer.

Rest Breaks: where a young worker's daily working time is more than four and a half hours, he / she is entitled to a rest break of at least 30 minutes, which should be consecutive if possible.

References: The Management of Health and Safety at Work Regulations 1999

The Working Time Regulations 1999

The Working Time (Amendment) Regulations 2009

The Working Time (Amendment) Regulations 2013

PROCEDURE FOR ACCIDENTS / INCIDENTS / DANGEROUS OCCURRENCES

The arrangements with regard to the above are as follows:

1. Method of Reporting

Any employee who sustains an injury whilst on the premises, site or otherwise engaged in Company activities shall report the details of the matter to their immediate Manager / Supervisor before leaving the premises or site.

The Manager / Supervisor to whom the accident has been reported shall complete the Accident Book which will be maintained in the site / workshop office. The Company Health and Safety Advisors must be informed, as soon as is reasonably practicable, of the incident in order that further action, if necessary, can be taken.

2. Investigation

The degree of investigation will depend on the type of injury, or the nature of the occurrence. Initially, all accidents will be investigated by the Site Manager / Plant Manager / Supervisor responsible for that particular workplace.

For those of a more serious nature and classed as “Specified Injury” or “Dangerous Occurrence” a more thorough investigation will take place and be subject to a full report detailing the full events.

In the event of a Fatal Accident, Specified Injury or Dangerous Occurrence, as defined below, such MUST be reported by the Site / Plant Manager to Head Office immediately. In the absence of the Health and Safety Advisors the Director Responsible for Health and Safety matters has the responsibility of informing the Health and Safety Executive immediately by telephone of such.

The other type of accident, which must be reported is one where the injured person is off work for more than 7 days.

SPECIFIED INJURY

A ‘specified injury’ includes:

- A fracture, other than to fingers, thumbs and toes;
- Amputation of an arm, hand, finger, thumb, leg, foot or toe;
- Permanent loss of sight or reduction of sight;
- Crush injuries leading to internal organ damage;

- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- Scalpings (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

OCCUPATIONAL DISEASES

These include:

- Carpal tunnel syndrome;
- Severe cramp of the hand or forearm;
- Occupational dermatitis;
- Hand-arm vibration syndrome;
- Occupational asthma;
- Tendonitis or tenosynovitis of the hand or forearm;
- Any occupational cancer; and
- Any disease attributed to an occupational exposure to a biological agent.

DANGEROUS OCCURRENCES

- The collapse of, overturning of, or the failure of any load bearing part of any:-
 - lift or hoist,
 - crane or derrick,
 - mobile powered access platform,
 - access cradle or window - cleaning cradle,
 - excavator,
 - pile driving frame or rig having an overall height, when operating, of 7 metres,
 - fork lift truck.
- Any unintentional incident in which plant or equipment either:
 - comes into contact with an un-insulated overhead electric power line which the voltage exceeds 200 volts; or

- causes an electric discharge from such an electric power line by coming into close proximity to it.
- Electrical short circuit or overload attended by fire or explosion which results in the stoppage of the plant involved for more than 24 hours or which has the potential to cause the death of any person.
- The complete or partial collapse of:
 - any scaffold which is:
 - i) more than 5 metres in height which results in a substantial fall or overturning; or
 - ii) erected over or adjacent to water in circumstances such that there will be a risk of drowning to a person falling from the scaffold into the water; or
 - the suspension arrangements (including any outrigger) of any slung or suspended scaffold which causes a working platform or cradle to fall.
- The following incidents in respect of a pipeline or pipeline works:
 - the uncontrolled or accidental escape of anything from, or inrush of anything into, a pipeline which has the potential to cause damage to the health of any person or which results in the pipeline being shut down for more than 24 hours;
 - the unintentional ignition of anything in a pipeline or of anything which, immediately before it was ignited, was in a pipeline;
 - any damage to any part of a pipeline which has the potential to cause the death of, major injury or damage to the health of any persons or which results in the pipeline being shut down for more than 24 hours;
 - any substantial and unintentional change in the position of a pipeline requiring immediate attention to safeguard the integrity or safety of a pipeline;
 - any unintentional change in the subsoil in the vicinity of a pipeline which has the potential to affect the integrity or safety of a pipeline;

I.43

- any failure of any pipeline isolation device, equipment or system which has the potential to cause the death of, major injury or damage to the health of any persons or which results in the pipeline being shut down for more than 24 hours;
- any failure of equipment involved with pipeline works which has the potential to cause the death or major injury or any other damage to the health of any person.
- Any unintended collapse or partial collapse of:
 - any building or structure (whether above or below ground) under construction, reconstruction, alteration or demolition which involves a fall of more than 5 tonnes of material;
 - any floor or wall of any building (whether above or below ground) used as a place of work; or
 - any false work.
- The sudden uncontrolled release:
 - inside a building:
 - i) of 100 kilograms or more of a flammable liquid,
 - ii) of 10 kilograms or more of a flammable liquid at a temperature above its normal boiling point, or
 - iii) of 10 kilograms or more of a flammable gas; or
 - in the open air, of 500 kilograms or more of any substance referred to in the sub-paragraphs above.
- The accidental release or escape of any substance in a quantity sufficient to cause death, major injury or any other damage to the health of any person.

FIRE

1. Suitable and sufficient steps shall be taken to prevent the risk of injury to any person during the carrying out of work activities from fire or explosion. These controls will be supplied via the site specific Fire Risk Assessment which will be completed before any works takes place on site.
1. Appropriate fire fighting equipment shall be provided in all work places and regularly checked by a competent person.
2. Ensure that working areas are kept clean and tidy, and waste is disposed of promptly. Keep waste collection areas away from any flammable liquid store.
3. Ensure highly flammable liquids and LPG's are stored correctly, and kept to a minimum on site.
4. Ensure that gas and electric supplies are correctly installed and maintained by a competent person, and inspected regularly.
5. Ensure that extinguishers maintained on site are accessible and inspected at appropriate intervals.
6. Ensure that suitable and sufficient emergency routes and exits are provided to enable persons reach a place of safety quickly in the event of danger. All routes and exits shall be indicated by suitable signs.

PROCEDURES ON DISCOVERING A FIRE

Any person discovering a fire should:

1. Raise the alarm by activating the alarm system and / or by shouting '**FIRE**'!
2. Attack the fire, if possible, with the appropriate fire fighting appliances available.

ON HEARING THE ALARM

1. Isolate, if possible, any machinery that you are using.
2. Leave the premises by the nearest and safest route.
3. Close all doors behind you.
4. Report to your assembly point at the premises. Make sure that the person in charge at the assembly point has your name.

DO NOT TAKE RISKS

**DO NOT RETURN TO THE PREMISES FOR ANY REASON UNTIL
AUTHORISED TO DO SO**

**DO NOT LEAVE YOUR ASSEMBLY POINT UNTIL AUTHORISED TO DO
SO**

References: The Regulatory Reform (Fire Safety) Order 2005

The Management of Health and Safety at Work Regulations 1999

The Construction (Design and Management) Regulations 2015

The Quarries Regulations 1999

RISK ASSESSMENT

The Management of Health and Safety at Work Regulations 1999, requires every employer to carry out suitable and sufficient risk assessments of all aspects of their work activities.

The assessment should take into account:

1. The risks to health and safety of their employees to which they are exposed to whilst they are at work.
2. The risks to the health and safety of persons not in their employment arising out of, or in connection with, the conduct their undertaking.

A risk assessment will involve:-

1. Identifying the hazards associated with any undertaking
2. Evaluating the extent and severity of the risks involved.

The main factors to be considered in any risk assessment are:-

- | | |
|---------------------|------------------------------------------------------------------------------------------|
| 1. HAZARD | Something with the potential to cause harm. |
| 2. RISK | The likelihood of a hazard producing a harmful effect if Control Measures are not taken. |
| 3. RESIDUAL RISK | The degree of risk that remains once Control Measures have been taken. |
| 4. CONTROL MEASURES | The actions required to safeguard persons and comply with statutory provisions. |

The Company has prepared a series generic risk assessments for use on site. These assessments are to be brought to the attention of these likely to be affected by the Site Manager.

The assessments can be freely copied and used in Toolbox Talks, Site Inductions etc. The assessments can also be used as the basis for preparing site specific risk assessments as necessary.

Site specific risk assessments must be brought to the attention of the Company Health and Safety Advisors for appraising and approval.

I.47

No work must proceed unless a suitable and sufficient risk assessment has been prepared and brought to the attention of those likely to be affected by the proposed works.

The Site Manager and Company Health and Safety Advisors will continually evaluate the overall effectiveness of the risk assessment.

Reference: The Management of Health and Safety at Work Regulations 1999

MANUAL HANDLING OPERATIONS

These regulations include ergonomics as a factor in the manual handling of loads. This means that not only is the load itself considered but also the working environment, capacity of the individual, etc.

DEFINITION: Manual handling is defined as ‘any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force’.

Employers have a duty ‘so far as is reasonably practicable’ to avoid the need for hazardous manual handling operations and to reduce the risk of injury.

Where manual handling cannot be avoided and the risk is not of a low order the employer is required to make a ‘suitable and sufficient’ assessment of the manual handling operation.

The regulations specify the factors that must be taken into account when making the assessment. These are grouped under four headings, TASK, LOAD, WORKING ENVIRONMENT AND INDIVIDUAL CAPACITY.

These assessments must, in all but the simplest of cases, be recorded.

If it is not reasonably practicable to avoid manual handling the employer is under a duty to take steps to reduce the risk of injury to the lowest level reasonably practicable.

The employee must make full and proper use of any system of work provided for his / her use by the employer.

Reference: The Manual Handling Operations Regulations 1992

**HAZARDOUS SUBSTANCES - THE CONTROL OF SUBSTANCES
HAZARDOUS TO HEALTH - COSHH**

1. The Company Policy in respect of COSHH is that only substances assessed and approved for use by the Company must be allowed on its sites or premises.
2. Appropriate Hazard Data Sheets should be requested by the Buying Department for the purpose of providing relevant data for the product use. Copies of such must be given to the Site Managers / General Foremen and Company Health and Safety Advisors.
3. With regard to operatives and others, on site or in workshops, the Company has produced assessment sheets in respect of the substances used by such. Where persons are employed by sub-contract firms, such companies shall undertake their own assessments and provide the Company with copies.
4. With regard to members of the public the Company will endeavour to keep such off site, or at least away from any risk from harmful substances, areas etc.
5. Where appropriate, information, instruction and training will be given to the necessary persons.
6. Managers / Supervisors are responsible for implementing and monitoring the controls required by the assessments.
7. Directors / Executives must consider the implications of COSHH when requesting others in the Company to undertake work activities.
8. The substances the Company use at the present time are not listed in Schedule 5 of the Regulations and therefore do not require medical surveillance.
9. For further information refer to the Company Risk Assessment Manual.

References: The Control of Substances Hazardous to Health Regulations 2002

NOISE

Those responsible for the selection of plant and machinery shall take into account the level of noise, where necessary, in relation to the place where the plant or machinery is to be used and take the appropriate action by silencing, isolating or enclosing, the item of plant or machinery, to reduce the overall noise to an acceptable level.

Where it is impracticable to reduce the noise to an acceptable level then warning notices will be displayed and the employees affected provided with and made to wear suitable ear protection.

Noise at a level of 85dB(A) over an 8 hour period is harmful. There is a logarithmic scale and for example 93dB(A) over a 4 hour period is as harmful as 108dB(A) over 7½ minute period.

It is the policy of the Company that hearing protection is provided and worn by operatives in areas demarcated as being a hazard.

As an indication of noise levels, if a person has to shout to be heard within 2 metres of a machine then the noise level is likely to be above 90dB(A) and would be harmful over an 8 hour period.

References: The Control of Noise at Work Regulations 2005

VIBRATION

The purpose of the Control of Vibration at Work Regulations 2005 is to make sure that people do not suffer damage to their health from hand-arm vibration.

The regulations identify an Exposure Action Value (EAV) of 2.5m/s^2 and Exposure Limit Value (ELV) of 5.0m/s^2 for Hand-Arm Vibration.

Vibration Risk Assessment

All the required information in order to assess and carry out a vibration risk assessment can be found in Section 19 of our Compliance Manual and the Health Section in the Risk Assessment Manual.

Control Measures

Elimination: At all relevant times work will be planned and organised to avoid exposure to vibrating tools and equipment.

Where this is not possible, then:

Purchasing Policy: Purchase low vibration models of tools and equipment.

Inspections: Items of tools and equipment will be inspected and records made at intervals not exceeding 7 days to comply with Company Policy. Any defects will be reported immediately to the supplier by the nominated person and repair or replacement sought. Any defective tool or equipment will not be used.

Items of tools and equipment will be maintained in accordance with manufacturers' recommendations and instructions.

Items of tools and equipment must be returned to the supplier for inspection and essential servicing as detailed in their service agreements.

Maintenance: Ensure tools and equipment are maintained in effective working condition and tips, blades etc. are kept sharp so as to reduce unnecessary vibration levels.

Monitoring: Exposure to vibration will be monitored both during and by:

- Site Health and Safety Visits and Inspections carried out by our Group Health and Safety Advisor and Director of Health, Safety and Risk Management.

- Completion and review of Personal Exposure Record Forms by our Site Managers, Group Health and Safety Advisor and Director of Health, Safety and Risk Management.
- Completion and review of Practical Observation Record Forms by our Site Managers, Group Health and Safety Advisor and Director of Health, Safety and Risk Management.

Information and Training:

All users and supervisors of vibration producing tools and equipment will be provided with suitable information and training on:

- What is hand-arm vibration?
- What is hand-arm vibration syndrome?
- The cause and effects of hand-arm vibration
- The exposure levels and limits of vibration
- The HSE's Hand-Arm Vibration Exposure Calculator
- The Ready Reckoner for calculating daily exposure levels
- How to help reduce the risk of hand-arm vibration

N.B. Information on vibration will be maintained readily available for reference on Site Health and Safety Notice Boards and where possible, vibration levels will be clearly marked on tools and equipment.

System of Work:

'Trigger time' will be effectively monitored and a Job Rotation Scheme implemented to reduce exposure.

Supervision:

All work will be planned and organised and be accompanied by regular checks on work in progress carried out the Site Supervisor.

Periodic Observational Checks will be carried out on work in progress and recorded again by the Site Supervisor and Group Health and Safety Advisor.

Health Surveillance:

We will implement and monitor a Health Surveillance Programme to meet the requirements of The Control of Vibration at Work Regulations 2005 and in line with the HSE's Tiered Approach.

PPE:

HAV is more prevalent in cold weather. Suitable gloves will be provided to keep hands warm especially in cold weather.

Communication: We will promote a positive culture, with clear lines of communication, for employees to report matters of concern to the Company in a supportive environment.

Other: Hand-arm vibration is known to be more prevalent in those who smoke. Access to a smoking cessation programme and support will be provided if requested.

Implementation

The above controls will be conveyed those concerned through the provision of information, instruction, training and supervision provided by and through the Company's Health and Safety Management System.

Responsibility

The responsibility for implementing, monitoring and reviewing the controls measures will rests with the Company Director of Health, Safety and Risk Management.

References: The Control of Vibration at Work Regulations 2005

MANAGEMENT OF SUBCONTRACTORS

HAZARDS

The main hazards associated with the control of subcontractors include:

1. Unauthorised work.
2. Untrained operatives.
3. Unsafe practices.
4. Inadequate policies and procedures - risk assessment, COSHH assessments, method statements etc.
5. Inadequate supervision.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessments.

The Site / Workshop Manager or person placing the order for work must ensure that potential contractors are given sufficient information regarding site hazards in order to tender accordingly.

The Site / Workshop Manager or person placing the order for work must ensure that all subcontractors receive and return completed a pre-contract health and safety questionnaire for assessment of suitability - copy attached.

