

# **HEALTH and SAFETY POLICY**

**Robertson Envirosystems Ltd**

**T/A TERRAFIRMA ROADWAYS**



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## **1.00 SAFETY POLICY STATEMENT**

As the responsible director of Terrafirma Roadways, I am charged by the board of directors with executive responsibility for maintaining safe working environments for all company employees. Safe systems of work, workplace equipment and materials have been installed and will be promoted to ensure that the health, safety and welfare of staff are protected in all our workplaces. The directors will ensure that staff are competent to carry out their duties safely and that everyone understands their responsibilities. Responsible persons have been elected to manage Health and Safety at all our working environments.

A systematic approach will be adopted which will identify hazards/risks associated with our work and the directors will allocate the necessary resources to eliminate or control these, suitably and sufficiently. Assessments undertaken will determine priorities for eliminating or reducing risks to our workforce, customers, visitors and all persons affected by our activities. Where risk can not be eliminated, control measures will specify appropriate procedures to be employed at all times during the presence of workplace hazards, to reduce risk, satisfactorily.

A risk management system has been set up within the company and all relevant health and safety statutes together with associated approved codes of practice will be observed. Risk Assessments will be regularly carried out and staff health will be monitored where necessary.

Information, training and supervision will be provided for all staff to achieve this purpose. Arrangements have also been made to check and monitor the safety training and competence of those outsourced companies and personnel who are contracted to work for the company. Managers are aware of the need to ensure that this Safety Policy is installed and maintained as detailed within the Policy. Professional Safety Consultants have been retained to help implement and monitor this progress.

The directors give their assurance that they will keep up to date on new and revised health and safety legislation, with the assistance of their consultants. In particular, the company will comply with The Health and Safety at Work etc. Act 1974 and other legislation which relates to workplace activities.

Suitable provision has been established for monitoring appropriate site welfare and associated facilities in all our workplaces.

Management will set an example by ensuring that high safety standards are met and they will discipline individuals who fail to discharge their responsibilities, satisfactorily.

All staff are reminded that there is a responsibility on them to cooperate in these objectives. Under health and safety legislation, everyone has a duty of care to themselves and others, whatever their status or engagement in the company.

Safety Policy Statement [cont]

Duties placed on employers. Health and Safety at Work etc. Act 1974 Section 2. - [1]

' It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.'

Duties placed on employees. Health and Safety at Work etc. Act 1974 Section 7.

' It shall be the duty of every employee while at work -

[a] to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

[b] as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'

This Safety Policy will be reviewed regularly and kept up to date, particularly if the partnership changes in structure, size, operations or location. All staff will be informed of this Safety Policy and it will be available for their inspection. They will be expected to read it and acknowledge in writing that they have seen it.

Signed :

A handwritten signature in black ink, appearing to read 'Hugh Robertson', with a horizontal line underneath.

Hugh Robertson  
Managing Director

Date : 14 November 2011

## **2.00 ORGANISATION AND RESPONSIBILITIES**

### **2.01 EMPLOYER PROFILE and WORKING ENVIRONMENT**

The company specialises in assembling and installing temporary road surfaces for use in the construction industry.

Workplaces consist of the administrative offices, workshop and storage at Willowbrook Farm, Hanney Road, Steventon, Abingdon, Oxon, OX13 6BE together with outsourced operational sites.

The directors promote their risk control programme within all workplace sites. All staff and others retained to work on behalf of the company are made aware of these procedures and site specific directives.

Risk Assessments identify workplace hazards and method statements detail safe systems of work and appropriate control mechanisms. Permits to Work are used where specified or workplace conditions warrant such action.

The Safety Policy will be amended to reflect any changes concerning these arrangements.

### **2.02 Staff**

The Safety Policy makes provision for both staff and sub contractors – it is reviewed appropriately.

On site work is effected primarily through drivers and an accompanying operative who have both transportation and installation responsibilities. A competent person is nominated to undertake site specific health and safety management responsibilities.

In a lone worker situation appropriate Risk Assessments are carried out to control on site hazards that may be present.

The company provides appropriate training.

### **2.03 Policies and Procedures**

These are detailed within the Safety Policy. Reference should also be made to the Operations Manual for specific site procedures.

Organisation and Responsibilities cont.

