

Title

Introduction

The Health & Safety Policy & Procedures Manual is published to define the responsibilities of those personnel within Building Themes International directly concerned with the Health & Safety of the employees of the company and our customers.

The instructions contained in this manual are mandatory and are applicable to all company personnel and also to others having an interface with Health & Safety e.g.: Contractors, Sub-Contractors etc.

Directors, Managers, Supervisors and Foremen have specific responsibility to ensure that the instructions contained within this manual are promptly and correctly implemented.

The Health & Safety Officer (H.S.O.) prepares this manual with technical assistance from the appropriate authorities. All procedures and amendments to the procedures shall be approved by the H.S.O. All personnel are encouraged to submit, through their line management, any suggestions that will improve the efficiency or usefulness of this manual. Requests for amendments should be submitted in writing to the H S O.

It is the responsibility of all personnel within the Company to ensure that all the relevant regulations are complied with. Nothing in these procedures is to be construed as absolving such

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Title

Procedure No A-001

Auditing - Site Visit Procedure

Purpose

1. The purpose of this procedure is to define the actions that must taken by authorised personnel to ensure that Auditing procedures are correctly carried out at all sites

Documents Used

- 1.Site Visit Health & Safety Audit Forms and Appendices 1.2.3.4.
- 2.Fire Fighting Equipment Record Sheet Appendix 5.
- 3.Health & Safety Audit Record Chart Appendix 6.

Reference Documents

- 1.Health & Safety at Work (etc.) Act 1974
- 2.Fire Precautions Act 2005
- 3.Personal Protective Equipment at Work Regulations 2002
- 4.Manual Handling Regulations

Requirements

1. Health & Safety Audits will be carried at all Sites, on a specified basis as defined by Head Office and in accordance with current Health & Safety Regulations which will govern the actions of those personnel required to perform these checks.

Actions

1. The person designated to carry out the Audit will contact the "In House" Health & Safety representative and the Branch Manager before commencing Audit.
2. All Fire Fighting Equipment, Exits, Signs, Fire Drill records etc., will be physically checked and the findings recorded on Sheet 1 of the Health & Safety Audit.

Title

Procedure No A-001

Auditing - Site Visit Procedure

3. Check if Personal Protective Equipment *is* being used on site, if so, record details of the equipment in use and what it is being used for on Sheet 2 of the Health & Safety Audit Sheet.
4. Ascertain if any Hazardous Materials as defined under the C.O.S.H.H. Regulations 2002 are held on site, if so, list the materials, their use and precautions taken against injury on Sheet 2 of the Health & Safety Audit Sheet.
5. Confirm that Health & Safety training is given to Staff at the Site, record the dates and type of training given on Sheet 2 of the Health & Safety Audit Sheet.
6. Ensure that all the documentation listed on Sheet 3 of the Health & Safety Audit Sheet is held and that the correct procedures are in place and that the appropriate records are being maintained.
7. Recommend any actions that are necessary to rectify any deficiencies found and manage their implementation.
8. Discuss any problems arising with the Site Manager and obtain his agreement and signature on Sheet 3 of the Health & Safety Audit Sheet.
9. When returning to Head Office obtain an Approval signature and circulate copies of the report to the appropriate departments
10. Record details of the Audit on the Record Chart held at Head Office.

Title

Procedure No A-002

Asbestos

Purpose

1. To prevent the inhalation of airborne asbestos fibres which are known to cause serious diseases of the respiratory system, it is therefore vital that this procedure is complied with.

Documents Used

1. Safety Department Approval
2. Contractors Approval Licence

Reference Documents

1. Health and Safety at Work Act 1974
2. The Control of Asbestos at Work Regulations 2006
3. The Control of Pollution Act 1974
4. The Control of Pollution (Special Waste) Regulations 1992 (revised 1993)
5. The Asbestos Regulations 2015
6. The Controlled Waste Regulation 1992
7. The Asbestos Products (Safety) Regulations 1985
8. The Asbestos Products (Safety) (Amendment) Regulations 1987
9. The Management of Health and Safety at Work Regulations 1999

Requirements

Identification Procedures

- I. In order to confirm whether or not particular materials contain asbestos of which types and in what amounts, core samples should be obtained and subjected to a laboratory analysis before any work begins.
2. The samples taken should be wrapped and sealed in polythene envelopes, or other suitable types of container, and taken to a laboratory that has the necessary facility, expertise and quality control procedures.
- 3.
3. Laboratory that meets these standards is accredited under the National Testing Laboratory Accreditation Scheme (NATLAS).