CONTROL MEASURES

1. Ensure that the pre-contract questionnaire is issued and returned completed from the subcontractor.
2. Ensure that the information in the questionnaire is assessed and satisfies the criteria of the work to be undertaken.
3. Ensure that the questionnaire and other information is obtained and assessed prior to work commencing on site.

Other information would typically include:

- a. Health and Safety Policy Statement.
- b. Job Specific Risk Assessments, COSHH Assessments and Method Statements.
- c. Liability Insurance Certificate.
- d. Acknowledgement of 'Code of Conduct'.

The attached draft letter may be used to obtain the above information.

4. Before starting work the subcontractor or the subcontractor's employees must receive a Site Induction, which includes a copy of the Site Rules and other information relevant to the health and safety of those likely to be affected by the work to be undertaken.
5. Ensure that work undertaken by subcontractors is effectively supervised and monitored.
6. Subcontractors not complying with health and safety matters will not be permitted to work on site.

References: The Health and Safety at Work etc. Act 1974

The Construction (Design and Management) Regulations 2015

DRAFT LETTER

For the attention of:

Dear Sirs

**Health and Safety at Work etc. Act 1974
Construction (Design and Management) Regulations 2015**

With regard to the above, it is necessary for the Company to request certain information from you in order that we may maintain our records and fully comply with the relevant legislation.

In view of this would you please forward to us the following information:-

1. Health and Safety Policy Statement
2. Job Specific Risk Assessment, COSHH Assessment and Method Statement.
3. Completed Questionnaire
4. Liability Insurance Certificate
5. Acknowledgement of Code of Conduct

The above information should be returned to the writer no later than As you will appreciate, your cooperation in this matter is essential as no work can commence or be commissioned until this exercise is complete.

Thank you in anticipation of your co-operation.

Yours faithfully

A. N. Other

HEALTH AND SAFETY QUESTIONNIARE

This form must be completed and returned to:

The Casey Group Limited
Rydings Road
Rochdale
OL12 9PS

Name of Contractor:

Address:
.....
.....

Contact Name:

Position in Company:

Telephone No:
.....

Date:

Type of Work Activity:

Does your Company have a Health and Safety Policy?

N.B. If you employ 5 or more persons you require a written Health and Safety Policy by law.

Who is responsible for health and safety within your Company?
.....

What health and safety training has this individual received?
.....
.....
.....

Who is the Professional Health and Safety Advisor / Consultant, if any, for your Company?

Name:

Address:

.....

.....

What health and safety training do you provide?

a) for Supervisors:

.....

.....

b) for Operatives:

.....

.....

Have any formal notices been issued or legal proceedings been taken against your organisation by the Health and Safety Executive in the last 3 years?

If yes, please give brief details:

.....

.....

Give details of any accidents / incidents reported by, or on behalf of, your organisation to the Health and Safety Executive during the last 3 years:

.....

.....

.....

.....

Give details of your procedure for reporting accidents / incidents:

.....

.....

.....

Give details of the personal protective clothing / equipment issued to your employees:

.....

.....

If you sub-contract work to third parties how do ensure their compliance with your health and safety rules and procedures?

.....

.....

Signed: Date:

Name (please print):

THANK YOU FOR YOUR CO-OPERATION IN THIS EXERCISE

EMPLOYEE CONSULTATION

It is a requirement of The Health and Safety (Consultation with Employees) Regulations 1996, for employers to consult with employees on matters relating to health and safety.

Consultation must be either with the employees directly, or with employees elected by a group of employees to act as their 'representatives of employee safety'.

Consultation will usually take place:

- before introducing any new measures
- over the planning and organisation of health and safety training
- over issues concerning the process of health and safety information
- to discuss the consequences of planning and the interaction of new technologies in to the workplace

Importantly consultation should not be confined to the above. Any health and safety matter can be discussed as appropriate.

When consultation takes place it is essential for both parties that the consultation and any decisions or outcomes are recorded.

References: The Health and Safety (Consultation with Employees) Regulations 1996

MISCONDUCT

RULES COVERING MISCONDUCT

An employee will be liable to summary dismissal if he/she is found to have acted in any of the following ways:-

1. A serious or wilful breach of the safety rules.
2. Use of physical violence during or in connection with employment.
3. Being under the influence of intoxicants or drugs (unless prescribed) during hours of employment.
4. Unauthorised removal or interference with any guard or protective safety device.
5. Unauthorised operation of any item of machinery, plant or equipment.
6. Wilful damage to, misuse of, or interference with, any item provided in the interests of health and safety or welfare at work.
7. Unauthorised removal or defacing of any label, sign or warning notice or device.
8. Misuse of chemicals, flammable or hazardous substances or toxic materials.
9. Smoking in a designated "No Smoking" area.
10. Smoking whilst handling flammable substances.
11. Horseplay or practical jokes, which could cause accidents.
12. Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
13. Misuse of compressed air, pneumatic, hydraulic or electrical equipment.
14. Dangerously overloading any item of lifting equipment.
15. Overloading or misuse of any company vehicle.

SITE TIDINESS / GOOD ORDER

HAZARDS

The main hazards associated with an untidy site include:

1. Fire.
2. Tripping.
3. Collapse of stored materials.
4. Falling materials.
5. Handling problems.
6. Restricted or blocked access.
7. General health risks.

PLANNING AND PROCEDURES

Where necessary, the perimeter of the site shall, so far as is reasonably practicable, be identified by suitable signage and securely fenced. The site must be arranged so that its extent is readily identifiable.

Ensure that stacking areas are prepared, where appropriate, and that materials are in quantities that will not create difficulties on site i.e. handling and transporting.

Ensure that working areas and access / egress routes are safe. Where difficulties are experienced improvements must be sought.

Ensure that all waste materials are cleared and disposed of safely as work proceeds. All deliveries to site will be stored safely ensuring that access's and egress's are not obstructed.

Ensure that all openings in floors are securely fenced, covered and clearly marked to show that there is an opening below.

No timber or other materials with projecting nails shall be used in any work in which the nails could be a source of danger.

CONTROL MEASURES

1. Stack materials on a level base and no more than 2 metres high.
2. Clear up waste materials as work proceeds and dispose of correctly.
3. Remove protruding nails from timber before stacking / handling.
4. Do not leave loose materials or stack sheet materials on platforms or working areas unless safely contained, or restrained.
5. Keep areas around plant and machinery clean and tidy.
6. Keep welfare facilities clean and do not use them for the storage of plant and / or materials etc.
7. Do not throw debris from height, it must be lowered to ground level or a debris chute used.
9. Ensure that tools, equipment and materials are returned to their designated storage point after use.

References: The Health and Safety at Work etc. Act 1974

The Workplace (Health, Safety and Welfare) Regulations 1992

The Construction (Design and Management) Regulations 2015

SPECIAL HAZARDS

The following special hazards, which are particular to the Company and require appropriate attention, are:

1. Working in confined spaces.
2. Contaminated land.
3. Working at height.
4. Traffic management.
5. Working in excavations.
6. Stability of structures.
7. Lifting operations.
8. Working on or adjacent to water.
9. Working on or adjacent to British Rail Property
10. Working in close proximity to overhead electric power lines.
11. Working in close proximity to buried services.
12. Electrical installations.
13. Highly flammable liquids.
14. Lone working.
15. Contact with waste.
16. Lining operations.
17. Working with pesticides.
18. Operation and use of plant / equipment:
 - Site transport
 - Site plant (General)

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- Mobile plant, e.g. Dozers, Compactors, Dump Trucks, Tractors, Excavators etc.
- Towing site plant / vehicles
- Excavators used as cranes
- Cranes
- Skips
- Mobile elevated work platforms (MEWPs)
- Fork lift trucks (FLT's)
- Diesel tanks
- Lifting gear
- Static plant, e.g. Crushers, Screeners, Shredders
- Abrasive wheels
- Chainsaws
- Mixers
- LPG appliances
- High Pressure Water Jetting (HPWJ)
- Electrical equipment
- Woodworking machines
- Working with oils
- Handling and use of lead-acid batteries
- Industrial gases
- Compressed air tools
- Cartridge tools
- Welding / burning equipment
- Gas flares / burners
- Nuclear Density Gauge
- Wheel spinners
- Wheel wash
- Weighbridge

I. CONFINED SPACES

A “confined space” can be defined as any space which is substantially, although not entirely, closed and where there is a risk to anyone who enters it being affected by the presence of gases, vapours, fumes etc. or the lack of oxygen e.g. tanks, pits, trenches, rooms below ground, sewers, tunnels, etc.

HAZARDS

The main hazards associated with confined spaces include:

1. Asphyxiation due to oxygen depletion.
2. Poisoning by toxic substances or fumes.
3. Explosions due to gases, fumes, dusts, etc.
4. Difficulties in rescuing injured persons.
5. Electrocutation from unsuitable equipment.
6. Weils disease (from rat’s urine).
7. Falls form height.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessments.

Arrangements must be made for sampling equipment, safety equipment, working procedures etc., to be provided taking into account the hazards likely to be encountered as indicated in the risk assessment.

Training will be provided for all persons required to carry out testing and monitoring atmospheres and for operatives required to use breathing apparatus, reviving apparatus, and rescue and permit to work procedures, etc.

The Site Manager must:

- i) Ensure that all the necessary equipment is available on site before any person enters a confined space.

- ii) Ensure that work procedures are adhered to and only authorised persons are permitted to enter the confined space with the appropriate equipment.
- iii) Ensure a competent person inspects safety equipment and any defects are attended to immediately.

CONTROL MEASURES TO ENSURE A SAFE SYSTEM OF WORK

1. Only suitably trained and authorised persons are allowed to enter any confined space.
2. Recognised working practices will be followed and if necessary a permit to work may be instigated.
3. Check the weather forecast before entering any sewers, as sudden storms can cause rapid rises in water level.
4. Ensure that the correct equipment is available and checked before entry, e.g. gas monitor, harness, breathing apparatus, resuscitators, lamps, protective clothing, winch, air-horn, etc., as may be relevant.
5. Ensure that the area is ventilated before entry by opening manholes, etc., at the appropriate entry points. Place barriers around open manholes if needed.
6. Check the gas monitor and test the atmosphere in the confined space by lowering the monitor in.
7. Put on the safety equipment as required.
8. Enter the confined space with a lifeline attached to your harness (if needed).
9. If alarm sounds put on the rescue set (if needed) and leave the confined space quickly and calmly.
10. Keep all areas of the skin covered, which may be liable to contact with sewage.
11. Do not take matches, naked lights or allow smoke into a confined space.
12. Clean and cover any cut, scratch or graze before entry into a confined space.
13. Replace manhole covers after use.

14. Other information. The safe limit for the various examples of gases which may be encountered are as follows (i.e. the level at which the gas monitor, if applicable should alarm).

Methane	1% (i.e. 20% of the lower explosive limit)
Carbon Monoxide	50ppm (Parts per million)
Carbon Dioxide	5000ppm
Hydrogen Sulphide	10ppm
L.P.G.	1000ppm
Nitrogen Monoxide	25ppm
Nitrogen Dioxide	3ppm
Ozone	0.1ppm
Sulphur Dioxide	2ppm
Oxygen	21% - normal 19% - low level alarm 23% - high level alarm

References: The Confined Spaces Regulations 1997

Safe Work in Confined Spaces (LI01)

The Provision and Use of Work Equipment Regulations 1998

The Personal Protective Equipment Regulations 1992

The Work at Height Regulations 2005

2. CONTAMINATED LAND

HAZARDS

The main hazards associated with contaminated land include:

1. Personal exposure to contamination.
2. Contamination of surrounding land.
3. Contamination of watercourses.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessments.

The contaminated land must be defined and the contaminants identified in order to produce an effective plan / system of work. This will include obtaining both historical data and soil sample analysis of the land.

Obtaining historical data could include: old maps and plans of the land, information from local authority planning departments, former employers and employees of companies who may have occupied the site, local residents etc.

All proposed work must be undertaken considering the best practice to reduce the spread and exposure of the contamination to both the operatives and others likely to be affected.

CONTROL MEASURES

1. Demarcate the contaminated areas within the site. Additional demarcation may be considered necessary for 'hot spots'.
2. Unauthorised access must be prevented by means of suitable fencing, signs etc.
3. A wheel wash facility may be required to prevent the spread of contamination from or within the site. The wheel wash must be sited at the boundary of the contaminated area.

4. Suitable welfare facilities, especially washing facilities, must be provided and maintained.
5. Site dust may be controlled by suitable suppression methods such as water sprays etc.
6. If materials are to be removed from site the vehicles used must be effectively sheeted.
7. Consider and implement, if necessary, a site environmental monitoring procedure. This could include:
 - a. Air / water sampling for site operatives.
 - b. Air / water sampling at site boundary.
8. Ensure that site operatives are informed of the contamination and the necessary control measures identified and required from any COSHH assessment.
9. Ensure suitable first aid arrangements.
10. Personal protective equipment and clothing must be provided and used. The PPE must afford suitable and effective protection against the contaminated material.

References: Environmental Protection Act 1990

Control of Substances Hazardous to Health Regulations 2002

HSE publication - Protection of Workers and the General Public during the Development of Contaminated Land (no longer current but cited in Building Regulations)

3. TEMPORARY WORKS

Temporary Works are engineered solutions used to support or protect an existing structure or the permanent works during construction, or to support an item of plant or equipment, or the vertical sides or side slopes of an excavation, or to provide access. Reference: HSE - SIM 02/2010/03.

Temporary works are generally 'temporary', but can in some situations remain in position for future use i.e. for maintenance solutions.

HAZARDS

The main hazards associated with temporary works include:

- I. Uncontrolled movement or collapse of the following:
 - Structures: site hoarding and signage, site fencing, formwork, falsework, propping, façade retention, needling, shoring, edge protection, scaffolding, temporary bridges, cofferdams.
 - Earthworks: trenches, excavations, temporary slopes and stockpiles.
 - Equipment / Plant Foundations: tower crane bases, supports, anchors and ties for construction hoists and mast climbing work platforms (MCWPs), groundworks to provide suitable locations for plant erection, e.g. mobile cranes and piling rigs.

PLANNING AND PROCEDURES

Temporary Works must be carried out in line with Company procedures meeting BS5975 'Code of Practice on the Procedural Control of Temporary Works'.

These include:

- Appointment of Temporary Works Co-ordinators (TWC), in writing
- Completion of a Temporary Works Schedule
- Production of design briefs
- Completion of a Temporary Works Register
- Production and checking of temporary works designs, including risk assessments and method statements
- Pre-use inspections of temporary works materials and components
- Control and supervision of the erection, safe use, maintenance and dismantling of temporary works, including Permits to Load and Dismantle,

- Checks to ensure that temporary works have been erected in accordance with the design, including Permits to Load, where necessary
- Checks to ensure that permanent works have attained adequate strength to allow dismantle of temporary works, including Permits to Dismantle, where necessary

The Temporary Works Co-ordinator must be competent for the works required with the underpinning knowledge and managerial skills to bring together separate organisations, suppliers, designers whilst having a good understanding of design and associated risks.

BS5975 recommends that a Temporary Works Supervisor (TWS) be appointed on larger sites or where a project manager considers it necessary. In the event a TWS is appointed to handle the day to day responsibilities he or she will be responsible to the TWC.

References: The Construction (Design and Management) Regulations 2015

The Quarries Regulations 1999

HSE - SIM 02/2010/04: The Management of Temporary Works in the Construction Industry

4. WORKING AT HEIGHT

HAZARDS

The main hazards associated with working at height include:

1. Falls from height.
2. Falling materials.
3. Adverse weather conditions.
4. Untrained operatives.
5. Overhead power lines.
6. Unsafe scaffold.
7. Use of ladders.
8. Unprotected leading edges.

PLANNING AND PROCEDURES

All work will be planned and organized in accordance with the relevant standards and the appropriate risk assessments.

Suitable and sufficient steps shall be taken to prevent, so far as is reasonably practicable, any person from falling.

Where necessary, suitable and sufficient steps shall be taken to prevent, so far as is reasonably practicable, the fall of any materials or objects.