### **2.04 Responsible Persons**

The company has responsibilities to staff, customers, visitors and all those affected by operations in its workplaces. It also has responsibilities to any staff who are outsourced, may be working at home, in transit or at another employer's workplace.

In the latter situation the host employer and our members of staff have a reciprocal 'Duty of Care' towards each other. Host employer procedures are always observed.

Executive responsibility for implementing and maintaining this policy rests with :

#### **Hugh Robertson**

The organisation and management of health and safety with specific responsibilities will be passed from that position to designated responsible and competent persons.

Those persons are required in particular to implement, monitor and review Health and Safety arrangements in their working environment. They will be responsible for :

1. Ensuring that all statutory requirements for health and safety at work are complied with together with employer procedures for safe work practices. As competent persons they must ensure compliance with Risk Assessments.
2. Establishing that staff have received proper training and instruction in safe methods of work and have been trained to use Plant, Machinery and other workplace equipment, safely. They must be certain that everyone is aware of their responsibilities, together with any necessary specific disciplines, and understands management reporting lines.
3. Ensuring that all accidents including 'near misses' are recorded and reported, both in our accident book, those of hosts and under statutory requirements to the enforcing authority. Instigating accident investigations, identifying hazards and establishing safe working practices. Using approved procedures for routine maintenance and servicing. Reporting faults and damage to management.
4. Ensuring that all persons affected by their works are suitably informed and that those persons are aware of employer policy for the management of health and safety at work. Establishing the presence of appropriate hazard warning signage where necessary and promoting a good housekeeping policy.
5. Reporting and recording all visits from enforcing authorities, together with any

intent to serve notice or enforcement orders

6. Ensuring that arrangements are in place for a deputy in their absence.
7. Undertaking regular inspections of workplace services and any plant or machinery under their control and ensuring that faults are reported and rectified before use.

### **3.00 SPECIFIC RESPONSIBILITIES**

#### **3.01 Managing Director**

- a. An understanding of the company Safety Policy, its detail and those charged with specific responsibilities. Ensuring its maintenance and reviewing its contents annually in conjunction with the company safety consultants. Supporting those charged with site specific responsibility for safety matters.
- b. Understanding the requirements of occupational safety statutes and approved codes of practice with particular reference to the construction industry. Ensuring their observance in all workplaces and for all activities through site management. Monitoring the Risk Assessment programme.
- c. Ensuring that all levels of staff receive adequate and appropriate safety training. Establishing that competent and responsible persons are properly qualified and that site operatives are vetted for competence and safety.
- d. Ensuring that suitable resources and funding are available to meet the requirements of this policy
- e. Instituting proceedings for accident investigations and disciplinary reprimands.
- f. Establishing that proper ' on site ' welfare is set up for operatives
- g. Ensuring regular safety meetings both on site and between management and Staff. Installing a proper site induction procedure.
- h. Supporting safety promotions at all times
- i. Leading by example and setting high personal standards.

- j. Promoting health and safety liaison between all parties on company sites.
  - k. Ensuring proper liaison between site staff and visiting HSE representatives
  - l. Maintain a safe office administrative environment
- Specific Responsibilities cont.

### **3.02 Operational Management**

- a. Make sure that you are familiar with the company Safety Policy.
- b. Ensure that all Terra Firma personnel on site are aware of their responsibilities and understand site procedures and rules in every respect.
- c. Incorporate safety instructions in routine orders. Establish ‘ Tool box talks ’
- d. Do not allow operatives to take undue risks or engage in horseplay.
- e. Ensure that new employees are shown safe methods of working.
- f. Ensure that all company personnel are aware of site hazards and risks. Establish a routine safety induction agenda and ‘ tool box ’ talks.
- g. Establish that site welfare facilities are in place and satisfactory. Report any non compliance or abuse.
- h. Make sure that all accidents are recorded in the accident book and reported to Head Office, hosts and the enforcing agency [ HSE ], if necessary. Responsible director to ensure that reporting procedure is observed.
- i. Ensure that a First Aider or Appointed Person and first aid box are on site at all times. A responsibility to inform all company personnel working on site about first aid procedures.
- j. Set an example by wearing personal protective equipment at all times during the presence of the hazard. Make sure that all company personnel do the same.
- k. Adopt a ‘ good housekeeping policy ’ and observe site directives. Ensure safe and tidy storage and stacking of materials. Monitor waste disposal.
- l. Maintain and monitor fire prevention procedures. Make certain that all company personnel know the location of fire extinguishers and any alarm systems that may be present.
- m. Ensure the presence of hazardous substances assessments.
- n. Maintain details of specific Risk Assessments and Method Statements.