Title

Procedure No A-002

Asbestos

Actions

Assessment of hazard

1. An assessment of work involving asbestos is to be carried out prior to any work commencement.
2. For the purposes of the identification requirement the employer must assume that the asbestos is Crocidolite (Blue) asbestos unless the material to be removed has been analysed.
3. The assessment must also determine the nature and degree of any exposure and the steps required to prevent or reduce the exposure to the lowest level.
4. The new assessments must be carried out when there is a reason to suspect that the original assessment is invalid or there is a significant change in the work to which the original assessment related.

The Control of Asbestos Regulations 2006

1. Any persons undertaking work involving asbestos lagging or asbestos insulating board are required to be an approved licensed contractor.
2. The license must be produced for inspection prior to the commencement of any work so as any terms and conditions specified by the Health and Safety Executive - Asbestos Licensing unit may be known and complied with.

Notification

1. The Health and Safety Executive must be notified of any work to which the Licensing Regulations apply at least 28 days prior to the commencement of the work.

Cleanliness of Work Areas

1. Any areas where asbestos work is carried out, or any plant/machinery used in connection with that work must be kept clean and are capable of being thoroughly cleaned.

Control Limits

- I. Control limits are defined as being:
 - 1.1 For asbestos consisting of or containing any Crocidolite or Amosite.
 - 1.2 0.2 fibres per millilitre of air averaged over any continuous period of four hours
 - 1.3 0.6 fibres per millilitre of air averaged over any continuous period of ten minutes

Title

Procedure No A-002

Asbestos

Actions (Cont'd)

2. For asbestos consisting of or containing other types of asbestos but not Crocidolite or Amosite

2.1 0.5 fibres per millilitre of air averaged over any continuous period of four hours

2.2 1.5 fibres per millilitre of air averaged over any continuous period of ten minutes.

Method Statement

1. Prior to any commencement of work on materials containing asbestos, a method statement is required to be submitted for approval to the safety department by the contractor undertaking the removal of such materials.

2. The method statement shall include information on the following:

2.1 The type of work involved, e.g., removal of asbestos cement sheet roofing etc.

2.2 The types of asbestos involved.

2.3 Exposure control measures to be applied.

2.4 The action levels, which in any case shall not exceed 120 fibres/hours – Chrysotile 48 fibres/hours - Crocidolite or Amosite

2.5 The duration and frequency of exposure of employees

2.6 The disposal procedures for materials being removed.

2.7 No work should commence before approval has been obtained from the Health and Safety Officer.

Asbestos Areas and Respirator Zones

1. Work areas where the "Action Level" is likely to be exceeded must be designated as "Asbestos Areas".

2. Likewise areas where the "Control Limit" is likely to be exceeded must be designated as "Respirator Zones"

3. Both such areas must be clearly marked and demarcated by means of suitable notices.

4. Employees must not eat, drink or smoke in these areas.

Title

Procedure No A-002

Asbestos

E. Actions (Cont'd)

Air Monitoring

1. A programme of monitoring must be set up to record the efficiency of the control measures in reducing or preventing exposure to asbestos.
2. Suitable records of the monitoring results must be kept. These records must be retained for at least five years.

Washing and Changing Facilities

1. Where employees are exposed to asbestos at work, suitable and adequate washing and changing facilities must be provided.
2. Such facilities will include the provision of somewhere to store protective clothing and personal not used at work.
3. There must also somewhere to store respiratory protective equipment.
4. Decontamination units must be sited as close as practicable to the work area.

Storage, Dispatch, Labelling of Asbestos Waste

1. Raw asbestos and asbestos waste must always be stored and transported in sealed, properly labelled containers.
2. Double plastic sacks must be used.