Full details and specifications will be provided to the scaffold contractors regarding the requirements and use of any scaffold.

Only competent and trained persons, or persons under the direct supervision of a suitably qualified person, will be allowed to erect, alter or dismantle tube scaffold.

Scaffolders should bring to the attention of the Site Manager / General Foreman any mis-use or repeated unauthorised alteration of the scaffold.

Before accepting a scaffold, erected by a scaffolding contractor, the Site Manager must receive a 'hand over' certificate or have the scaffold register completed by the contractor.

The Site Manager must inspect the scaffold and ensure that any defect is rectified. The Site Manager must also ensure that the scaffold is inspected at intervals not exceeding 7days, and the results recorded in the scaffold register. Similarly inspections must also be made after high winds or adverse weather conditions.

Ensure that the ground conditions are satisfactory for the erection of a scaffold, i.e. firm and level.

CONTROL MEASURES

1. Scaffolders erecting scaffolds must be trained and authorised.
2. All materials must be in sound condition and checked before each use by the scaffolder.
3. All scaffolds must be straight and square.
4. All scaffolds must be erected in accordance with the relevant statutory provision.
5. Guardrails and brick-guards, where appropriate, and toe-boards must be fitted to all exposed edges of working or access platforms in excess from which persons or materials are liable to fall and cause personal injury. The requirement is either an intermediate guardrail or other barrier such as brick guards. The maximum distance between toe-board and guardrail, or guardrail to toe-board is 470mm.
6. Ladders must be in good condition and secured with sufficient projection (1.05m) or other handhold at the stepping off position. A ladder must be set at the correct angle of 1 in 4 (75 degrees). A ladder must not be used as a place of work unless it is reasonable to do so by having regard for the nature of the work being carried out and its duration, and the risks to the safety of any person using the ladder. Ladders used for access must be tied. Ladders more than 3 metres and used to work from must be tied / footed.
7. Any scaffold being erected, altered, dismantled or otherwise not suitable for use by operatives must have a notice displayed warning that it is not to be used.

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Scaffolds must not be interfered with and must not be altered by any unauthorised person.

8. All scaffolds must be checked at the end of each working day to ensure that access to the scaffold, by children, is prevented.
9. A competent person must inspect any erected scaffold weekly, and before first use. Nobody will remove any part of a scaffold unless authorised to do so.
10. Loading towers should be considered special structures and a design drawing made available.
11. The precautions detailed in item 5 above extends to all work places where persons or material are liable to fall and cause personal injury.

References: The Work at Height Regulations 2005

SG4:15 Preventing Falls in Scaffolding Operations

The Provision and Use of Work Equipment Regulations 1998

5. TRAFFIC MANAGEMENT

HAZARDS

The main hazards associated with traffic management include:

1. Contact between site plant / vehicles.
2. Contact between site plant and site users vehicles.
3. Contact between site plant / vehicles and pedestrians.
4. Tipping operations.
5. Unsafe or unauthorised operation of plant / vehicles.
6. Poorly maintained plant / vehicles.
7. Reversing unsupervised.
8. Vehicles overturning.
9. Poor visibility due to adverse weather.
10. Incorrect selection or use of plant / vehicles.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessments.

The Site Manager will ensure that:

Suitable plant / vehicles are provided taking into account the work to be carried out and the relevant standards.

A site traffic management plan is produced, implemented and maintained.

CONTROL MEASURES

1. Only trained and authorised operatives must operate site plant / vehicles.

2. Ensure that plant / vehicles are maintained in a safe and effective condition.
3. Wheeled plant / vehicles, such as Dump Trucks and Loading Shovels must be brake testing periodically.
4. Ensure that site plant / vehicles operate at a safe speed taking into considering site conditions such as gradient, materials and weather etc. and do not exceed the site speed limit.
5. Ensure that haul roads and site access roads are maintained in a good state of repair.
6. Ensure that haul roads are sufficient to allow for passing vehicles.
7. Ensure that 'tip heading' areas are effectively compacted to aid access / egress.
8. Ensure that site plant / vehicles are fitted with flashing beacons and reversing alarms, where appropriate.
9. Only one vehicle must be permitted to tip at any one time. Waiting vehicles must not encroach into the tipping area until the previous vehicle has left the immediate tipping area. **N.B. Tipping vehicles can tilt / fall sideways.**
10. If necessary, ensure that reversing operations are supervised.
11. All pedestrians must wear suitable high visibility clothing (i.e. coats or vests).

References: The Workplace (Health, Safety and Welfare) Regulations 1992

The Construction (Design and Management) Regulations 2015

The Quarries Regulations 1999

HSE - SIM 02/2010/04: The Management of Temporary Works in the Construction Industry

6. EXCAVATIONS

HAZARDS

The main hazards associated with working in excavations include:

1. Collapse of excavation sides.
2. Persons falling into excavations.
3. Striking underground services (see separate section).
4. Persons in excavations being struck by falling materials.
5. Flooding.
6. Plant running into excavations.
7. Plant sinking into unstable ground.
8. Asphyxiation or poisoning due to ground conditions or fumes from plant.
9. Under-mining existing buildings.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessments.

All practicable steps shall be taken where necessary, to prevent injury to any person, to ensure that any excavation does not collapse.

When planning work, the plant, equipment, materials and procedures necessary to comply with the relevant standards must be adhered to in order to prevent any person from being buried or trapped by a fall of any material.

Ground reports and / or other information must be available in order to carry out work / inspections correctly.

Supervisory staff must receive instruction, information and training in order to carry out inspections correctly.

Supporting or battering of the sides of an excavation must be carried out under the supervision of a competent person.

CONTROL MEASURES

1. Ensure that excavation work is not started until all the necessary equipment to ensure safety is on site.
2. Ensure that lone working in excavations is not undertaken e.g. there must always be at least one top-man.
3. No person must enter any unsupported excavation unless, all reasonable, steps have been taken, where necessary, to prevent risk of personal injury and damage to plant.
4. Support all services where they cross the excavation. Do not use them as 'steps' for access.
5. Ensure a safe distance is maintained between the excavation and any adjacent building or traffic route.
6. Keep spoil, materials, etc., at least 1.5m away from the edges of the excavation.
7. Use 'stop blocks' to prevent vehicles from driving too close to the edge of the excavation.
8. Wear a safety helmet and safety footwear whilst working in excavations.
9. Protect the public and others by installing barriers around the working area and ensure the necessary lights, signs and barriers are maintained around the excavation.
10. Do not stand within 6 metres of the excavator whilst it is excavating or backfilling.
11. A Banksman may be required for excavators if the excavation is deep or the working area is limited.
12. Ensure the excavation is checked every day by a competent person. A weekly through examination should also be made and recorded in the appropriate register.

13. Keep records of inspections for at least 3 months.
14. Spoil heaps will be sited clear of overhead cables with the sides suitably battered back to prevent collapse.

References: The Construction (Design and Management) Regulations 2015

The Quarries Regulations 1999

The Work at Height Regulations 2005

HSE - SIM 02/2010/04: The Management of Temporary Works in the Construction Industry

7. STABILITY OF STRUCTURES

HAZARDS

The main hazards associated with an un-stable structure include:

1. Crushing.
2. Undermining structures.
3. Uncontrolled movement or collapse.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessments.

All practicable steps shall be taken to, where necessary, prevent injury to any person, to ensure that any new or existing structure which may become unstable or in a temporary state of weakness due to the carrying out construction work (including any excavation work).

CONTROL MEASURES

1. Work must not be undertaken if likely to affect the stability of any structure.
2. All structures must be inspected, as necessary, for stability where it is believed that the structure could become unsafe and result in injury or damage.
3. No part of a structure shall be loaded as to render it unsafe to any person.
4. Any temporary support or temporary structure used to support a permanent structure shall only be erected or dismantled under the supervision of a competent person.

Reference: The Construction (Design and Management) Regulations 2015

HSE - SIM 02/2010/04: The Management of Temporary Works in the Construction Industry

8. LIFTING OPERATIONS

HAZARDS

The main hazards associated with lifting operations include:

1. Unsuitable or inadequate base for lifting appliance.
2. Overloading of lifting appliance.
3. Overloading or incorrect use of lifting gear (see section on lifting gear).
4. Incorrect positioning of lifting appliance.
5. Insecure attachment of load.
6. Contact with overhead electricity cables (see section on overhead power lines).
7. Improper use of equipment.
8. Failure of equipment due to lack of maintenance.
9. Incorrect signals.

PLANNING AND PROCEDURES

All work will be planned and organised in accordance with the relevant standards and the appropriate risk assessments.

The Site Manager will:

Ensure that all lifting operations are effectively planned and organised taking into account visibility, attaching / detaching and securing loads, environment, overturning, proximity hazards, etc.

Ensure that any lifting appliances and lifting gear provided or delivered for use on site have been tested, thoroughly examined and inspected in accordance with the relevant standards and copies of certificates are available. **Any other equipment will not be used to carry out lifting operations.**

Ensure that areas where lifting appliances are sited for use are level and consolidated.

Ensure that only trained authorised operatives are permitted to operate lifting appliances, sling loads or give signals.

Ensure that defects are reported and rectified and if any defect affects the safety of the lift then that item should not be used.

Stop work where adverse weather conditions could affect the safety of the lifting operation.

Ensure that all lifting appliances are inspected and the inspection recorded on a weekly basis and in accordance with the Lifting Operations and Lifting Equipment Regulations 1998.

CONTROL MEASURES

1. Ensure that only trained and authorised operatives operate lifting appliances.
2. All personnel working with or near lifting appliances must wear safety helmets.
3. All lifting appliances must be secured and left in a safe condition at the end of the each working period.
4. Areas where lifting operations are to be carried out must be cleared and loads must not be carried over any operative or others likely to be affected.
5. If it is necessary to inspect the bottom faces of heavy loads, purpose made, tested stands must be used.
6. Consideration must be given to the position of any overhead power lines or other proximity hazards.
7. Loose items must be secured or fully covered when being handled by lifting appliances.
8. If any lifting appliance or excavator collapses or overturns on site or any load bearing part fails, the procedures detailed for dangerous occurrences in this Policy must be carried out.
9. All lifting operations must be effectively supervised.

References: Lifting Operations and Lifting Equipment Regulations 1998

Provision and Use of Work Equipment Regulations 1998

9. WORKING ON OR ADJACENT TO WATER**HAZARDS**

The main hazards associated with working on or adjacent to water include:

1. Risk of drowning by:
 - i) falling from height into water, or
 - ii) slipping or tripping into water.
2. Exposure from the cold of being left in the water for any length of time.
3. The risk of water being contaminated by sewage or rats.
4. Contamination due to work activities.
5. Lone working.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessments.

The Site Manager will ensure that the following control measures are effectively implemented.

CONTROL MEASURES

1. Ensure edge protection, barriers, safety nets, etc. are used where required.
2. Life belts, floatation aids, safety grab lines should be used where required.
3. Check weather forecasts daily during the period of work.
4. Ensure lighting is provided and adequate.
5. Ensure that all equipment and clothing is in good condition and inspected before use.

6. Ensure suitable first aid equipment is available.
7. Those working in or in close proximity to water must be issued with information regarding Weils disease.
8. Ensure suitable and adequate communication is available.
9. Ensure that any rescue procedures are known to all involved.

References: The Workplace (Health, Safety and Welfare) Regulations 1992

The Work at Height Regulations 2005

10. WORK ON OR ADJACENT TO BRITISH RAIL PROPERTY

HAZARDS

The main hazards associated with work on or adjacent to railway lines include:

1. Rail traffic.
2. Contact with live electrical apparatus (i.e. conductor rails, overhead lines).
3. Obstruction of tracks with materials, equipment, debris.
4. Dangers associated with trapping in rails, spring point levers and points remotely operated.
5. Fire.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessments.

The Site Manager must ensure that the following arrangements for work on or near British Rail Lines are planned taking into account the consultation carried out and the relevant standards.

Permission must be obtained before starting work near the track or electrified lines and ensure that where necessary written assurances / permits are obtained from British Rail.

Liaise at all times with the Railway Supervisor on all aspects of the work, on a daily basis if necessary.

Where necessary establish exclusion zones and ensure that they are clearly designated and that no operatives or plant / equipment enter the area unless specifically authorised.

Ensure that operatives are aware of the risks and the necessary control measures associated with working in close proximity to British Rail property.

Ensure that relevant safety / protective equipment is available and used.

Ensure that effective emergency procedures are established.

CONTROL MEASURES

- I. Specific measures will need to be identified but should include some or all of the following:

Agreed working methods.

Permits to work.

Designated exclusion zones.

Emergency procedures.

Isolate plant.

Procedures, if required, for access along the track, across points etc.

References: British Rail Track Safety Handbook

II. OVERHEAD POWER LINES

HAZARDS

The main hazards associated with overhead cables include:

1. Contact with power lines by plant or vehicles.
2. Contact by operatives handling long objects, e.g. scaffold tubes, sheeting, ladders, etc.
3. It is important to note that electricity can “arc” across gaps, especially in damp weather conditions.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessments.

When planning work the existence of any overhead power lines will be noted and allowed for in accordance with the relevant standards.

The utilities must be contacted for advice is necessary.

All contractors likely to be affected will be informed of any overhead power lines on site.

The protection provided will be checked by the Site Manager at regular intervals in order to ensure it is effectively maintained.

Permanent signs indicating the boundaries of the hazardous area will be erected and maintained.

Only suitably trained or supervised persons will deal with matters arising from such work.

CONTROL MEASURES

1. Suitable barriers must be erected and maintained in order to prevent plant / machines from coming into contact with overhead power lines.

2. Care must be exercised when handling long objects such as scaffold tubes, ladders, etc., which may be outside the barriers provided but may protrude a sufficient distance into the areas to allow the object to touch the power lines.
3. Where specific work has to take place beneath overhead power lines then the lines may need to be isolated and a Permit to Work system operated. The Company Health and Safety Advisors must be consulted for advise on such.
4. Suitable safety signs must be obtained and displayed.

References: The Electricity at Work Regulations 1989

Health and Safety Executive Note GS6, 'Avoidance of Danger from Overhead Electric Lines'

I2. BURIED SERVICES

HAZARDS

The main hazards associated with underground services include:

1. Contact with electricity cables, gas pipes or water pipes.
2. Flooding.
3. Gas leaks with the risk of explosion / asphyxia.
4. Possible contact with sewage.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessments.

Full details of all underground services from the various authorities must be obtained. For example,

Local Authority - street lighting cables and sewers.

Local Electrical Authority.

Gas Company.

Water Company - mains water, sewers.

British Telecom.

Cable T.V. Companies.

Where there are a large number of existing services, e.g. town centre or a large industrial site, then a Permit to Work system may be required.

CONTROL MEASURES

- I. The Site Manager must ensure that all the necessary information is obtained

before work commences and the services are physically located and marked out by means of location equipment and or carefully hand dug trial holes.

2. Others:

- a) Do not assume that the plans are accurate or to scale, but use them as an indicator for position, layout and the number of services.
- b) Use the locating devices provided. Training will be arranged, for those persons required to use such equipment.
- c) Do not rely on the locating equipment alone. Look for physical indicators such as previous excavations, junction boxes, manholes, lamp posts, etc.
- d) Dig trial holes carefully using hand tools only, to confirm the location of the services. If pointed implements have to be used then do so carefully and avoid thrusting spikes into the ground.
- e) Mark the line of the services with paint, wooden pegs, etc. and place signs to indicate their presence.
- f) Do not assume that services will be at their recommended depth. Continue to use the locating equipment as excavations proceed.
- g) Do not use mechanical tools or excavators within 0.5 m of any service.
- h) Do not smoke in or around open service excavations.
- i) Where services are believed to be encased in solid material such as concrete, etc., then arrange for the service to be isolated before excavation or breaking away commences.
- j) If any service is damaged it must be reported immediately and the area cleared. If a cable is struck by a machine, the operator should stay in the cab or jump well clear, do not climb down.
- k) All services crossing an excavation must be adequately supported and services must not be used as stepping points for access.