- o. Liaise with company safety consultant, where appropriate and cooperate with Health and Safety Executive inspectors
- p. Check that machinery and plant are satisfactory, suitable and only used by trained persons.

## **4.00 GENERAL RESPONSIBILITIES**

### **4.01 First Aid and Accident**

First Aiders or Appointed Persons will be present in all workplaces to deal with accidents where this is a Terra Firma Roadways responsibility.

These persons are responsible for organising and administering First Aid and summoning emergency services if appropriate.

Additional duties include reporting accidents, managing and maintaining respective First Aid boxes which are present in all company vehicles.

First Aiders must attend refresher courses to maintain their status.

The following person has an additional task of ensuring that all known injuries are recorded in the Accident Book :

#### **The Office Administrator**

Legislation - ‘ Health and Safety [ First Aid ] Regulations 1981 ’

### **4.02 Reportable Accidents**

It is the duty of :

#### **The Office Administrator**

to adopt the correct reporting procedure if necessary, when notified of an accident, in conjunction with the company health and safety consultants.

More serious accidents and some diseases must be reported to the enforcing authority on Form F 2508 within ten days of the occurrence. Some injuries must be notified by telephone as well.

Dangerous occurrences must also be reported.

Legislation -

‘ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 ’

#### **4.03 Illness Records**

These are kept by :

#### **The Office Administrator**

General Responsibilities cont.

#### **4.04 Staff Health**

This will be monitored where appropriate and records will reflect both absences and reasons for absences together with any ' Off the job Incidents '

In this manner a proper monitoring system will be kept in place which will identify particular areas that may be contributing to ill health. These records will be kept for all staff.

Legislation - ' Workplace [ Health, Safety and Welfare ] Regulations 1992 '  
' The Reporting of Injuries, Diseases and Dangerous Occurrences  
Regulations 1995 ' [ RIDDOR ]

#### **4.05 Fire Precautions.**

It will be established by company management that suitable and sufficient fire extinguishers are present on site where this is a company responsibility.

Responsible persons will ensure that such fire extinguishers are properly maintained and available at all times. Fire extinguishers are serviced annually.

Operatives are instructed in the use and application of appropriate fire extinguishers.

Escape routes and assembly points are established where these are not already in place.

Host operational and emergency evacuation procedures will be observed. It is expected that such information and detail will be provided by hosts in order that all staff and others on site are aware of specific arrangements.

The company incorporates all relevant information in Site Induction Procedures

Legislation - ' The Fire Precautions Act 1971 '  
' Fire Precautions [ Workplace ] Regulations 1997'

#### **4.06 Electricity at Work**

In order to comply with legislation , all portable appliances and fixed installations will be regularly tested and records of these tests kept. The responsible person for these tasks is :

**Hugh Robertson**

Legislation - ‘ The Electricity at Work Regulations 1989 ’

General Responsibilities cont.

#### **4.07 Workplace Equipment**

It will be the duty of the directors and site management to ensure as far as reasonably practicable that only competent persons are allowed to use workplace equipment.

The following workplace equipment is used in the workshop and on site :

Excavators	Transportation vehicles
Fork lift trucks	Welding equipment
Pillar drills	Angle grinders
Compressed air tools	Abrasive wheel

Workshop and site management will ensure sure that machinery is safe and correctly guarded, also, that reported faults are corrected as quickly as possible. Pending the correction of faults, machinery will be isolated and removed from use.

All plant is regularly serviced and maintained. Workplace equipment employed is suitable for the specific task and used under the correct conditions.

Service records are available for inspection.

Legislation ‘ The Provision and Use of Work Equipment Regulations 1998 ’

#### **4.08 Maintenance**

The following person is responsible for managing and responding to maintenance requests :

**Hugh Robertson**

Maintenance and servicing of machinery is carried out in house wherever possible. Alternatively, machinery repairs are carried out by specialists.

#### **4.09 Personal Protective Equipment [ PPE ]**

This is available and supplied by the company. Directives are issued which specify appropriate PPE to be worn in the presence of a particular hazard(s).