Health Records and Medical Surveillance

1. Where an employee is exposed to asbestos above the action level, a health record containing relevant particulars must be maintained and kept for period of 30 years after the last known date of exposure.

Supply of Asbestos Products

- 1 All materials containing either Crocidolite or Amosite type asbestos shall be disposed of as required by regulations.
2. It is an offence to supply, offer to supply, agree to supply, expose for supply or possess for supply any materials containing these types of asbestos.

Title

Procedure No A - 004

Abrasive Wheels

Purpose

1. To ensure that Abrasive Wheels are correctly mounted by a person who has been correctly trained and appointed in writing as being fully competent to carry out this exercise.

Documents Used

1. Register F2346
2. Notice F2351
3. Certificate of Competence

Reference Documents

1. Health and Safety at Work Act - 1974
2. Factories Acts - 1961
3. Provision and Use of Work Equipment Regulations - 1998
4. Personal Protection Equipment at Work Regulations - 2002

Requirements

Training & Appointment

1. No person shall mount an Abrasive Wheel unless trained in accordance with the schedules to the regulations, and shall be competent to carry out mounting, and be appointed in writing.
2. A record of appointment by means of a signed and dated entry in Register F2346 is required.
3. All entries of appointment must specify the class or description of the Abrasive Wheels that the appointed person may mount.
4. The person appointed must be given a copy of the entry or a certificate.
5. Revocation of an appointment can be made at any time by a signed and dated entry in the Register F2346.
6. It is essential that all abrasive tools shall be kept in good working order. They shall have correct disk or wheel and shall be fitted with guards or backing plates. Abrasive disks or grinding wheels will only be fitted or changed by a fully trained person who has an appropriate certificate of training or competency that shall be recorded in the register F.2346 that must be kept on site.

Title

Procedure No A - 004

Abrasive Wheels

Actions

Selection of Wheels

1. When selecting a wheel, due regard must be given to the factors that affect safety.
2. As a general guide, soft wheels are more suitable for hard materials, and hard wheels for soft materials.

Mounting of Wheels

1. Before any abrasive wheel is mounted on a grinding machine, it should be examined and, if damaged, rejected.
2. No wheel shall be mounted on a machine for which it is not intended.
3. Straight sided abrasive wheels must be mounted between suitable flanges.
4. The flanges should be of the same diameter and be recessed on the side next to the wheel to ensure that clamping pressure is not exerted near the centre hole.
5. Straight sided cutting-off wheels over 230mm diameter should have washers or blotters of compressible material fitted between the wheels and their flanges.
6. Depressed centre wheels should be mounted only with the special flanges provided.
7. Where the work done require that the exposed arc of wheel exceed 180 degrees, the wheel must be tapered from its centre to its periphery by at least 6% on each side.
8. The wheel must also be mounted between suitable protection flanges that should have the same taper as the wheel.

Speeds of Spindles

1. The maximum spindle speed must be marked on any machine that has a spindle for an abrasive wheel.
2. If spindles have several speeds, each speed must be marked.
3. Air driven spindles must be fitted with a governor that ensures the maximum speed is not exceeded.

Wheel Speeds

1. Wheels with a diameter more than 55mm must not be. Used unless the maximum permissible speed in rev/mm is marked on the wheel or its washer.
2. For wheels with a diameter of 55mm or less, the maximum permissible speed in rev/mm must be stated in a notice F 2351.
3. The notice must either be kept permanently fixed in the room where grinding with that wheel is carried out or be posted in a place where it can be easily read by people using the wheel.

Title

Procedure No C - 001

Control of Substances Hazardous to Health 2002

Purpose

The purpose of this procedure is to define the actions that must be taken by all personnel to Control Substances that are Hazardous to Health.

Documents Used

COSHH Departmental Inventory of Substances Appendix 1
Sub-Contractors Working on Site Pages 6 & 7

Reference Documents

The Control of Substance Hazardous to Health Regulations 2002

Requirements

Substances Hazardous to Health are defined as any substance which has the potential to cause harm which could include:

Any natural or artificial substance whether in solid, liquid or gaseous/vapour form for which the general classification of risk is specified as very toxic, harmful, corrosive or irritant?