References: The Electricity at Work Regulations 1989

Health and Safety Executive Guidance Note HS(G)47, 'Avoiding Danger from Underground Services'

13. ELECTRICAL INSTALLATIONS

HAZARDS

The main hazards associated with electrical installation work includes:

1. Electric shock.
2. Untrained or unauthorised work
3. Unsafe access.
4. Fire.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessments carried out.

Ensure that all tools used are suitable and fit for purpose.

Ensure that all the appropriate access equipment is provided and is in sound condition.

Ensure that any inspections, which are required by Statute are carried out and recorded in the correct manner.

The Site Manager / Workshop Manager will:

Ensure all work is carried out in accordance with the planned sequence or work.

Ensure all personnel on site are made aware of operations, which require a Permit to Work and any person disregarding these requirements will be disciplined accordingly.

Ensure prior to dispatch, to site, that the area is suitable for the intended work method.

CONTROL MEASURES

1. The correct use of tools / equipment for electrical installation work will be monitored by the Site Manager / Plant Manager.

2. Only suitably trained and competent electricians will be allowed to undertake work on any electrical installation.
3. Safety signs, warning notices, etc. will be provided and used as necessary.
4. Appropriate protective clothing / insulated tools will be used at all times.

References: The Electricity at Work Regulations 1989

The Electricity Supply Regulations 1988

The Provision and Use of Work Equipment Regulations 1998

The Quarries Regulations 1999

HS(G)141 Electrical Safety on Construction Sites

14. HIGHLY FLAMMABLE LIQUIDS

HAZARDS

The main hazards associated with highly flammable liquids include:

1. Fire.
2. Explosion.
3. Asphyxia.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessments carried out.

The Site Manager / Plant Manager will:

Ensure that suitable storage facilities are provided for highly flammable liquids in accordance with the relevant standards and will arrange for a licence for the storage of petroleum or petroleum mixtures where applicable.

Ensure that all highly flammable liquids are kept in the storage facilities until required for use.

Ensure that fire resistant, absorbent material, is available to soak up spillages of highly flammable liquids and that this material is immediately disposed of correctly and safely after use.

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 defect noted.

Take appropriate action against any person disregarding any safety instructions, signs or notices or misusing highly flammable liquids.

CONTROL MEASURES

1. Ensure flammable liquids are kept in the correct storage areas until required for use and returned there when finished.

2. Ensure the relevant fire extinguishers (i.e. Dry Powder) and other extinguishing materials (i.e. sand) are available before work commences.
3. Ensure that supplies of absorbent materials are available to soak up spillages and a suitable closed metal container is available to contain waste until correct disposal can be arranged. Only use the correct containers, suitably marked, for such liquids.
4. Do not use liquids for purposes other than that intended, e.g. they must not be used for cleaning substances from the skin or clothing.
5. Transportation of liquids should only be in a vehicle approved for such carriage and then, only in the authorised containers.
6. No person will smoke in any place where such liquids are stored or used and the liquids will be kept away from any source of heat or ignition, other than that intended as part of the authorised work procedures.
7. Do not use such liquids in confined spaces, as the vapour given off is likely to cause an explosive mixture with air.
8. Mobile phones must not be used in close proximity to flammable liquids either stored or in use.
9. Only use in well ventilated areas.
10. Report defects in equipment or facilities immediately.
11. Suitable signage should be posted as necessary, e.g. No Smoking.

References: Dangerous Substances and Explosive Atmospheres Regulations 2002

LI 38: Storage of flammable liquids in containers

The Regulatory Reform (Fire Safety) Order 2005

The Environmental Protection Act 1990

15. LONE WORKING

There is no general prohibition on a person working alone, but there are specific instances where legislation requires more than one person to be involved in the operations, in which case the work will be planned for the relevant number of persons.

For example: Entry into Confined Spaces.

 Footing of Ladders.

 Fumigation and Similar Work.

 Other Safety Critical Activities identified by Risk Assessment.

Lone workers will be supervised by one of the following means, appropriate to the work situation concerned:

 Periodic supervisory checks.

 Periodic contact by telephone.

 Automatic warning devices if not periodically cancelled by the lone worker.

 Emergency alarms operated manually or in the absence of any activity.

In certain circumstances, lone working is not permissible and the worker will be physically supervised e.g. maintenance work on crushers, screeners, shredders etc.

Solitary workers must not be exposed to significantly more risks than workers who work together.

HAZARDS

The main hazards associated with lone working include:

1. Fire.
2. Equipment failure.
3. Illness.

4. Accidents.
5. Un-safe access / egress.
6. Manual handling of access equipment e.g. ladders and trestles.
7. Operation of plant / equipment.
8. Medical condition of individual employee.
2. Lack of suitable training.
3. Violence.

References: The Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 1999

IND(G)73 Working Alone - Health and safety guidance on the risks of lone working

16. CONTACT WITH WASTE

HAZARDS

The main hazards associated with the contact of waste include:

1. Contact with contaminated material.
2. Contact with hazardous material such as sharps - medical syringes / needles etc.
3. Wounds becoming infected i.e. cuts, lacerations, abrasions, puncture wounds etc.
4. Stumbling and falling on un-compacted waste / materials.
5. Exposure to landfill gas and Leachate.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessments carried out.

Site users must provide suitable information detailing the type of waste being delivered for disposal.

A COSHH assessment may be provided as required for repetitive waste streams.

CONTROL MEASURES

1. If possible, restrict walking on un-compacted waste.
2. Ensure that those having to walk on waste wear suitable footwear, with steel mid-soles.
3. Travel the site by recognised and orthodox routes.
4. Digging / exposing compacted waste should be restricted, by good planning, to essential work only.
5. Gas monitoring must be considered and implemented.

6. Ensure that digging operations are mechanised, so far as is reasonably practicable, to reduce / eliminate the contact with the waste and the need for manual handling.
7. There must be no unauthorised sorting of waste. If waste sorting is required then suitable personal protective equipment (PPE) must be provided and worn i.e. impervious gloves, suitable safety footwear, eye protection and suitable dust mask if necessary.
8. All wounds must be effectively cleaned with fresh water or a sterile wipe and a dressing applied to prevent infection.
9. If receiving medical attention from a doctor or nurse the employee must inform them of their work in order that a Tetanus and / or Hepatitis injection can be administered if necessary.
10. Persons working in the waste injury should consider having Tetanus injections at regular intervals.
11. Provide and maintain suitable and adequate site welfare facilities.
12. The need for effective personal hygiene must be encouraged.
13. If specifically hazardous waste is present steps must be taken to inform those at risk of the potential hazards.
14. Suitable PPE must be provided and worn at all times whilst working with waste on site.

References: The Workplace (Health, Safety and Welfare) Regulations 1992

The Personal Protective Equipment Regulations 1992

Control of Substances Hazardous to Health Regulations 2002

17. LINING OPERATIONS

HAZARDS

The main hazards associated with lining operations include:

1. Operation of plant / equipment / equipment failure.
2. Hot Work
3. Trapping / crush injuries.
4. Working on gradients.
5. Potential falls from height.
6. Tripping.
7. Manual handling of lining i.e. pushing / pulling lining.
8. Contact with existing waste (see section on contact with waste).

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessments carried out.

CONTROL MEASURES

1. Only trained and authorised operatives must operate plant and equipment.
2. Excavator must have suitable and effective Safe Work Load Indicators and its Safe Working Load clearly indicated on the machine boom and in the machine cab.
3. The excavator must have suitable, load rated, lifting points.
4. Ensure plant / equipment is inspected at the recommended intervals i.e. excavator, spike, 'A' frame etc.

5. Any defective lifting equipment must not be used and taken out of use immediately.
6. Use only the correct equipment for the operation.
7. The load must be effectively slung and secured before lifting.
8. No operatives to be in under or near to the materials being lifted.
9. If a Banksman is deployed, the machine operator and the Banksman must be in clear view of each other at all times during the lift.
10. All lifting operations must be under the control of a competent person.
11. Ensure that the operation is mechanised, so far as is reasonably practicable, to reduce the need for manual handling.
12. Prevent or reduce contact with existing waste (and therefore landfill gas) by disturbing minimal ground.
13. Ensure lining on gradients is minimised by good design and planning. Ensure that operatives stay on the higher side of the operation.
14. Ensure that edge protection is provided if operatives could fall and suffer injury from lining over leading edges.
15. Keep working area tidy so as to prevent tripping hazards from trailing cables and loose ends etc.
16. Electrical handheld tools to be PAT tested at intervals not exceeding 3 months.
17. Provide suitable PPE and adequate wash facilities.

References: The Management of Health and Safety at Work Regulations 1999

The Provision and Use of Work Equipment Regulations 1998

The Lifting Operations and Lifting Equipment Regulations 1998

Dangerous Substances and Explosive Atmospheres Regulations 2002

The Work at Height Regulations 2005

18. WORK WITH PESTICIDES

These arrangements cover the use and work with pesticides, herbicides, fungicides, insecticides etc.

HAZARDS

The main hazards associated with pesticides include:

1. Contact with skin.
2. Inhalation of spray.
3. Spray drift onto neighbouring properties / areas.
4. Concentrated spillage.
5. Environmental impact.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessments carried out.

Operatives must be suitably trained and authorised to use the pesticide.

Ensure that only approved pesticides are used.

Ensure that pesticides are stored in the appropriate manner for the type and quantity involved. Basic considerations should include: storage, location, capacity and construction, fire precautions, spillage / leakage procedures, ventilation, security and marking of containers. These criteria should be applied to both storage containers (for small quantities) and storage buildings (for larger quantities).

Plan first aid requirements prior to use or storage.

Establish relevant procedures for dealing with fires.

Make necessary arrangements for the correct disposal of any unwanted pesticide either concentrated or in its mixed form.

Consider the possibility of spray drift during operations which may affect people and property outside the area of work, or personnel undertaking the operation.

CONTROL MEASURES

1. Appropriate COSHH assessments must be carried out and made available.
2. Ensure that operatives are suitably trained and authorised to use the pesticide.
3. Ensure that the correct storage facilities are available.
4. Ensure that first aid facilities are available together with the appropriate welfare facilities.
5. Ensure that unwanted pesticides are disposed of in the correct way, both for the mixed solutions and the concentrate, where applicable.
6. Clean equipment thoroughly immediately after use, and ensure that it is returned to the proper storage area.
7. Ensure that the relevant personal protective equipment and clothing is available and used, and is correctly stored after use.
8. Follow the procedures set down for each substance in accordance with the manufacturers instructions and COSHH assessments.

References: Control of Pesticides Regulations 1996

Control of Substances Hazardous to Health Regulations 2002

19. OPERATION OF PLANT AND EQUIPMENT

Items of plant, equipment and operations, which have been identified as representing a hazard on site or in the workshop include:

Site transport

Site plant (General)

Mobile plant e.g. Dozers, Compactors, Dump Trucks, Tractors, Excavators etc.

Towing procedure

Excavators used as cranes

Cranes

Skips

Mobile elevated work platforms (MEWPs)

Fork lift trucks (FLT's)

Diesel tanks

Lifting gear

Static plant, e.g. Crushers, Screeners, Shredders etc.

Abrasive wheels

Chainsaws

Mixers

LPG appliances

High Pressure Water Jetting (HPWJ)

Electrical equipment.

Woodworking machines

Working with oils

Lead acid batteries

Industrial gases

Compressed air tools

Cartridge tools

Welding / burning equipment

Nuclear Density Gauge

Wheel spinners

Wheel wash plant

Weighbridge

SITE TRANSPORT

HAZARDS

The main hazards associated with the use of transport on site arise out of:

1. Incorrect and unauthorised use.
2. Working on slopes and gradients.
3. Speeding.
4. Poor maintenance (insufficient checking of water, oil, lights, tyres and brakes weekly).
5. Reversing unsupervised (audible reversing alarms will be fitted to all relevant transport).
6. Carrying passengers where no proper seat is provided.
7. Undue care when refueling.
8. Overloading or insecure loads.
9. Incorrect or improper towing.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessments.

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

The Site Manager will:

Arrange for suitable transport to be provided taking into account the work to be carried out and the relevant standards.

Where necessary, arrange discussions with the local Highway Authority, Police, etc. on

road crossings and traffic management, etc.

Plan temporary access roads, fuel storage and maintenance facilities, etc. for transport on site.

Ensure a planned maintenance schedule is prepared for all vehicles and details of repairs, maintenance, etc. recorded.

Ensure that all vehicles when delivered to site are in good condition and fitted with the necessary safety devices, guards and relevant notices. Any defect must be reported to the relevant Manager in control of transport or Hire Company and the vehicle must not be used until the defect is rectified.

Ensure that only authorised licenced drivers are permitted to operate any vehicle. Where a doubt of competency of any operator exists, he will report his concerns to the Company Training Officer.

Ensure that no young person (under 18 years old) is permitted to operate any transport or act as banksman unless being trained under direct supervision. (The minimum age is increased to 21 years old in respect of certain items of transport designed for man-riding).

Ensure any necessary preparatory work required to ensure that transport is used safely on site, e.g. access roads, traffic control measures etc., is carried out in accordance with planned requirements.

Ensure that any defect notified by the driver during operations on site is reported immediately for repair and that where the defect could affect safety on site the item of transport is not used until repairs are carried out.

CONTROL MEASURES

1. Only authorised licenced drivers will drive site transport and be over the age of 18 unless under the direct supervision of an authorised driver.
2. Site transport will be maintained in accordance with a planned schedule and will be inspected regularly for obvious defects.
3. Site transport will only be used for the work that it was designed for and will not be used improperly.
4. Loads on site transport will be secure and the vehicle will not be overloaded.

5. Vehicles used for transporting dangerous substances above the relevant quantity will carry the relevant marking plates and necessary information.
6. No person will ride in or on a vehicle unless there is the correct seating provided, and it is used correctly.
7. No persons will remain in or on a vehicle during the loading of materials unless they are adequately protected.
7. Where necessary a banksman will be used during reversing or other operations.
9. Vehicles will be driven in relation to the site conditions with regard to speed of the vehicle, especially on gradients or slopes.
10. Vehicles will be left securely parked, the engine switched off and the keys removed from the ignition when left unattended.
11. Where vehicles are required to tip into any excavation or over the edge of an embankment, a banksman or physical stops will be used to prevent the vehicle overrunning the edges.
12. Fuelling will take place at the designated areas using the equipment provided to ensure no spillages.
13. When working in those areas designated, all persons will wear high visibility clothing, especially banksmen.
14. All necessary guards will be in place before any vehicle is used on site and will not be operated without them.
15. Relevant parts of vehicles will be securely propped during maintenance operations e.g. tilt cabs and tipper bodies.
16. Transport drivers will not consume any intoxicating liquids during the working day or shift and not still be under the influence of alcohol whilst operating transport on site.
17. Mobile phones must not be used whilst operating site transport.
18. Towing operations must be carried out with the greatest regard for safety and in accordance with Company towing procedure.

References: The Workplace (Health, Safety and Welfare) Regulations 1992
The Construction (Design and Management) Regulations 2015
The Quarries Regulations 1999
HS(G)136, A guide to workplace transport safety

SITE PLANT - GENERAL

HAZARDS

The main hazards associated with the use of plant arise out of:

1. Unskilled operation.
2. Incorrect use or unauthorised use.
3. Poor maintenance.
4. Reversing unsupervised.
5. Defects in machine unchecked.
6. Noise and Vibration (see separate section).

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessments carried out.

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

The Site Manager will:

Ensure that competent operators and banksmen are provided or that, where necessary, full training and instruction is arranged. Where appropriate, only operators holding a current Casey Permit or Operators Certificate under the CITB Plant Operators Scheme will be permitted to operate plant on site.