Site supervisors are responsible for ensuring as far as reasonably practicable that operatives wear appropriate items as directed. PPE should carry a CE mark

Legislation - ‘ Personal Protective Equipment at Work Regulations 1992 ’

General Responsibilities cont.

#### **4.10 Hazardous Substances**

Under legislation it is a company responsibility to conduct assessments on all hazardous substances used in the workplaces. Wherever possible such substances will be eliminated and substituted by safer products.

Where this is not possible the required controls such as Personal Protective Equipment will be determined under the assessment and made available accordingly.

Lpg’s and petroleum fuels will be contained in flame proof cabinets whilst stored.

All hazardous substances will be kept in a secure location and Safety Data Sheets will be available for inspection. Assessments will be carried out by :

#### **Nominated and competent personnel**

Legislation –

‘ Control of Substances Hazardous to Health Regulations 2002 ’ [ COSHH ]

#### **4.11 Manual Handling [ MH ]**

There is an obligation on the company to carry out Manual Handling Assessments on tasks which operatives are undertaking and not using mechanical aids.

MH Assessments will be carried out by :

#### **Nominated and competent personnel**

Legislation - ‘ The Manual Handling Operations Regulations 1992 ’

#### **4.12 Waste Disposal**

The company will ensure that controlled and special waste are kept separately and that a licensed carrier and disposal company is contracted to dispose of these wastes, satisfactorily.

Transfer notes and records must be kept by site management for inspection by the enforcing authority.

Legislation - ‘ The Environmental Protection Act 1990 ’  
‘ The Environment Act 1995 ’  
‘ The Special Waste Regulations 1996 ’

General Responsibilities cont.

#### **4.13 Security**

A properly managed site specific security system should be instigated and maintained on site.

Host procedures will be observed at all times. It is expected that such information and detail will be provided by hosts in order that all company staff and others on site are aware of specific arrangements.

The company incorporates all relevant information in Site Induction Procedures

#### **4.14 Risk Assessments**

Under the statutory Regulations listed below the company manages and maintains its Risk Assessment programme through competent Assessors :

##### **Nominated and competent personnel**

They will conduct regular assessments in the workplace and keep records of such assessments and review them from time to time, as required under :

- ‘ The Management of Health and Safety at Work Regulations 1992 ’
- ‘ The Health and Safety [ Display Screen Equipment ] Regulations 1992 ’
- ‘ The Workplace [ Health, Safety and Welfare ] Regulations 1992 ’
- ‘ The Provision and Use of Work Equipment Regulations 1992 ’
- ‘ The Manual Handling Operations Regulations 1992 ’

See **4.10** - Hazardous Substances

#### **4.15 Equal Opportunities**

The Company is committed to the principle of equal opportunities in employment.

Accordingly, management will ensure that recruitment, selection, training, development and promotion procedures result in no job applicant or employee receiving less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, disability, trade union membership or non-membership, sex, sexual orientation or marital status or being a part time worker.

Our objective is to ensure that individuals are selected, promoted and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

Management has the primary responsibility for successfully meeting these objectives by:

- not discriminating in the course of employment against employees or job applicants;
- not inducing or attempting to induce others to practise unlawful discrimination; and
- bringing to the attention of employees that they will be subject to disciplinary action for discrimination of any kind.

Individual employees have the responsibility to ensure that they assist the Company in successfully achieving these objectives and can contribute by:

- not discriminating in the course of employment against fellow employees, customers suppliers or members of the public with whom they come into contact during the course of their duties;
- not inducing or attempting to induce others to practise unlawful discrimination; and
- reporting any discriminatory action to the Company management.

The successful achievement of these objectives necessitates a contribution from everyone and all employees have an obligation to report any act of discrimination known to them.

Employees who consider that they are a victim of unlawful discrimination may raise the issue through the Grievance Procedure.

## **5.00 GENERAL ARRANGEMENTS**

This section details procedure for carrying out this policy. It contains information to help staff work safely, and is designed to reduce or eliminate risks that could result in injury to people and property.

Staff should remember that they must cooperate with the company on matters of health and safety, follow procedures and report accidents, incidents or hazards. If they do not follow safety precautions they may be liable to disciplinary or legal action

All staff will be encouraged to adopt ' Good Housekeeping ' techniques in our workplaces. All areas should be kept as tidy as possible at all times. Plant, equipment and materials must be returned to their locations after use.