Any substance for which the Health & Safety Commission has approved the Occupational Exposure Limit, dust of any kind when present at a substantial concentration in air.

In order to comply with COSHH Regulations 2002, it is essential that substances are properly controlled and, if necessary substituted, this Policy aims to define the substitution or control mechanisms.

Actions

Any and all substances used within the Company must be properly identified and entered in the Site Registers. The method for doing this is as follows:

Each Site Manager/Health & Safety Representative has the responsibility for identifying all substances within their Branch and advising this information to the H.S.O.

Title

Procedure No C -001

Control of Substances Hazardous to Health

Actions (continued)

This information should be recorded on the appropriate form at Appendix 1.

The Register must be maintained by the Site Manager/Health & Safety Representative and all new substances, either procured by the Company or procured privately must be entered on to it and the H.S.O. informed.

The H.S.O., on receipt of the above information will compile and maintain a COSHH Register.

Assessments of Hazards/Risks

Once a comprehensive substances register has been compiled a formal assessment of the list will be carried out by the H.S.O. who will take into account substances, location, handling, storage and possible substitution by less hazardous substances which may satisfy the primary need. Once an assessment of the Site has been carried out any recommendations will be formally submitted to H. S.O. and copied to the Site Manager.

Control of Substances

After formal assessment of a Site it is the responsibility of the Site Manager to ensure that all controls and measures are put and remain in place and that any training requirements (including Staff awareness) are met.

Procurement of COSHH Substances

The H.S.O. will be responsible for noticing the Buying Department of permitted substances on the Company COSHH Register. The Buying Department will ensure that no substances, other than those on the COSHH Register are procured without prior reference to the H. S.O.

Staff Responsibilities

Where specific instructions regarding the use/storage COSHH substances have been issued, Staff shall be responsible for adhering to them.

Duty of Care

Each member of staff shall exhibit a Duty of Care in their regard to this Policy, other staff and COSHH substances.

Title

Procedure No C - 001

Control of Substances Hazardous to Health

Actions (continued)

Disciplinary Procedures

In cases where staff have not complied with this Policy or Management Instruction relating to this, they may be subject to disciplinary action.

Monitoring/Auditing

The use and control of substances within Sites shall be regularly monitored by the Site Manager/Health & Safety Representative and formal reports issued to the H.S.O.

Such monitoring may take the form of spot checks. Where any remedial action is necessary the Site Manager is responsible for implementation.

Introduction of Personal Substances into the Work Place

This refers particularly to substances procured by the Site in connection with its day-to-day business. There are also instances where staff may introduce substances into the Work Place. These substances are also covered by this Policy. In such circumstances, it is the responsibility of members of staff to ensure their safe use, storage and handling.

The application of the above obviously requires a sensible approach as many employees may wish to carry, for personal usage, substances deemed essential for the maintenance of their health or well being. Substances falling into this category would normally include:

- Personal grooming products
- Drugs either prescribed or proprietary but for personal use.
- Smoking materials (including matches/lighters).
- Refreshments for personal use (excluding alcohol).

Title

Procedure No C - 001

Control of Substances Hazardous to Health

E. Actions (continued)

Substances falling into these categories need not be declared. Substances other than these are not generally approved of their introduction without observance of the above, or the introduction of substances that have previously been substituted in accordance with this Policy, may render the person introducing them liable to disciplinary procedure.

Training

Site Managers will advise the H.S.O. of the specific training needs of staff under their jurisdiction in connection with substances covered by this Policy. When such training needs have been identified these will be notified to H.S.O. who will arrange appropriate training.

Sub-Contractors

Where Sub-Contractors are being employed at the Site the forms shown at pages 6 & 7 must be utilised to control Substances Hazardous to Health

NOTE

This policy is a précis of "The Control of Substances Hazardous to Health Regulations 2002" and is intended to give guidance to management in the implementation of requirements of the Regulations. Should there be any conflict in the interpretation of the Regulations, then the terms of the Source Document will take precedent over this policy.