Determine whether any preparatory work is required for the installation or use of plant on site and ensure that requirements are planned, e.g. fork-lift truck storage areas, loading tower areas, solid base for mobile cranes, tower crane base, fuel storage, road crossings, etc.

Give special consideration to the stability of plant when working on unstable ground to ensure that the loading can be supported adequately.

Ensure a planned servicing schedule is completed for all Company plant on site and records kept of repairs, alterations, maintenance etc.

Ensure that plant delivered to site is in good order and fitted with any necessary safety devices and guards.

Ensure any defects noted, are reported to the Plant Manager or Hire Company immediately.

Ensure that only authorised and where appropriate, certified operators are permitted to operate any item of plant. Where the competency of any operator exists, he will report his concerns to the Company Training Officer.

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

Ensure all plant is properly secured and immobilised at the end of each day.

Ensure all necessary testing and thorough examination certificates are requested and checked and all items of plant requiring weekly inspections by the operator or other competent person have the inspection recorded in the site register regardless of any other register kept by the operator or Plant Hire Company.

Ensure that any necessary preparatory work required to enable plant to be installed or used correctly is carried out in accordance with specific requirements.

Ensure that any defect notified by the plant operator during operations on 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.

Ensure that plant operators are not allowed to carry out work with a machine for which it was not intended, unless specific advice has been obtained from the manufacturers of the machine on the proposed use.

CONTROL MEASURES

1. Carry out daily checks on plant before use and report any defects. Notify your Supervisor immediately if any defect could be hazardous and do not operate the plant until it has been rectified.
2. Only trained, authorised and, where relevant, certified persons will operate plant.

3. All guards must be in good condition and in position while the plant is operating.
4. Only use the correct item of plant for the work required.
5. Ensure the work area is suitable for the job being done e.g. level ground, clear working area, good ventilation, etc.
6. Banksmen must be trained, and available for some operations e.g. reversing, crane work etc.
7. Ensure servicing schedules are available and maintained.
8. Secure and immobilise plant when left unattended. Do not leave plant engines running when the operator is not present, especially in public areas.
9. Wear high visibility clothing when working in the vicinity of operating plant / vehicles.
10. Hearing protection must be worn when working in high noise levels.
11. Plant operators must not drink alcohol during the working day or shift.
12. Mobile phones must not be used whilst operating site plant.
13. All personnel required to enter areas where lifting appliances are in use (e.g. cranes, excavators, piling frames etc.) will be required to wear safety helmets as directed by the site supervision.
14. Unauthorised people must not be permitted to enter working areas whilst plant is in use and all necessary measures required to avoid hazards to children on site outside of normal hours must be taken, particularly if it is not possible to fence the site in full.
15. Plant, which contains pressure vessels such as air receivers, steam boilers etc. will require specific inspections, tests and examinations of those parts and relevant records kept.
16. Lifting appliances will be inspected weekly and have a thorough examination at the specified period in accordance with statutory requirements.

References: The Workplace (Health, Safety and Welfare) Regulations 1992

The Construction (Design and Management) Regulations 2015

The Lifting Operations and Lifting Equipment Regulations 1998

The Provision and Use of Work Equipment Regulations 1998

The Quarries Regulations 1999

HS(G)136, A guide to workplace transport safety

MOBILE PLANT

HAZARDS

Mobile plant typically includes:

- Dozers
- Building Site Dumpers
- Forklift Trucks
- Compactors
- Dump Trucks
- Loading Shovels
- Tractors
- Excavators

The main hazards associated with the use of these machines include:

1. Overturning.
2. Instability of load.
3. Working on slopes and gradients.
4. Failure of machine due to poor maintenance.
5. Contact with other plant / vehicles / pedestrians.
6. Contact with services (overhead and buried).
7. Reversing operations.
8. Loading / unloading operations.
9. Unauthorised use

PLANNING AND PROCEDURES

All work shall be planned in accordance with the relevant standards and the appropriate risk assessments carried out.

Every site shall be organised in such a way that, so far as is reasonably practicable, pedestrians and vehicles can move safely and without risks to health.

The Site Manager will ensure that:

Only qualified and authorised persons are permitted to operate such machinery.

Appropriate action is taken against any person who operates such machinery without authorisation and also where passengers are being carried illegally.

CONTROL MEASURES

1. Machines must be selected for the type of work to be done and the ground conditions likely to be encountered on site.
2. The operator shall give audible warning to any person who is liable to be at risk from vehicle movement.
3. The unintended movement of any vehicle must be prevented.
4. Machines must not be overloaded in excess of the manufacturers instructions.
5. Ensure that the load is stable on the machine and that any driving and / or towing operations are carried out smoothly.
6. No operator shall remain on the vehicle during loading or unloading unless a safe place is provided and maintained for such.
7. When a vehicle / machine is used for tipping sufficient measures shall be taken to prevent such vehicles from falling over the tipping edge.
8. Accessories to the machine (e.g. chains, pallets, etc.) must be maintained in a safe and efficient condition.
9. Ensure that all personnel are clear of the machine during operations and when travelling.
10. Ensure that no passengers are carried on a vehicle unless it is designed for that purpose.
11. Mobile phones must not be used whilst operating mobile plant.
12. Towing operations must be carried out with the greatest regard for safety and in accordance with Company towing procedure.

13. Machines must be maintained and serviced in accordance with the manufacturers recommendations.
14. All machines should be inspected and the results recorded in accordance with any statutory provisions.

References: The Provision and Use of Work Equipment Regulations 1998

The Lifting Operations and Lifting Equipment Regulations 1998

The Construction (Design and Management) Regulations 2015

The Quarries Regulations 1999

TOWING OPERATIONS

HAZARDS

The main hazards associated with towing operations include:

1. Tow rope breaking.
2. Personal injury.
3. Damage to plant / vehicles.
4. Use of non-approved towing points.
5. Personnel / vehicles remaining in immediate area.
6. Improper use of machines.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessments carried out.

The Site Manager will ensure that the towing procedure is brought to the attention of all operatives.

CONTROL MEASURES

Towing operations must be carried in the following manner:

1. Before any towing procedure is carried out all personnel other than those required for the towing procedure must be removed from the immediate vicinity.
2. Any other machines in the immediate vicinity of the towing operation must be made aware of the operation and instructed to keep a safe distance away from the operation.
3. At no time must any person stand between any moving machines. All persons must stand to one side of the machines, on the higher side if on a gradient, a safe

distance away from the machines and in full view of the driver.

4. Once in a suitable position for attaching the towrope the machine driver of the towing machine must ensure that the brakes are effectively applied. Only when this has been done and the machine driver has indicated such to the person attaching the rope should any person stand between the machines.
5. The driver of the machine to be towed must fit the towrope to an approved towing point on their machine (a manufactured towing point or similar) and satisfy himself that both connections are effective before commencing the operation.
6. The driver must ensure that the person attaching the towrope reaches a place of safety before driving.
7. The towing operation must not commence until the machine drivers are inside their respective vehicles.
8. The towing machine driver should slowly move forward taking up the slack in the towrope until the machine being towed begins to move.
9. Due to the position and weight of the machine being towed, the towed machine may have to assist the towing machine i.e. attempt to drive out. Both machine drivers must be able to communicate effectively with each other (visually or audibly or both).
10. Once the towed machine is moving satisfactory it should be taken to a safe location on firm level ground.
11. At the safe location the towing machine must stop and allow the towed vehicle to stop safely.
12. The towing machine should then reverse a sufficient distance to relieve the tension in the towrope so that it can be detached safely. The brakes of both machines must be effectively applied during this operation.
13. The towing machine should only drive clear of the area when the person detaching the towrope has indicated to the driver that it is safe to do so.
14. Once the towrope has been removed it must be inspected for damage. If damaged it must be taken out of use and a replacement sought.

15. Should any damage have occurred to either machine the Site Manager / General Foreman must be informed and an inspection / record made of the damage.

N.B. If towing a customer's vehicle, the customer's driver must fit the chain to their vehicle and sign the indemnity book accepting all liability for any damage.

EXCAVATORS USED AS CRANES

HAZARDS

The main hazards associated with the use of excavators as cranes include:

1. Insecure attachment of lifting gear to machine.
2. Unsafe slinging of load.
3. Proper base for machine not provided.
4. Personnel remaining in lifting area.
5. Machine or lifting gear not maintained in good order.
6. Improper use of machine (i.e. lifting items not connected with excavations).

PLANNING AND PROCEDURES

Ensure that only excavators, which comply with crane requirements, are permitted to be used as a crane.

Ensure that:

- the safe working load (SWL) specified in the crane test certificate or certificate of exemption is not exceeded.
- the SWL is marked on the machine (machine boom and cab).
- all hydraulic machines used for this work under the condition of a certificate of exemption are fitted with check valves or other safety device to prevent the load dropping in the event of hydraulic failure.

CONTROL MEASURES

1. Only trained and authorised persons will operate these machines.
2. Only trained and authorised persons will carry out slinging operations and give relevant signals to the driver. Only correct lifting gear must be used.

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3. Excavators must not be overloaded by incorrect use or by failing to estimate the load correctly.
4. Excavators must be marked with the safe working load permitted and if relevant be fitted with an automatic safe load indicator.
5. All personnel working with or near excavators will wear a safety helmet and high visibility clothing.
6. All excavators must be secured and left in a safe condition at the end of each working day, taking into account the safety of children.
7. Loads must not be left suspended while the excavator is unattended.
8. Loads must not be carried over personnel or public areas unless such areas are protected by suitable precautions and all loose materials will be fully secured or covered during lifting operations.
9. If any such excavator collapses or overturns on site, or any part fails, the Company Health and Safety Advisors must be contacted immediately and the procedure for a Dangerous Occurrence, as detailed in this Policy, must be carried out.
10. Appropriate precautions will be taken to ensure adequate clearance is given to overhead power lines and other services.
11. Mobile phones must not be used whilst operating mobile plant.

References: Lifting Operations and Lifting Equipment Regulations 1998

The Provision and Use of Work Equipment Regulations 1998

CRANES

HAZARDS

The main hazards associated with the use of cranes include:

1. Overloading due to failure to correctly estimate loads or by incorrect use of crane.
2. Inadequate maintenance of equipment, use of defective equipment.
3. Unsafe method of erection, alteration, or dismantling of crane.
4. Unsafe slinging, incorrect slings used.
5. Insecure loads.
6. Contact with electricity power lines (see separate section).
7. Incorrect signals.
8. Unsuitable base for crane.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessments carried out.

The use of the crane should be planned considering the following:

Size, weight and position of the maximum loads to be handled

Safe working loads of crane in radii to be used

Overhead power lines or other services

Limitations of height or radii on site

Permits or permission to over-sail adjacent properties

Ground bearing capabilities

Methods of work to avoid hazards during erection

Lifting gear to be used

Safe installation of fuel storage facilities

Safety of other contractors and the public

Crane drivers, banksmen, slingers, etc. must be trained in accordance with GS39 and where appropriate operators will be required to possess a Casey Permit or a certificate issued under the CITB Plant Operators Registration Scheme.

CONTROL MEASURES

1. Only trained and authorised persons, over the age of 18 years, should operate cranes and carry out duties in connection with such.
2. Cranes must not be overloaded by incorrect use or by failing to estimate the load correctly. Information about the weight of loads to be lifted must be obtained before work commences.
3. Cranes will be maintained and inspected regularly and any defects reported immediately.
4. Cranes must be marked with the safe working load permitted and if relevant be fitted with an automatic safe load indicator.
5. Measures will be taken to ensure the stability of cranes when working on soft ground or slopes.
6. All personnel working with or near cranes will wear a safety helmet and a high visibility vest.
7. All cranes must be secured and left in a safe condition at the end of each working period, taking into account the safety of children.
8. Loads will not be left suspended while the crane is unattended.
9. Loads will not be carried over personnel or public areas unless such areas are protected by suitable precautions and all loose materials are fully secured or covered during lifting operations.

10. If any crane collapses or overturns on site, or any part fails, the Company Health and Safety Advisors must be informed immediately and the procedure for a Dangerous Occurrence, as detailed in this Policy, must be carried out.
11. Appropriate precautions will be taken to ensure adequate clearance is given to overhead power lines and other services (see separate section).

References: The Lifting Operations and Lifting Equipment Regulations 1998

The Provision and Use of Work Equipment Regulations 1998

GS6, "Avoidance of Danger from Overhead Electric Lines"

USE OF SKIPS

Permission

Under the Highways Act 1980, it is necessary to obtain written permission from the appropriate Highway Authority before siting a skip on any public highway. This may entail conditions being imposed as to the siting, dimensions, colour / markings, disposal of contents, lighting / guarding and removal etc.

Following permission being granted and a skip being placed on the highway the skip owner must ensure it is: -

- adequately and correctly lit after dark
- clearly marked with the owner's name and telephone number (or address)
- removed as soon as practicable following filling and the conditions imposed by the granted permission have been complied with.

Siting

The skip should be on level ground with adequate, firm access for vehicle loading / unloading and it should not cause an unnecessary obstruction.

Dimensions

Generally, the skip should be no bigger than 5m long x 2m wide.

Colour / Markings

The colour may be specified but The Builders Skips (Markings) Regulations 1984 specify that a plate marked with red and yellow fluorescent reflex diagonal stripes (complying with BS Au/52 rear marking plates for vehicles) should be fitted to the outer edge of each end of a skip parked on the highway. These plates must be kept clean and should be unobstructed so that any users of the highway can see them at a reasonable distance.

Loading

Front opening skips are preferable when using wheelbarrows, but if not available then properly constructed ramps of adequate strength should be used.

Skips may require a cover to prevent debris flying out especially when using chutes or outside of normal working hours.

Care and disposal of contents

Highly flammable, explosive, noxious or other hazardous materials should not normally be allowed to be deposited in skips and this also includes material which could cause a nuisance to other users of the highway.

Materials should not be allowed to spill from the skip, especially during transport and the load should be covered. Contents may require occasional dampening to prevent dust nuisance.

Lighting / Guarding

Generally, a lamp will be required at each corner either on the ground or mounted on the skip.

A single skip on the highway should have an inclined line of cones on its approach side (on a main traffic route). At night, these cones should be altered with road danger lamps.

Two or more skips may be guarded as one, provided they are close enough together in a row.

The requirement of cones may be waived if they would interfere with an access.

Removal

Removal should be carried out as soon as practicable after filling. The highway permit will also stipulate the period for which the skip may be left on the highway and no skip may remain after the permit has expired.

Lifting

The use of purpose designed vehicles should be the normal for the raising and lowering of skips but lifting by crane, which may be necessary due to restricted access may be possible providing the following is carried out:-

1. The skip supplier is contacted.
2. The skip and lifting lugs are inspected to ensure that it is safe to lift.
3. Suitable lifting equipment is used and marked with the SWL.
4. The weight of the skip and its contents do not exceed the SWL of the crane.

I.127

5. The structure where the skip is to be placed can adequately support the load.
6. Ensure adequate protection of the public and others who may be affected by the lifting operations. Establish an exclusion zone if necessary.
7. Ensure that the lifting operation is under the supervision of competent person.

References: Lifting Operations and Lifting Equipment Regulations 1998

Provision and Use of Work Equipment Regulations 1998

MOBILE ELEVATED WORK PLATFORMS (MEWPs)

HAZARDS

The main hazards associated with the use of mobile elevated work platforms include:

1. Falls of operatives or materials from the platform.
2. Trapping in the platform mechanism.
3. Trapping between the platform and fixed obstruction.
4. Overturning due to overloading, uneven ground, wind, etc.
5. Collisions when in motion with other plant and structures.
6. Failure of MEWPs structure.
7. Unintentional movement due to accidental or incorrect use of controls.
8. Operative stranded at high level due to power failure or breakdown.
9. Contact with overhead power lines.
10. Operative struck by the MEWP.
11. Use of MEWP on public roads.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessments carried out.

The Site Manager will ensure that the following arrangements are planned before work involving MEWPs commences:

The site is checked to ensure that the MEWP can be used safely, i.e. firm level base, safe travelling routes, no overhead power lines.