### **5.01 Employees**

- a. All employees will be informed of this Safety Policy and it will be available for their inspection. They will be expected to read and comply with it.
- b. All employees have a responsibility to cooperate with management to achieve a safe and healthy workplace and to take reasonable care of themselves and others.

They must :

1. Observe a ' Duty of care ' to others who may be affected by their acts or omissions.
2. Cooperate with the management and appropriate persons in the implementation of this Policy to enable the company to comply with :  
  
' The Health and Safety at Work etc. Act 1974 '
3. Report to management all faults and hazards to machinery, work equipment and buildings.
4. Report all accidents, injuries and near misses.
5. Never indulge in ' Horseplay '
6. Strive constantly to eliminate or reduce risks.
7. Comply with host employers' policies and procedures.

### **THE FOLLOWING PROCEDURES APPLY**

## **5.02 First Aid and Accidents/Incidents**

- a. Accidents which cause injuries, or near misses, diseases and some dangerous occurrences must be reported immediately to the First Aider / Appointed Person for action, recording and reporting if necessary.
- b. Accidents must be reported so that an investigation can be carried out, if appropriate.
- c. Accidents must be reported in order that corrective measures can be taken to prevent re-occurrence.
- d. Near Misses must be reported in order that corrective measures can be taken to avoid accidents.
- e. No one should administer First Aid without consulting a trained First Aider or Appointed Person.
- f. Ensure that you know the location of the first aid kit.
- g. In the event of an emergency call an ambulance and notify the First Aider or Appointed Person

The First Aid procedures of hosts within their workplaces must be observed at all times. Refer to the Operations Manual for road traffic accidents procedures.

## **5.03 Reportable Accidents, Dangerous Occurrences and Diseases**

More serious accidents are reportable to the enforcing authority and correct statutory procedures must be followed.

Examples of reportable workplace injuries :-

1. An accident that involves an employee being off work for more than three days, excluding the day of the accident but including weekends and bank holidays.
2. An accident that involves an employee staying in hospital more than twenty four hours
3. An accident that involves a visitor attending hospital. [ No time limit ]
4. Broken Limbs.
- 5 Any accident that needs immediate medical attention

Some dangerous occurrences and diseases must also be reported.

Examples of reportable dangerous occurrences :  
Overturning of cranes  
Overturning fork lift trucks.  
Fracturing of pipe lines

Examples of reportable diseases :  
Legionellosis  
Dermatitis  
Weills disease

The First Aider/Appointed Person must be informed of all reportable incidents.  
General Arrangements cont.

## **5.04 Fire Precautions**

Procedure when informed of a fire.

- a. Turn off all machinery and plant. Proceed to the Assembly Point
- b. Do not return to the affected area until ' The ALL CLEAR ' is given.

Procedure if you discover a fire.

- c. Sound the alarm immediately, try to fight the fire without taking any risks.
- d. Proceed to the Assembly Point and report to the Fire Marshal and Fire Officer.

Make sure you know the following :

1. Uses of different fire extinguishers and their locations
2. Emergency escape routes.
3. Location of Assembly Points

Outsourced employees must familiarise themselves with the host's procedures. You should establish the detail listed above ( 1. – 3. ) within the particular area that you are occupying.

If you are not informed - ASK

**5.05 Workplace Equipment**

- a. You must only use machinery, plant, tools and equipment for which you have been properly and safely trained.  
NEVER use equipment for which you do not have authority.
- b. Do not allow unauthorised personnel to use any of these facilities which are under your control.

Refer to the Operations Manual

**5.07 Maintenance**

- a. All faults to equipment and machinery must be reported at once to the maintenance department.
- b. Do not use faulty equipment - Isolate and report.
- c. All faults and mal functions to machinery, equipment, services and buildings must be reported immediately to management. This prevents a situation becoming more serious, dangerous and expensive.
- d. Do NOT use faulty workplace facilities.

General Arrangements cont.

## **5.08 Personal Protective Equipment [ PPE ]**

- a. You must be certain that you are wearing the correct items under company directives.
- b. PPE is supplied by the company but you have certain responsibilities :
  1. To look after any equipment supplied to you.
  2. You must store it properly when it is not in use.
  3. You must report any faults or mal functions.