Title

Procedure No C-002

Children on Construction Sites

Purpose

1. To prevent children gaining access to construction sites to avoid injuries being sustained.

Documents Used

Reference Documents

1. HASAW Act 1974 - HSE GUIDANCE NOTE GS7

Requirements

1. All reasonable precautions must be taken to prevent children entering the site either on foot or as passengers in vehicles.
2. All construction sites should be protected to the greatest possible extent by the erection of a perimeter or localised fencing which must not be less than 2 metres in height and not be capable of being easily climbed.
3. All support posts must be securely anchored
4. Access openings should be gated and kept locked at all times when the site is unoccupied and a reasonable degree of surveillance of the gates should be exercised when they are open.
5. The fencing should be properly maintained and materials should not be placed or stacked in the vicinity of the fence in such a way as to provide easily climbed access over the fence.
6. Suitable warning notices should be fixed to the fence.
7. At some construction sites, it may prove impracticable to erect perimeter fencing. Each case should be judged on its merits but obvious examples are new housing estates which are partly occupied.

Title

Procedure No C -002

Children on Construction Sites

Actions

Guarding the edges of excavations etc

All excavations, holes or openings exceeding 2 metres in depth and those exceeding 1 metre in depth where water is likely to collect should be filled or securely covered immediately work in them is ended. Where they are left open and unattended their edges should be fenced at every accessible part by a rigid barrier to a height of 1 metre from the ground.

Vehicles & Plant

All vehicles and plant with moving parts should be effectively immobilised when left unattended.

Stacking of Materials

All materials that would be liable to cause injury if they fell should be stacked or stored in such a way to prevent their easy displacement. Temporary but secure and stable racking should be used when appropriate. In particular, manhole rings must be stored flat so that they cannot be rolled. Pallets must not be stacked more than 2 high.

Electricity and Other Energy Sources

Electrical supplies to all equipment that is not required to be energised when the site is unoccupied should be locked off, or switched off at isolators in a locked building or enclosure, at the end of work for the day. Supplies to equipment which is kept energised, e.g. Flood Lights, Pumps, etc., should be installed in such a way that access cannot be gained to live conductors except by the use of special tools. Gas supplies should be similarly isolated or protected and cylinders of compressed gases of any kind should be placed in locked enclosures unless they are of such a size so located or secured that they cannot be easily moved or their valves opened without the use of special tools. Special tools for electrical or gas supplies should be kept under lock and key when the site is unattended.

Other Hazardous Materials

Any chemical or other material that could be harmful to children should be kept in a locked enclosure when the site is unoccupied

All Ladders given access to elevated areas should, when the site is unoccupied, be taken down and placed under lock and key. All loose ladders on the site would be similarly chained or enclosed and locked.

Title

Procedure No C-003

Cartridge-Operated fixing Tools

Purpose

1. To prevent death or injury to any person caused by misuse of cartridge-operated fixing tools.

Documents Used

1. Certificate of Competency

Reference Documents

1. Health and Safety at Work Act 1974 etc
2. Factories Acts 1961
3. Explosives Act 1875
4. Construction (Design and Management) Regulations 2007
5. Personal Protection Equipment at Work Regulations 1992
6. Provision and Use of Work Equipment Regulations 1998
7. HSE Guidance Note PM 14

Requirements

Types of Tools

1. Direct acting - the force from the cartridge is applied directly to the pin, stud, etc. when fired by a spring and trigger.
2. Indirect acting - the force from the cartridge is applied to a captive hammer or piston, which then strikes the pin, stud, etc.
3. Both the above types of tool may be "high power" or "low power" according to the muzzle velocity and kinetic energy of the pin, stud, etc.
4. Every tool shall be marked with the manufacturer's name, the type and the serial number, and proof house marking to BS 4078

Note: Only low powered cartridge fixing tools will be permitted on sites.

Title

Procedure No C-003

Cartridge Operated Fixing Tools

Actions Hazards

Hazards associated with the use of cartridge-operating fixing tools are shown below:

1. Accidental firing and free flight of the pin by inadvertent pressing of the trigger.
2. Accidental firing and free flight of the pin by an accidental blow or dropping of the tool.
3. Ricochets of the pins because the tool is not at right-angles to the work surface
4. Pin passing through soft or thin material like a bullet.
5. Splintering or sprawling of the work surface when the material is brittle or the pin is too close to the free edge.
6. Misfires, usually when attempts are made to prize a live cartridge from the tools with an unsuitable extractor.
7. Falls of persons from ladders, platforms, etc. due to the pressure required to cock the coil or the recoil on firing.