Ensure that no person is permitted to operate or work on MEWPs unless trained and authorised.

Check that the MEWP is used correctly and not for work which it is not designed or intended.

Ensure that any defects are reported and rectified accordingly. If the defect could affect the safe use of the MEWP the machine should not be used.

Ensure that the MEWP is inspected and the inspection recorded on a weekly basis and in accordance with the Lifting Operations and Lifting Equipment Regulations 1998.

CONTROL MEASURES

1. Only trained and authorised persons will operate and work from this machine.
2. Operators must check, before use, the tyres, brakes, lights, fuel / power, general defects etc. in accordance with the manufacturers instructions.
3. Work surface areas should be level and firm. Where rough terrain is present, the manufacturers guidance on ground conditions / support should be followed.
4. Ensure that there are no obstructions or proximity hazards especially overhead power lines etc. in areas where the platform is to be taken or used.
5. Ensure clear working areas around the equipment by the use of warning signs, barriers, cones etc.
6. Ensure arrangements are made to ensure the stability of the machine if it is not possible to make full use of outriggers etc. that may be fitted.
7. Ensure good visibility and lighting during work operations.
8. Ensure that the safe working load for the machine is displayed and followed and that all tests, inspections and examinations are carried out and recorded.
9. Ensure that safety devices fitted are working correctly.
10. Ensure safe access to the platform for boarding at ground level.
11. Ensure the platform is fully guarded during use and provision is available and used for securing safety harnesses to the platform during use. Work should be done only from within the platform area without having to lean out.

I.130

12. Ensure that guards are fitted to all moving parts where a person could be trapped or entangled.
13. Wherever possible, all movement controls should be sited to be operated from the machine platform.
14. Emergency stop and isolation switches etc. should be clearly marked and operatives using the machine should be aware of the emergency procedure.
15. Only use the platform for the work it is designed or intended.
16. Keep the platform clean and free from loose materials or debris etc.

References: The Provision and Use of Work Equipment Regulations 1998

The Lifting Operations and Lifting Equipment Regulations 1998

The Work at Height Regulations 2005

PREFABRICATED MOBILE ACCESS TOWERS

HAZARDS

The main hazards associated with prefabricated mobile access towers include:

1. Falls from height.
2. Falling materials.
3. Adverse weather conditions.
4. Incorrect assembly.
5. Untrained operatives.
6. Overhead power lines.
7. Use of ladders.
8. Unprotected leading edges.

PLANNING AND PROCEDURES

All work will be planned and organized in accordance with the relevant standards and the appropriate risk assessments.

Suitable and sufficient steps shall be taken to prevent, so far as is reasonably practicable, any person from falling.

Where necessary, suitable and sufficient steps shall be taken to prevent, so far as is reasonably practicable, falling materials or objects.

Only competent and trained persons (PASMA trained and qualified) will be allowed to erect, alter or dismantle any prefabricated mobile access towers.

Ensure that the ground conditions are satisfactory for the use of prefabricated mobile access towers.

CONTROL MEASURES

1. Operatives must be trained and authorised.
2. All materials must be in sound condition and checked before each use by the Operative.

1.132

3. All prefabricated mobile access towers must be erected in accordance with the relevant statutory provisions and manufacturers instructions.
4. All prefabricated mobile access towers must be inspected each time before use, especially during or following any adverse weather conditions.
5. Access must be by the internal ladder provided. No other ladders must be used for access.
6. Any prefabricated mobile access towers being erected, altered, dismantled or otherwise not suitable for use must have a notice displayed warning that it is not to be used.
7. Any tower, if up in for more than one working day, must be inspected each day before use and the results recorded by a competent person (PASMA trained and qualified).
8. No prefabricated mobile access towers .Loading towers should be considered special structures and a design drawing made available.

References: The Work at Height Regulations 2005

The Provision and Use of Work Equipment Regulations 1998

FORK LIFT TRUCKS (FLT's)

HAZARDS

The main hazards associated with the use of these machines include:

1. Overturning.
2. Instability of load.
3. Working on slopes and gradients.
4. Collapse of floor due to overload.
5. Failure of truck due to poor maintenance.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessments carried out.

The Site Manager will:

Ensure that, where applicable, chain test certificates are available and valid.

Ensure that only trained and authorised persons operate fork lift trucks (FLTs).

Ensure that the truck is suitable for the work to be undertaken.

Ensure that any defects are reported and rectified accordingly. If the defect could affect the safe use of the truck the machine should not be used.

Ensure that the truck is inspected and the inspection recorded on a weekly basis and in accordance with the Lifting Operations and Lifting Equipment Regulations 1998.

CONTROL MEASURES

1. Trucks should be selected for the type of work to be done and the ground conditions on site.

2. Only trained and authorised operatives should drive FLT's.
3. The truck must not be overloaded in excess of the manufacturers loading table.
4. Ensure the load is stable on the machine and driving operations are carried out smoothly.
5. Ensure pallets are in good repair and suitable for the load.
6. Ensure that personnel are clear of the load during lifting operations and when travelling.
7. Trucks must be maintained and serviced in accordance with manufacturers instructions.

References: The Provision and Use of Work Equipment Regulations 1998

The Lifting Operations and Equipment Regulations 1998

DIESEL TANKS

HAZARDS

The main hazards associated with the use of diesel tanks include:

1. Accidental spillage.
2. Intentional spillage - vandalism.
3. Un-safe access and egress.
4. Installation stability.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessments carried out.

All tanks, pipework, gauges and structures must be constructed to recognised engineering standards and in accordance with British Standards and Statutory requirements and any associated Codes of Practice.

The Site Manager will:

Ensure the installation is sited to minimise risks to personnel, plant and others likely to be affected.

Ensure the installation is set on firm, level and stable ground capable of withstanding the weight of the installation.

Ensure that the installation is positioned so as not to restrict the safe cleaning, repair and maintenance of the installation.

CONTROL MEASURES

The Storage Tank:

The tank should be located where it can be inspected externally for corrosion or leaks.

The contents of the tank and its capacity must be clearly marked on the tank.

Every part of the tank should be within the bund including all valves, filters, filling point and vent pipe.

The Bund:

The bund should consist of a base and surrounding walls, which must be constructed or lined with a material impermeable to the fuel.

Pipework should not pass through the bund.

The capacity of the bund should be at least 10% greater than the capacity of the storage tank.

Normally rainwater evaporates from within the bund. However, should the presence of rainwater affect the capacity of the bund it must be removed and disposed of accordingly.

The Pipework:

All pipework should be sited above ground level, where possible, in order to facilitate inspection and repair and protect against corrosion.

Fill pipes should be located within the confines of the bund and be fitted with a suitable lockable cap and chain.

Tank Content Measurements:

Adequate means of measuring the quantity of fuel in the tank should be provided.

Dip sticks should be properly calibrated and only used in the tank for which they are intended.

Sight gauge tubes should be well supported and fitted with valves which are resistant to unauthorised interference and vandalism.

Valves or Cocks:

These should be as resistant to unauthorised interference and vandalism as possible, with lockable or removable hand wheels.

They should be steel or bronze and arranged so that there can be no discharge outside

the bund wall. They should be marked to show whether they are open or closed, and kept locked when not in use and fitted with a blanking cap or plug.

Where appropriate, a notice should be displayed requiring that valve and trigger guns are kept locked when not in use.

The drawing on the next page gives an outline of a typical storage tank installation.

Safe Access and Egress:

There must be safe access and egress to the tank and its relevant parts.

Steps must be taken to prevent persons from falling and suffering personal.

N.B The above applies to all new tanks, drums and other containers (all called tanks for the purpose of the regulations) and to mobile Bowsers used for oil storage on all sites storing more than 200 litres of oil.

References: The Environmental Protection Act 1990

The Control of Pollution (Oil Storage) (England) Regulations 2001

The Water Resources Act 1991

NRA Pollution Prevention Guidelines

The Work at Height Regulations 2005

LIFTING GEAR

HAZARDS

The main hazards associated with the use of lifting gear include:

1. Overloading.
2. Incorrect use, i.e. too wide an angle between legs of sling, use of eye bolt at an angle, etc.
3. Use of defective equipment.
4. Damage to sling, i.e. lack of packing to load.
5. Incorrect slinging method.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessments carried out.

The Site Manager will:

Ensure the provision of lifting gear is planned taking into account the size, weight and type of loads to be lifted and the conditions in which the lifting gear is to be used.

Ensure that all lifting gear provided for use on site and is in good order, has a test certificate and has been thoroughly examined, in accordance with statutory requirements, within the previous 6 months.

Arrange for the proper storage of lifting gear.

Ensure that only authorised slingers, trained and over 18 years of age, are permitted to use lifting gear.

Ensure that where defects are noted or reported with lifting gear, the equipment is taken out of use immediately.

CONTROL MEASURES

1. Lifting gear will be checked before use for obvious defects and not used if any are found. Report defects immediately.
2. Return all lifting gear to the storage area after use and store correctly and tidily.
3. Only trained, authorised persons will carry out slinging operations.
4. Slings must be securely attached taking into account the angle of the legs, the centre of gravity, the weight of the load and the attachment method.
5. Ensure that all parts can carry the load to be lifted, and that the weight is established before operations commence.
6. Slings must not be knotted, or bolted together.
7. Slings will be protected at the edges of the loads by the use of suitable packing.
8. Do not drag slings from beneath loads.
9. Ensure the safe working load is displayed on lifting gear wherever required or identified to establish the safe working load.
10. 'Ease' loads from the floor to check the stability and security of the load before the full lift is performed.
11. Safety helmets will be worn during all lifting operations. On no account must any person stand near or under a load during a lift. If necessary suitable and adequate, attached guide ropes will be used.
12. Repair to lifting gear will only be carried out by authorised persons and not used again until the relevant test certificate has been issued.
13. Hooks must be fitted with a suitable device or designed to prevent the displacement of the sling or load from the hook and be fitted so that the device operates correctly.
14. "Dynamo" type eye-bolts will not be used, only the "Collar" type will be used.
15. Ensure loads are securely fixed and covered where loose items are being lifted.

References: The Lifting Operations and Lifting Equipment Regulations 1998

The Provision and Use of Work Equipment Regulations 1998

STATIC PLANT

HAZARDS

Static Plant includes:

1. Crushers
2. Screeners
3. Shredders
4. Conveyors

The main hazards associated with the use of these items of plant include:

1. Instability of plant due to working on unsuitable ground e.g. working on slopes, uneven or un-compacted ground.
2. Trapping / crush injuries.
3. Entanglement with moving parts.
4. Flying debris.
5. Ill fitting guards or guards not in place.
6. Emergency stops / interlocks rendered ineffective.
7. Failure of machine due to poor maintenance.
8. Noise and dust.
9. Inadequate training.
10. Accidental start up.
11. Work at height.

PLANNING AND PROCEDURES

All work must be planned in accordance with the relevant standards and appropriate risk assessments carried out.

Every site using such plant should ensure that it is set up in an area taking into account the access and egress, the interaction between vehicles and pedestrians, and the suitability of ground.

The Site Manager will ensure:

Only trained, competent and authorised persons are permitted to operate such machinery.

Appropriate action is taken against any person who operates such plant without authorisation.

The Permit to Work system is implemented for cleaning, clearing, repair and maintenance work.

CONTROL MEASURES

1. Machines should be selected for the type of work to be done.
2. Ensure the plant is set up on firm and level ground.
3. Machines must not be overloaded in excess of the manufacturers instructions.
4. Mobile phones must not be used whilst operating static plant.
5. The authorised user / operator must prevent unauthorised access by other persons.
6. Not less than two persons must be present whilst this type of plant is in operation.
7. Machines, under no circumstances, must be left unattended unless switched off / immobilised and the keys removed.
8. Access to moving or other dangerous parts must be prevented.
9. Work at height must be planned and organised to prevent persons falling and suffering personal injury.
10. Machines must be maintained and serviced in accordance with the manufacturers recommendations.
11. All machines must be inspected and the results recorded in accordance with statutory provisions.

References: The Provision and Use of Work Equipment Regulations 1998

The Work at Height Regulations 2005

ABRASIVE WHEELS

HAZARDS

The main hazards associated with abrasive wheels include:

1. Bursting of the wheel or disc.
2. Injuries from flying particles.
3. Cuts to hands, legs, etc.
4. Dusts from certain types of materials.
5. Loose clothing tangled in disc.
6. Noise.

PLANNING AND PROCEDURES

Ensure that any abrasive wheel machine hired or owned by the Company is provided and maintained in accordance with the Regulations.

Ensure that a sufficient number of operatives have been trained in the mounting of abrasive wheels and discs on the type of machine to be used.

Ensure that only suitable trained persons operate abrasive wheels. Arrange for training when appropriate.

Ensure that any abrasive wheel machine or tool being used with any defect, which could give rise to injury is taken out of use immediately and repair sought.

Ensure that suitable storage facilities are available for abrasive wheels and that suitable and sufficient quantities of eye protection and other protective equipment is available and issued when required.

CONTROL MEASURES

1. Ensure the disc or wheel is mounted correctly. This must only be done by a trained and competent person.

2. The machine must be regularly serviced to ensure that the speed of the machine spindle is correct.
3. Guards must be fitted to all abrasive wheels and kept in position.
4. Eye protection must be worn when using abrasive wheels.
5. Ensure protection is provided against hazardous dusts which may be generated.
6. Avoid wearing loose clothing.
7. Hearing protection should be worn where necessary.

References: The Provision and Use of Work Equipment Regulations 1998

Health and Safety Executive booklet HS(G)17, 'Safety in the Use of Abrasive Wheels'

BS EN 166 1996 - Industrial Eye Protection

CHAINSAWS

HAZARDS

The main hazards associated with the use of chainsaws include:

1. Severe lacerations.
2. Kick-back causing sprains, strains or falls from working positions.
3. Exhaust gases (carbon monoxide) when used inside buildings or confined spaces.
4. “Vibration White Finger” (Raynauds Syndrome).
5. Fires from refuelling operations.
6. Noise.
7. Lack of training.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessments carried out.

Only persons who have received appropriate training and have the necessary protective clothing are permitted to use chainsaws on Company premises.

The Site Manager shall:

Ensure that chainsaws are operated in accordance with this policy and that only trained and authorised persons are permitted to use such.

CONTROL MEASURES

1. Ensure that the operator has the appropriate protective clothing and check that it is being used.
2. Ensure that chainsaws are in safe working order and maintained correctly.

3. Precautions which must be applied to the use of chainsaws include:
- i) Safe working position - chainsaws must only be used when the operator is standing solidly on both feet on level ground, scaffold platform, floor surface, etc.
 - ii) Chainsaws must be held firmly using both hands (chainsaws are designed for right handed use only).
 - iii) Use at full power, not above shoulder height and clear of any obstructions.
 - iv) The saw must not be used inside buildings unless there is sufficient ventilation.
 - v) The saw must not be carried from place to place with the engine running.
 - vi) The following protective clothing must be worn by the operator:
 - a) Safety helmet
 - b) Ear defenders
 - c) Eye / face defender (forestry mesh visor).
 - d) Safety footwear
 - e) Some form of leg protection, e.g. ballistic nylon trousers.
 - f) Gloves

References: The Provision and Use of Work Equipment Regulations 1998

Training and Standards of Competence for people working with chainsaws. Health and Safety Executive Guidance Note GS48

Watch your back - avoiding back strain in timber handling and chainsaw work, IND(G)145(L)

MIXERS

HAZARDS

The main hazards associated with the use of mixers include:

1. Trapping injuries.
2. Entanglement with moving parts.
3. Overturning.
4. Working on slopes and gradients.
5. Failure of machine due to poor maintenance.
6. Noise.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the relevant risk assessments carried out.

CONTROL MEASURES

1. Ensure that mixers are placed on even ground.
2. Ensure that starting handles are in good condition.
3. Ensure all guards are in place whilst the mixer is running.
4. Clean out after use.
5. Report any defects to the Plant Department / Hire Company immediately.
6. Wear the appropriate personal protective equipment when required.