The following PPE is supplied to employees and must be worn during the hazard presence :

Safety footwear	-	To be worn at all times
Hard hats	-	To be worn at all times during the hazard presence
Protective clothing	-	To be worn at all operational times
Safety gloves	-	Handling equipment and hazardous substances
HV jackets/vests	-	Working on site

Waterproof suits, wellington boots, safety goggles, ear defenders and dust masks/respirators are also provided and to be used as necessary.

Outsourced staff must abide by the host company's procedures at all times.

## **5.09 Electricity at Work**

- a. Under the Electricity at Work Regulations, portable appliances and fixed installations need regular testing.
- b. Ensure that the equipment which you are using is tagged or logged within regulation time to confirm its safety.
- c. Do not bring your own electrical equipment into work without informing your Supervisor.

## **5.10 Working at Height**

Suitable precautions must be taken when using ladders.

Ladders should be used for access only as far as reasonably practicable and must be suitably secured or footed at all times.

Ladders provided are aluminium and supplied to British Standards.

General Arrangements cont.

## **5.11 Hazardous Substances**

- a. Where appropriate 'C.O.S.H.H.' Assessments must be carried out by designated and competent persons under Regulations
- b. These Assessments may only be carried out by trained persons.
- c. Before using hazardous substances, read the label and ensure that you are familiar with the Safety Data Sheet and C.O.S.H.H. Assessment which should both be present.
- d. Make sure that you comply with the C.O.S.H.H. Assessment. In particular, look for orange and black hazard warning pictograms and wear any listed personal protective equipment.
- e. Also, remember your responsibilities to others who may be present.
- f. Some substances may be harmful or produce hazardous vapours. In such cases make sure that the area in which you are working is suitably clear of other people.
- g. All hazardous substances and materials must be kept in a secure and suitable area. This includes lpg's and petroleum.
- h. When you have finished with the substance you have been using, make sure that it is returned safely to its secure storage location.

Do NOT leave it lying around.

- i. If you are uncertain about these matters speak to your Supervisor.

## **5.12 Noise**

- a. Exposure to excessive noise levels can damage your hearing. You must protect your hearing by law, at work, if the second action level of 90 dB[A] is exceeded. You are entitled to ear protection when levels exceed the first action level of 85 dB[A]
- b. If you are having difficulty in conducting a normal conversation at a distance of some two metres due to a noise source there is likely to be an acoustic problem.
- c. The most common noise pollution problems arise from the use of power tools and machinery. The company supplies personal protective equipment in the form of ear defenders in these situations.

Noise assessments will be commissioned by the company if appropriate.

General Arrangements cont.

## **5.13 Manual Handling [ MH ]**

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Updated 14 November 2011 HR

Assessments may need to be carried out for some of this work and the responsibility for MH lies with competent persons who have been trained to carry out this discipline. Training will also be provided for employees where necessary as a result of these Assessments.

Remember the following :

Technique. Employ sound ergonomics [ Safe body movement ]

You must try to preserve Balance, Equilibrium and Centre of Gravity.

The body must be in a relaxed state, not stiff and static.

Poor technique [ e.g. Top Heavy bending ] often results in injury.

If we bend from the hips, the body becomes stiff to preserve our balance and is under tension.

Good technique [ Base movement ] employs the lower and stronger part of the body - thus preserving the back.

Ground lift.

Legs apart, knees bent.

Feet close to load, one foot forward.

Lean slightly over load, keep shoulders and hips in same direction.

Start movement with knees, back straight, tuck in chin.

Test the load. Can you manage it ? If not, cease operation and consult Section Head.

Tilt load to get good palm grip.

Keep arms within leg boundary as close to body as possible.

Start upward movement by raising head [trigger point]

Keep load close to body.

Don't twist the trunk.

Try to keep travel distances to a maximum of 10 metres.

Consider - weight, size, shape and position of object, environment, travel route, destination and your own state of health.

When lifting from above head height use a step ladder or appropriate item.

If you think you can't lift the load, report to your supervisor or employ a team lift.

NEVER

TWIST the SPINE

KNEEL

Become COMPLACENT

Indulge in HORSEPLAY

Carry objects on ONE SIDE of the BODY

General Arrangements cont. [ MH]

Team Lift

Where an item is too heavy for one person to lift you should ask for help from one or more colleagues. This is known as a team lift.

Individuals must be about the same height and stature. Somebody must be in charge. Remember to follow the technique described earlier in this section.

#### **5.14 Waste Disposal**

Staff and others engaged by the company will be expected to observe legislation and good environmental practice over the disposal of waste.

There are two types - ' Controlled ' and ' Special '

- a. Controlled waste is the usual workplace unwanted rubbish generated, such as packaging and paper - this can be placed in standard disposal bins or skips.
- b. Special waste is more dangerous unwanted material such as hazardous substances and containers which may contain traces of these substances.

These require careful and often segregated disposal. Advice must be sought from the waste disposal company that is employed for this purpose and transfer notes kept to evidence compliance, if requested.

All waste must be disposed of in the correct receptacles provided by our licensed carriers or those of the host, if authorised.

Reference is made to the companys Environmental Policy in the Operations Manual

#### **5.15 Visitors and Contractors**

- a. We have a duty not to expose customers, visitors and other contractors on site to any risk, and any information about workplace hazards must be provided to these people, where appropriate. They must understand our rules and procedures.
- b. Other contractors have a reciprocal duty not to expose us to risk. If you see any unsafe contractor work practices report them to your supervisor.
- c. Hosts will have total responsibility for their visitors' safety and will ensure their well being in the event of an emergency evacuation situation, escorting them to the respective Assembly Point.

**YOU ARE RESPONSIBLE FOR YOUR VISITOR'S SAFETY**

General Arrangements cont. [ MH]

## **5.16 Risk Assessments**

- a. We have a statutory duty to conduct Risk Assessments in all parts of our workplaces in which we are operational.
- b. The objective is to eliminate or reduce satisfactorily all workplace risks.
- c. Risk Assessment is a continuous and pro-active process

Note. This is in everyone's interests and you must co-operate in these exercises. You will be expected to contribute to the successful conclusion of the Risk Assessment programme wherever possible and particularly if you are involved in the Assessment.

- d. Management will oversee Risk Assessments with the Responsible and Competent Person(s) selected for these tasks.
- e. Remember the definitions of Risk and Hazard :

A Hazard is the potential of something to cause injury to people or damage to property.

A Risk is the chance of this happening

- f. Risk Assessment is a proactive discipline and should be encouraged for that reason.

Accident investigation is a reactive discipline.

The objective is to eliminate the need for Accident Investigations.

## **5.17 Training**

- a. Training is of key importance in ensuring that the workplace is operated and maintained as a safe environment for all people and equipment.
- b. It is also a legal requirement under the Health and Safety at Work Act.
- c. This facility will be provided and arranged as required by the partnership to ensure that staff are competent and properly qualified to perform their workplace tasks safely and discharge their responsibilities properly.

Note. Training records are kept by :

### **The Office Administrator**

The company will regularly review the need for appropriate staff training in line with UK and European Acts, Regulations, Directives and Approved Codes of Practice. Training arrangements will be updated as required.

General Arrangements cont. [ MH]

### **5.18 No Smoking Policy.**

The company operates a no smoking policy in its workplace. In outsourced workplaces company staff must comply with host policies and procedures

### **5.19 Good Housekeeping**

- a. Look after all company equipment.
- b. Safe Stacking and Storage. It is the responsibility of staff and others to stack and store materials in a safe manner avoiding fire risks and not obstructing access to, or egress from escape routes and fire exits. Remember to stock items neatly and on a firm foundation.

### **REMEMBER**

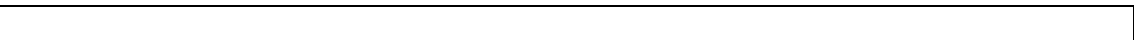
*Alertness and awareness are cornerstones to good health and safety practice.*

*Remember that an acceptable accident record depends on good communication and cooperation from everyone.*

*The safety process will be managed by discussion and consultation to make everyone feel part of the process.*

*In this manner Health and Safety issues should become part of normal working procedure.*

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## METHOD STATEMENT FOR WORKPLACE MACHINERY

All electrically powered equipment will operate from 110 volt supply

Such equipment is regularly maintained and serviced to observe the Electricity at Work Regulations 1989

Personal Protective equipment will be worn at all times during the hazard presence

When not in use all plant and equipment will be kept in secure storage.