References: The Provision and Use of Work Equipment Regulations 1998

LIQUID PETROLEUM GAS (LPG)

HAZARDS

The main hazards associated with the use of L.P.G. include:

1. Fire.
2. Explosion.
3. Asphyxia.

PLANNING AND PROCEDURES

The Site Manager will:

Ensure that suitable provision is made for the storage and safe use of LPG on site (i.e. a purposely constructed cage).

Ensure that storage, appliances, hoses, connections, fittings, fire fighting equipment etc. are checked at weekly intervals and that any remedial action is taken, where necessary.

Appropriate action should be taken against any person who disregards any instructions given for the safe storage and use of LPG on site.

LPG under the control of contract firms (e.g. plumbers) should be stored and used in accordance with their procedures. Site Managers should bring to their attention any shortcomings.

CONTROL MEASURES

1. Cylinders should be stored in the open air, at ground level and in lockable storage areas. The store must be away from any basement areas, drains, excavations, etc. as LPG is heavier than air.
2. Only cylinders connected to equipment or in use will be kept in work areas. Empty cylinders will be removed to store as soon as possible.
3. Cylinders should be kept away from flammable materials and sources of heat.

4. Adequate ventilation must be provided to any work area / office where LPG is used to ensure no build up of harmful gases including the possibility of leaks.
5. Fire fighting equipment will be available in appropriate locations.
6. Equipment should be periodically inspected and maintained.

References: Dangerous Substances and Explosive Atmospheres Regulations 2002

L138: Storage of flammable liquids in containers

The Regulatory Reform (Fire Safety) Order 2005

The Control of Substances Hazardous to Health 2002

HIGH PRESSURE WATER JETTING (HPWJ)

HAZARDS

The main hazards associated with High Pressure Water Jetting include:

1. Impact of water jet on skin or eye.
2. Flying debris produced from the jetting process.
3. Hosing operations near electrical equipment.
4. The electrical unit itself.

PLANNING AND PROCEDURES

All work will be planned taking into account the relevant standards, and the appropriate risk assessments carried out.

The Site Manager will ensure that the machine is inspected and the inspection recorded in accordance with the Company policy.

CONTROL MEASURES

1. Ensure that the vehicle/ plant is stationary and the driver is not in the machine cab.
2. Ensure that the vehicle is positioned safely on firm and level ground.
3. Check the vehicle / plant for visual defects before hosing.
4. Ensure the HPWJ Unit is de-iced before use in cold weather.
5. Prior to using the HPWJ Unit, pre-use checks should be carried out in accordance with manufacturers instructions.
6. Where necessary, the activity should be undertaken away from other activities, preferably in a designated area. Segregation of the work area is of particular importance when water / abrasive jetting is taking place.

I.150

7. Manufacturers instructions should be followed with regard to start up, operation, shut down, and emergency procedures, including frost procedures, if appropriate.
8. The pump unit should not be started and brought up to pressure unless the nozzle has been placed in the area to be jetted and the lance or gun securely held.
9. No attempt must be made to adjust any nut, hose connection, fitting etc., whilst that part of the system is under pressure.
10. Never point the gun at anyone even if the gun is switched off.
11. Never work from a ladder unless adequate safety precautions are taken to guard against recoil i.e. use of ladder hooks.
12. Always wear the appropriate Personal Protective Equipment / Clothing:
 - Eye protection
 - Waterproof clothing
 - Head protection
 - Foot protection
 - Gloves
 - Ear protection if the noise level exceeds 80dB(A)
13. All defects must be reported to the Site Management / Plant Department and the unit not used.

References: The Provision and Use of Work Equipment Regulations 1998

The Personal Protective Equipment Regulations 1992

ELECTRICAL EQUIPMENT

HAZARDS

The main hazards associated with the use of electrical equipment include:

1. Electric shock.
2. Unguarded machinery.
3. Tripping.
4. Fire.
5. Unauthorised use.

PLANNING AND PROCEDURES

All electrical equipment on Company premises will be supplied, installed and maintained or used in accordance with the relevant standards.

Plan the temporary electricity supply and distribution on the site in accordance with the relevant standards. All temporary supplies are to be installed by competent electricians and tested in accordance with the IEE Regulations.

Ensure that no power tools or electrical equipment of greater voltage than 110v (CTE) are used on site unless arrangements have been made and discussed with the Company Health and Safety Advisors.

Sub-contractors must be informed of the Company Policy on the use of electricity on site.

Only competent electricians will carry out repairs, maintenance and installation work on site.

The Site Manager will:

Ensure that any temporary electrical supply is installed and tested as required.

Ensure that all sub-contractors equipment is in good condition and in accordance with the relevant British Standards.

Take immediate action against any person or sub-contractor abusing or incorrectly using electrical equipment on site.

Ensure that all power cables are installed clear of access ways and preferably above head height.

Ensure that any portable generator or other electrical equipment fitted with an earth rod has the earth rod and connection maintained in good condition.

Arrange for immediate action to be taken to have defects remedied as soon as they are reported.

CONTROL MEASURES

1. All cable connections must be properly made by a competent person.
2. Only 110V equipment will be used on site. Equipment must be returned to the Plant Department for inspection and testing at not exceeding 3 months.
3. The correct extension cables will be used to cope with wet and rough conditions. The use of extension cables should be kept to a minimum. When using cables they will be routed so as not to cause tripping or similar hazards.
4. Whenever possible, site electrical supplies will be protected by residual current detectors and other such protection devices.
5. All portable tools, cables, etc. should be identified and regularly inspected and maintained by a competent electrician.
6. Portable generators should be regularly inspected and tested. If fitted with an earth rod, then the connections must be maintained in good condition.
7. Cables must be routed so as to be protected from damage.

References: The Electricity at Work Regulations 1989

The Quarries Regulations 1999

The Provision and Use of Work Equipment Regulations 1998

The Personal Protective Equipment at Work Regulations 1992

The IEE Regulations (17th Edition)

WOODWORKING MACHINES

HAZARDS

The main hazards associated with the use of woodworking machines include:

1. Contact with cutting blade due to inadequate or missing guards or push-sticks not provided.
2. Work-piece being ejected due to blunt cutting blade.
3. Falling onto the machine due to slippery or uneven floors, debris, etc.
4. Loose clothing becoming entangled in moving parts.
5. Fires due to build up of swarf, sawdust, etc.
6. Health hazards due to dusts, resins from certain woods or fumes from adhesives.
7. Noise.
8. Insufficient lighting.
9. Other persons passing near woodworking machinery in use.
10. Unauthorised use.

PLANNING AND PROCEDURES

All work will be planned taking into account the relevant standards, and the appropriate risk assessments carried out.

The Contracts Manager / Plant Manager will ensure that all machines purchased or hired for use on site comply fully with the relevant standards and the machine chosen is suitable and sufficient for the work to be done.

CONTROL MEASURES

1. Guards will be fitted to all machines and will be maintained and set correctly.

2. Suitable push-sticks will be provided and used.
3. Cutting blades will be maintained regularly and kept sharp. Blunt blades are not only inefficient but can throw the work-piece from the machine.
4. Machinery will only be used for the work intended.
5. All safety devices fitted must be maintained regularly and be operational at all times when work is in progress.
6. The work area around machines will be kept clear of all debris and materials. The work area will also be separated from other persons who may be passing by.
7. Only trained and authorised persons will operate these machines and will report any defect immediately.
8. Adequate lighting will be provided and used where machines are being operated.
9. Debris and dust will be cleared away at regular intervals to prevent a possible fire hazard.
10. Machines will be effectively isolated before and during any maintenance or cleaning operations are carried out.
11. All loose clothing will be secured before operating machines in order to prevent them becoming entangled in moving parts. This should not be a substitute for effective guarding.

References: The Provision and Use of Work Equipment Regulations 1998

The Personal Protective Equipment Regulations 1992

WORKING WITH OILS

HAZARDS

The main hazards associated with working with oils include:

1. Skin disorders.
2. Accidental ingestion.
3. Fire.
4. Spillages.
5. Slips and falls.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and in accordance with the appropriate risk assessments carried out.

Suitable washing facilities must be provided and maintained in good order.

CONTROL MEASURES

1. Avoid all unnecessary contact with oil.
2. Make full use of any safety equipment or clothing.
3. Use any barrier creams provided and wash hands before eating, drinking or using toilet facilities.
4. Change any contaminated clothes that become soaked in oil.
5. Never put oily rags or tools in pockets.
6. Report any signs of skin irritation to your Manager / Supervisor.

References: The Control of Substances Hazardous to Health Regulations 2002
The Personal Protective Equipment Regulations 1992

HANDLING AND USE OF LEAD-ACID BATTERIES

HAZARDS

The main hazards associated with lead-acid batteries include:

1. Unsafe storage
2. Unsafe access.
3. Spillage if acid.
4. Maintenance.
5. Fumes during charging.
6. Explosion / fire.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and in accordance with the appropriate risk assessments carried out.

The provision of lead-acid battery facilities must take into account the following:

Separate rooms must be provided for the storage and charging of lead-acid batteries.

Flammable atmosphere

Ventilation requirements

Fire fighting equipment

Provision of lifting / carrying devices

Provision for containing any acid spillages

Provision of first aid facilities including eye wash stations and suitable welfare facilities

Provision of insulated tools

Provision of protective clothing

CONTROL MEASURES

1. Contact with acid - avoid spillages, wear protective clothing and eye protection.
2. Contact with lead - avoid dust from cell plates and fumes from any lead burning should this work be involved.
3. Short circuit of battery poles can cause sparks, burns and battery damage. Jewelry on hands, wrists and neck must not be worn when working.
4. Insulated tools must be used.
5. Explosion risk from hydrogen generated during battery charging - avoid ignition sources, no smoking.
6. Effective and suitable ventilation must be provided. All electrical equipment in the immediate area must be suitable for use in such areas.
7. Manual handling must be considered during the handling of batteries. For larger / heavier batteries handling equipment should be used.
8. Relevant assessments of the health hazards of substances used must be made available and displayed in the battery area showing any precautions to be taken.
9. In the event of splashes of acid in the eye or on the skin then copious amounts of water should be used to dilute the acid and any contaminated clothing should be removed.
10. Appropriate decanting and handling procedures must be adopted during any acid handling operation.
11. Cell / battery testing devices fitted spikes to apply a load across the cells can cause a spark when disconnecting and this can ignite flammable gas near the cell vents - cell / battery top should be ventilated if this operation is required. Similarly when connecting and disconnecting cable connections to batteries.
12. Old or disused batteries must be stored in a designated safe place whilst waiting for collection for disposal.

References: The Electricity at Work Regulations 1989

The Personal Protective Equipment at Work Regulations 1992

The Control of Substances Hazardous to Health Regulations 2002

The Provision and use of Work Equipment Regulations 1998

INDUSTRIAL GASES

There are several types of industrial gases with several uses. To prevent the interchange of fittings between cylinders containing combustible and non-combustible gases, the valve outlets are threaded in opposite hands:

Combustible Gases Left-hand thread (anti-clockwise to tighten)
Acetylene, Hydrogen, Propane and mixtures
containing fuel gas.

Non-Combustible Gases Right-hand thread (clockwise to tighten)
Oxygen, Nitrogen, Argon, Air.

Bottle Colours	Oxygen	Black
	Nitrogen	Grey with Black Neck
	Argon	Blue
	Acetylene	Maroon
	Propane	Bright Red

HAZARDS

The main hazards associated with the use of industrial gases include:

1. Fire
2. Explosion
3. Asphyxiation.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessment carried out.

The Contacts Manager / Plant Manager

Ensure that suitable provision is made for the storage and safe use of industrial gas on site (i.e. a purposely constructed cage).

The Site Manager / Plant Manager will:

Ensure that storage, appliances, hoses, connections, fittings and fire fighting equipment,

etc. are checked at weekly intervals and that any remedial action is taken, if necessary.

Appropriate action must be taken against any person who disregards any instructions given for the safe storage and use of any industrial gas on site.

Industrial gas under the control of contract firms should be stored and used in accordance with their procedures. Site Managers should bring to their attention any shortcomings.

CONTROL MEASURES

1. Ensure cylinders are handled with care, whether full or empty.
2. Cylinders are moved in 'Trolleys' and kept in such during use.
3. Valves, controls and fittings are kept free from oil, grease and paint.
4. Before assembling regulators and fittings a thorough inspection is made to make sure that dirt is not present in the outlet.
5. Ensure valve keys are chained to the trolley to avoid mislaying them.
6. Ensure that pressure regulators are set for the type of gas and flashback arresters are fitted.
7. Cylinders found to have leaks that cannot be stopped by closing the outlet valve, are removed to a safe area outside any buildings and slowly discharged to atmosphere. Leaks in joints and fittings can be detected by rubbing soapy water around the suspected fault area.
8. Safety devices should only be serviced by authorised persons.
9. Hoses will be completely uncoiled and laid out flat whilst in use.
10. The correct clothing will be worn at all times whilst welding / burning.
11. Double lens goggles or equivalent will be worn with approved tints for the work to be done.
12. All cylinders will be turned off at the valve, when not in use.
13. Fire extinguishing equipment is maintained closely available.

ADDITIONAL INFORMATION - IF SOMETHING GOES WRONG

A. Flashback or sudden extinguishing of flame.

This usually occurs when excessive flow rates being used, therefore the following procedure should be followed:

1. Shut both blowpipe valves, closing Oxygen first.
2. Check that regulator settings are correct.
3. Check cylinder pressures.
4. If the blowpipe is overheated plunge it into cold water, check nozzle tightness afterwards.
5. Purge both hoses individually.
6. Relight after ensuring that the gas flow is properly established.

B. Leaking cylinder - not on fire.

If a cylinder is found to be leaking and it is not hot to the touch or on fire, promptly take the following steps (caution - Hydrogen burns with an invisible flame):

1. Close the valve.
2. Eliminate all sources of ignition.
3. Evacuate all un-involved persons.
4. Remove cylinder outside to a well ventilated area.
5. Inform management.
6. Inform gas supplier.
7. Ventilate area thoroughly before commencing work.

Note: If LPG

8. Call the Fire Brigade.

9. Keep the bottle away from drains
10. Warn local area, especially downwind and downhill.

C. Cylinder on fire or hot to touch.

1. Call the Fire Brigade.
2. Evacuate all un-involved persons.
3. From a well protected position spray water on the cylinder.
4. Eliminate all other sources of ignition.
5. If it is believed that leaks can be stopped by closing the valve safely, remove the water spray, extinguish any flame with dry powder and close valve.
6. Re-commence water spray.

D. Cylinders involved in a fire from other sources.

1. Call the Fire Brigade.
2. Evacuate the area.
3. From a well protected position spray the cylinders with copious amounts of water, unless other parts or constituents of the fire preclude the use of water.
4. Be prepared to advise the Fire Brigade of the types and quantities of cylinders.

Always be aware that cylinders in (C) and (D) can explode, even after a fire has been extinguished.

E. Frozen regulators or valves.

1. Thaw with hot water - **NEVER** by flame.
2. Consult your Gas Supplier.

F. Frosted cylinder

This condition is usually due to an excessive draw off rate, consult your supplier.

References: Dangerous Substances and Explosive Atmospheres Regulations 2002

L138: Storage of flammable liquids in containers

The Regulatory Reform (Fire Safety) Order 2005

The Control of Substances Hazardous to Health Regulations 2002

The Personal Protective Equipment Regulations 1992

COMPRESSED AIR POWER TOOLS

HAZARDS

The main hazards associated with compressed air and its use include:

1. Grit, swarf, etc. injury to the eyes from the use of tools or blowing away dust.
2. Vibration White Finger (Raynauds Syndrome) particularly in cold weather or where considerable use is made of hand tools.
3. Damage to internal organs or upper limbs due to incorrect posture when using breakers.
4. Compressed air entering the body or blood stream via orifices or through the skin.
5. Noise.
6. Injury to feet if breaker point slips.
7. Uncoupled hose swinging out of control.
8. Machine starting unintentionally whilst changing disc, blade, breaker point, etc. due to air supply not being isolated at compressor.
9. Manual handling accidents while moving compressor particularly if stand or jockey wheel is damaged.
10. Injuries while starting compressor due to lack of maintenance or to engine hood or cover stay failure.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessments carried out:

The Contracts Manager / Plant Manager will:

Ensure that any compressor and / or compressed air tools which are purchased or hired for use on Company premises are in accordance with the relevant standards and are

selected in accordance with the Company Policy on noise.