When using equipment items operatives will be responsible for safe systems of work

Operatives will be responsible for protection of themselves and others who may be affected by their actions.

Electrical equipment will not be used outside in wet conditions.

Electrical tools are earthed or double insulated.

Plugs and sockets will conform to BS 4343.

Trailing cables will be kept away from access areas and made safe.

Persons will be warned if dust, flying particles or noise is likely to be produced.

Equipment will be inspected before use.

Tools will be disconnected from supply before adjustments or changes are made.

Temporary electrical repairs will not be permitted.

A system of planned preventative maintenance will be employed.

Users will have been trained in the use, storage and care of electrical equipment.

First Aid facilities will be in place.

### LEGISLATION

The Provision and Use of Work Equipment Regulations 1992

Electrical Equipment [ Safety ] Regulations 1994

Electricity at Work Regulations 1989

## **METHOD STATEMENT – ACCESS and EGRESS**

A vehicle management policy will be in place. A traffic co-ordinator will be appointed as necessary.

Ground conditions will be established before arrival on site

Drivers of on site commercial vehicles will be aware of on site procedures before arrival. Due care and consideration will be given to all others on site.

Drivers will be competent and certificated where necessary.

Banksmen/signallers will be employed as necessary.

Vehicular and pedestrian routes will be kept clear at all times.

Where loading and unloading operations are to take place suitable parking arrangements will be made in designated locations and on site procedures observed.

Suitable mechanical aids will be employed to transport heavy/large materials from vehicles to operational areas and vice versa.

Operational areas will be isolated with bollards and hazard warning signage displayed where this is necessary and site conditions may be constricted.

On site speed restrictions will be observed.

All company vehicles are serviced and maintained regularly.

All components/materials will be suitably secured/stored and craned/man handled to the designated storage areas within the site area.

An operative will precede these operations to ensure clear routes and awareness of all those on site.

Vehicles will be suitably secured and chocked where necessary.

## METHOD STATEMENT FOR FORK LIFT TRUCKS

Fork lift trucks must always travel on firm ground.

All on site must be aware of vehicle movements.

Hazard warning signage must be posted at all reasonable points.

Vehicle routes should be separated from pedestrian routes wherever possible.  
Otherwise hazard warning signage should indicate vehicle travel routes.

Fork lift truck drivers must be competent and certificated. Such certification should be available for inspection by customer hosts.

Fork lift trucks should have flashing beacons and horns which must both be used.  
Operatives are to stand clear when FLT's are lifting or lowering loads.

Site specifics need to take into account.

Consideration :   Direction of loading  
                          Type of load  
                          Design of lorry  
                          Likelihood of forks piercing the vehicle, particularly the cab.  
                          Pallets and stacking

Pallets must not be broken or damaged. They must be properly and securely stacked and not overloaded.

There is to be no riding on FLT's and no horseplay.

When not in use FLT's should be :   Parked securely in designated area  
  Forks lowered  
  Brakes applied  
  Keys removed

Drivers are responsible for their FLT's at all times.

FLT's should have :   Daily routine check  
                                  Weekly maintenance check  
                                  Six monthly examination

Records of six monthly checks must be kept and available for inspection.  
Sub contract FLT drivers will be asked to provide their own Method Statement.

Legislation : Lifting Operations and Lifting Equipment Regulations 1998

## METHOD STATEMENT – OVERHEAD POWER LINES

Overhead power lines to be identified which are present in working areas.

Minimum height of overhead cables

400kv	7.3 metres
274kv	7.0 "
132kv	6.7 "
33-66kv	6.0 "
11-33kv	5.2 "

First priority will be to get the service made dead or diverted.

The Area Electricity Board will be consulted and will carry out safe procedures.

All work will be carried out by the service provider

Work will not take place until the lines have been made safe by the service provider

Work will be carried out by operatives who are experienced in this type of work and are aware of the hazard severity

Overhead lines will be treated as live unless there are specific instructions.

Materials will not be stored under lines. (Current jumps without touching).

If it is not possible to isolate or divert the service, lines will be sheathed

Operatives will be made aware of hazards

Working towers and scaffolding will be kept away from power lines as far as reasonably practicable

Operatives will not work alone near power lines

Work will cease in the event of inclement weather conditions

Weather forecasts will be obtained

Site Foreman will supervise operations