Ensure a schedule of examination is prepared for all Company compressors, fittings, and plant which uses air under pressure.

Ensure copies of the necessary thorough examination certificates and schedules are maintained at the Company Head Office. Documentation relating to Hired Plant should be requested from the Hire Company at the time of hire.

The Site Manager will:

Check that any compressor or compressed air tools that are provided for use are fitted with all the necessary guards and safety devices (i.e. jockey wheel, brake, engine cover stays, etc.). Noise control measures must be in place and instructions given to operatives in the correct use of the equipment to reduce noise, injuries, damage, etc.

Ensure that all necessary safety equipment, e.g. eye protection, hearing protection, gloves, etc. is available and worn when required.

Ensure all operatives wear suitable protective footwear when using compressed air equipment, breakers, rammers, etc.

Check that the necessary maintenance, lubrication, draining of receivers, etc. is being carried out and that any defect in the compressor, towing arm stand, side panels, gauges, hoses, connections or tool is reported immediately to the relevant manager responsible for plant maintenance, or Hire Company, The operator will be responsible for carrying out a visual inspection, checking couplings etc. **before** the equipment is used.

Ensure that compressed air is not used to blow down clothing etc. and take disciplinary action against any operative seen directing a live compressed air hose at any other person.

CONTROL MEASURES

1. Check equipment daily before use, and report defects immediately.
2. Ensure all guards, safety devices, brakes, etc. are in good condition and operating correctly.
3. Ensure engine cover stays are in good condition and fully locked into position when the cover is open.

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4. Engine covers / flaps must be in place during use, to ensure noise control is effective, this also includes mufflers fitted to breakers. Additional protective equipment such as ear defenders or goggles may be required and these will be worn.
5. Hoses, connections and valves must be in good condition and correctly fitted.
6. When using an 'air lance' or similar, eye protection must be worn and a valve fitted to the lance to isolate the air supply. The work area should be cleared of other persons unless they are also adequately protected.
7. Take care when blowing out condensation etc. from hoses and ensure that the open end is secure and not pointing at anybody.
8. Do not use compressed air for blowing down clothing etc. as compressed air can enter the body via the skin. This is a major reason for people not to "fool around" with compressed air as severe injuries can result.
9. Disconnect equipment from the compressor when changing discs, tools, etc., do not just 'bend or kink' the delivery hose.
10. Ensure the jockey wheel, stands and brakes are operational before manhandling compressors. Use a vehicle to move compressors wherever possible.
11. Wear foot, eye and ear protection where needed but especially when using breakers and abrasive discs.

References: The Provision and Use of Work Equipment Regulations 1998

The Pressure Systems and Transportable Gas Containers Regulations
1989

The Control of Noise at Work Regulations 2005

The Control of Vibration at Work Regulations 2005

The Personal Protective Equipment Regulations 1992

CARTRIDGE TOOLS

HAZARDS

The main hazards associated with the use of cartridge tools include:

1. Eye or other physical injury.
2. Explosion.
3. Noise and vibration (see section on noise and vibration)

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessments.

The Site Manager / Plant Manager will:

Ensure that only cartridge tools of low velocity indirect type are used on site, and sub-contractors are informed of this policy.

Ensure that only persons who have been trained and are in possession of a certificate are permitted or required to use cartridge tools on site. Those operatives must have adequate colour vision.

Ensure suitable storage facilities are provided where cartridges are stored on site.

Ensure that suitable and adequate eye protection is available and issued when required.

CONTROL MEASURES

1. Only operatives who are trained and authorised will use this equipment.
2. Only low velocity indirect type tools will be permitted on site.
3. Tools and cartridges will not be left unattended and will be returned to the store when not required for use.
4. They will be kept in a lockable box provided and not stored loose and only taken on to site in that box when needed.

5. Eye protection will be available and used when these tools are being operated.
6. Equipment will be regularly inspected and maintained. Any defects will be reported and the equipment not used until repaired.
7. Instructions for use will be kept available in the box for each tool.
8. Operators will ensure that the work area is clear of other persons when using these tools. This is especially important when penetration could go straight through some types of materials.
9. Ear defenders must be worn as necessary.
10. Pin and cartridge must be suitably selected for the work being done.
11. Splinter guards must be fitted and used where appropriate.
12. Ensure work is carried out from a firm and stable position.
13. Cartridge tools should not be used where there are likely to be flammable vapours or gases, or there is a risk of a dust explosion.

References: The Provision and Use of Work Equipment Regulations 1998

The Personal Protective Equipment Regulations 1992

BS EN 166 Specification for Eye - Protectors for Industrial and Non - Industrial Use

WELDING / BURNING EQUIPMENT

HAZARDS

The main hazards associated with the use of welding / burning equipment includes:

1. Fire
2. Explosion
3. Electric shock
4. Burns
5. Eye injuries
6. Fumes
7. Unauthorised use.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessments.

The Site Manager / Plant Manager will:

Ensure that only persons who have been trained and authorised are permitted or required to use welding / burning equipment.

Ensure suitable storage facilities are provided where welding equipment is stored.

Ensure that suitable and adequate personal protective equipment is available, issued and used when required.

CONTROL MEASURES

1. The welding trolley or arc welding equipment should have a fixed extinguisher attachment to the frame of the equipment, or in close proximity. This should ensure that small fires created by weld sparks can be dealt with quickly and effectively.

2. Employees must wear protective eye and face shields, flame resistant overalls, suitable safety footwear and other appropriate protective clothing.
3. Where other employees may be affected by their work, some type of screen or shield should be erected around the welding area. This will minimise the effect of arcing on other employees.
4. Areas of work must be swept clear of dust shavings, etc. which could be ignited by hot splatter or sparks from the welding torch.
5. Welding cables and hoses must be coiled up when not in use and not left strewn about the work area. These can be a tripping hazard.
6. Leaks on gas cylinders, regulators or other connectors must not be traced with a naked flame, these must be traced with an approved trace solution around the suspect area.
7. All equipment must be checked prior to use (this should include leak testing), and at least once every day, to ensure that the equipment is in first class order. Report any defects.
8. Work in confined spaces, must only be carried out when there is a fume extractor to hand, if this is not sufficient, then other means of forcing air into the work area must be used.
9. Keep cylinders secured and upright at all times.
10. Keep dirt, oil and grease away from oxygen connections as this can cause an explosion.
11. Hose protection must be fitted to each blowpipe inlet connection.
12. Carry out fire checks one hour after any 'Hot Work' activity.

References: Dangerous Substances and Explosive Atmospheres Regulations 2002

LI 38: Storage of flammable liquids in containers

The Regulatory Reform (Fire Safety) Order 2005

The Control of Substances Hazardous to Health Regulations 2002

The Personal Protective Equipment Regulations 1992

WHEEL SPINNERS

HAZARDS

The main hazards associated with wheel spinners include:

1. Flying debris.
1. Trapping injuries.
3. Entanglement with moving parts.
4. Contact with other vehicles.
5. Cleaning operations.
6. Failure of spinner due to poor operation / maintenance.
7. Towing 'broke down' vehicles from wheel spinner.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessments carried out.

The Site Manager will ensure that the spinner is sited taking into consideration existing structures and proximity hazards and that it is maintained in a safe and effective condition.

CONTROL MEASURES

1. The wheel spinner will be sited to minimise risks to personnel, plant and others likely to be affected.
2. Ensure that the spinner is sited on level ground capable of withstanding the weight of the spinner and the anticipated traffic.
3. The wheel spinner will be positioned so as not to restrict the safe cleaning, repair and maintenance of the spinner.
4. Ensure that the spinner is maintained in safe and efficient condition.

5. No person should undertake any unauthorised repairs, modifications etc.
6. Ensure that the spinner is cleaned out regularly.
7. Ensure that the cover guards are securely fitted.
8. Ensure that the brakes and brake handle are operational and effective.
9. If an operative is deployed to operate the brake on behalf of the driver, steps must be taken to protect the operator i.e. from flying debris, from moving vehicles etc. The spinner operator and the driver must be able to communicate with each other.
10. Ensure vehicles have a safe access and egress to the spinner.
11. Ensure that 'broke down' vehicles are removed from the wheel spinner in accordance with the Company towing procedure.
12. If necessary, minimise the risk from flying debris by establishing an exclusion zone. As a minimum the drivers must be made aware of the risk of flying debris.
13. Waiting vehicles must not approach the wheel spinner until the previous vehicle has clearly left the spinner.
14. Take steps to ensure that there is no unauthorised access to the wheel spinner.
15. The wheel spinner must be inspected on a regular basis and any defects reported immediately for repair.
16. Ensure that the appropriate Personal Protective Equipment is used i.e. high visibility clothing (coats or vests), hardhat and safety footwear.

Reference: The Provision and Use of Work Equipment Regulations 1998

WHEEL WASH PLANT

HAZARDS

The main hazards associated with wheel wash plant include:

1. Eye injuries from high pressure water jets.
2. Trapping injuries.
3. Electrocution.
4. Cleaning operations.
5. Work at height.
6. Possible confined spaces.
7. Noise from generator if not on own supply.
8. Contaminated water.
9. Contact with moving vehicles.
10. Towing 'broke down' vehicles from wheel wash.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessments carried out.

The wheel wash will be sited taking into consideration existing structures and proximity hazards.

CONTROL MEASURES

1. The wheel wash will be sited to minimise risks to personnel, plant and others likely to be affected.
2. Ensure the wheel wash is sited on level ground capable of withstanding the

- weight of the wash and the anticipated traffic.
3. The wheel wash will be positioned so as not to restrict the safe cleaning, repair and maintenance of the wash.
 4. Ensure vehicles have a safe access and egress to the wheel wash.
 5. Ensure that 'broke down' vehicles are removed from the wheel wash in accordance with the Company towing procedure.
 6. Ensure that the wheel wash is cleaned out regularly.
 7. Ensure that the wheel wash is maintained in a safe and efficient condition.
 8. No person should undertake any unauthorised repairs, modifications etc.
 9. Ensure that all cover plates / grids / guards etc. are securely fitted.
 10. Access to height for inspection must only be via a suitable ladder or tower scaffold. If work at height is required a tower scaffold must be provided and used by trained operatives.
 11. If access to the clarifier or header tank is required a risk assessment and method statement must be produced. N.B. Entry into some header tanks may be considered as a confined space and therefore the Confined Spaces Regulations 1997 will apply.
 12. All work involving the electrical integrity of the installation must be undertaken by a competent electrician.
 13. If an operative is deployed to the wheel wash steps must be taken to protect the operator from moving vehicles etc. The operative and the driver must be in full view of each other at times.
 14. Ensure operatives are protected from contaminated water. Issue appropriate PPE and provide suitable welfare facilities.
 15. Ensure that, if required, noise exclusion zones are established after undertaking noise assessments and that ear defenders are provided if necessary.
 16. Ensure that pedestrian traffic is restricted to the wheel wash during vehicle use.
 17. Take steps to ensure that there is no unauthorised access.

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18. The wheel wash must be inspected on a regular basis and any defects reported immediately for repair.
19. Ensure that the appropriate Personal Protective Equipment is used i.e. high visibility clothing (coats or vests), hardhat and safety footwear.

References: The Provision and Use of Work Equipment Regulations 1998

The Personal Protective Equipment Regulations 1992

The Work at Height Regulations 2005

The Confined Spaces Regulations 1997

The Noise at Work Regulations 2005

WEIGHBRIDGE

HAZARDS

The main hazards associated with the weighbridge include:

1. Contact with moving vehicles.
2. Trapping injuries.
3. Towing 'broke down' vehicles from weighbridge
4. Cleaning / maintenance operations.
5. Falling from weighbridge wheel guides.

PLANNING AND PROCEDURES

All work will be planned in accordance with the relevant standards and the appropriate risk assessments carried out.

The weighbridge be sited taking into consideration existing structures and proximity hazards.

CONTROL MEASURES

1. The weighbridge will be sited to minimise risks to personnel, plant and others likely to be affected.
2. Ensure that the weighbridge is positioned so as to provide a safe access and egress for vehicles.
3. Ensure that pedestrian traffic is restricted to the weighbridge during vehicle use.
4. Ensure that 'broke down' vehicles are removed from the weighbridge in accordance with the Company towing procedure.
5. Ensure that weighbridge is maintained in a safe and efficient condition.

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6. Ensure that the weighbridge is calibrated in accordance with the manufacturers instruction. Only authorised persons must undertake this operation.
7. Ensure no person undertakes any unauthorised repairs, modifications etc.
8. Weighbridge not to be used if persons are undertaking work on the bridge.
9. Provide handrails if there is a risk of persons falling, and suffering injury, from the weighbridge wheel guides.
10. The weighbridge must be inspected on a regular basis and any defects reported immediately for repair.
11. Ensure that the appropriate Personal Protective Equipment is used i.e. high visibility clothing (coats or vests), hardhat and safety footwear.

Reference: The Provision and Use of Work Equipment Regulations 1998

The Work at Height Regulations 2005

SUPPLEMENTARY POLICIES

- Equality and Diversity
- Environmental
- Smoking Policy
- Mobile Phones
- Company Vehicle
- Stress at Work
- Drugs and Alcohol
- Grievance & Disciplinary Procedures
- Training and Development Policy

Information relating to the above Policies can be obtained from head office on request

SAFETY POLICY REVIEW RECORD

This Policy for Health and Safety was first issued in this format in March 2000.

REVISION NUMBER	DATE	DETAILS
No. 1	Oct. 2000	Change of Company Name, Park Pit (Landfill) Limited to P Casey Enviro Limited. Policy extended to include P Casey (Civil Engineering) Limited. Changes due to the Management of Health and Safety at Work Regulations 1999.
No. 2	July 2002	General Review of Policy.
No. 3	February 2004	General Review of Policy. Policy extended to include Technical Staff - Buyers, Estimators and Quantity Surveyors and further information on Risk Assessment, Manual Handling, Vibration, Employee Consultation and Misconduct.
No. 4	February 2005	General Review of Policy.
No.5	March 2006	General Review of Policy. Policy extended to include CSJ Plant Limited and CSJ Al-Jon Limited and changes due to the Work at Height Regulations 2005, the Control of Vibration at Work Regulations 2005 and the Control of Noise at Work Regulations 2005.

No.6	June 2007	General Review of Policy. Changes due to the Construction (Design and Management) Regulations 2007 and the new Smokefree Law.
No.7	September 2007	Change of Company Name, CSJ Al-Jon Limited, CSJ Plant Limited to P Casey (Plant Sales) Limited.
No. 8	September 2008	General Review of Policy.
No. 9	September 2009	Additional responsibility for Directors. Revised controls regarding exposure to Vibration. The new role of Health and Safety Contact.
No.10	November 2010	General Review of Policy.
No.11	January 2012	General Review of Policy. Revision to the Control of Vibration and the removal of P Casey (Plant Sales) Ltd for none health and safety reasons. Reference to OHSAS 18001.
No.12	January 2012	General Review of Policy.
No.13	April 2013	General Review of Policy.
No.14	September 2014	General Policy and Review Changes to RIDDOR Temporary Works
No.15	June 2015	Removed P Casey (Civil Engineering) Limited. Revised CDM.
No.16	January 2017	General Review of Policy.

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Removed P & C Casey Limited /
Inserted Casey Plant Services
Limited