Operators of cartridge operated fixing tools

1. All operators operated fixing tools must be over 18 years of age and not suffer from colour blindness.
2. All operators of cartridge operating fixing tools will be appointed in writing and supervised by a person holding a certificate of competency.

Training

1. All operators of cartridge operating fixing tools must be trained in their use.
2. Manufacturers will undertake training and issue certificates of competency.
3. No person is permitted to operate cartridge operating fixing tools unless he has received manufacturers training.

Title

Procedure No C-003

Cartridge Operated Fixing Tools

Cartridges

1. All cartridges will be stored in fire proof containers which must be kept secure to prevent theft.

2. The weight of the charges and penetration strengths are denoted as following:

- Extra Low XL Brown
- Low L Green
- Low - Medium LM Yellow
- Medium M Blue
- Medium - High MH Red
- High H White
- Extra High EH Black

Title

Procedure No C-004

Chemicals and Health Hazards

Purpose

To prevent injury being sustained by the wide variety of chemicals that are used in industry that has the potential to adversely affect people's health and well-being

Documents Used

Risk Assessment Procedure R - 001

Reference Documents

1. Health and Safety at Work Act 1974
2. Control of Substances Hazardous to Health (COSHH) Regulations 2002
3. Classification Packaging and Labelling of Dangerous Substances Regulations 1994 (revised 1997)
4. Control of Pollution Act 1974
5. Hazardous Waste Regulations 2005
6. Construction (Design and Management) Regulations 2007

Requirements

Assessment

1. A written assessment of the health risks must be made by every employer whose employee's work with hazardous substances.
2. This should include what the substance is, how it is used, and what precautions should be taken.
3. A copy of all relevant assessments must be provided to the main contractor before work starts.
4. In addition there are many everyday items that can become a health hazards when they are worked on, e.g., welding metal items may create hazardous fumes.
5. The hazards associated with chemicals arise from their inherent properties, e.g., solvents will evaporate and give off toxic vapours some other chemicals such as lime are corrosive and can burn and eat away the skin.
6. Also the way in which they are used, e.g., the same chemical may be more hazardous if it is sprayed than if it is applied by brush.
7. If the hazards are known and understood by the user the risk can be adequately controlled.

Title

Procedure No C -004

Chemicals and Health Hazards

D. Requirements

2. Hazards

1. The main hazards which arise from the use of chemicals:

Explosive / Flammable / Toxic / Corrosive / Irritant

2. These are the classifications that will often be seen on packets and labels.
3. A chemical can have more than one hazardous effect.
4. The main ways that chemical's can affect a person's health:

INHALATION / SKIN CONTACT / EYE CONTACT / INGESTION

E. Actions

1. Precautions

1. Typical precautions include:

1. Use of a less hazardous material instead.
2. Controlled storage facilities.
3. Safe handling methods.
4. Ventilation.
5. Personal protective equipment, e.g., gloves, goggles, respirator.
6. Good personal hygiene.
7. Careful disposal of waste.

Title

Procedure No C -004

Chemicals and Health Hazards

Actions (Cont'd)

Storage

1. It is every employer's responsibility to provide adequate and safe storage facilities for the chemicals they use.
2. The store should be dry, well ventilated, non-combustible and secure.
3. The storage of all chemicals should be supervised by a competent person.
4. Employees with defective vision or sense of smell should not be employed in the storage of chemicals.
5. Weekly checks are to be made to ensure that the containers and labels are in good condition.
6. The corrosion of containers can be particularly dangerous.
7. Explosive Chemicals:-Explosive chemicals must be stored in a separate secured storage, well away from working areas. The store room shall be of fire resistant construction, well ventilated with no open lighting, no flames or other sources of ignition.
8. Flammable Chemicals:
Store only the minimum amount necessary.
Store in well ventilated areas or enclosures
Keep large quantities in fire resistant stores or in a safe place in the open air.
Keep containers sealed.
Store in "No Smoking" areas away from electric light switches or other potential sources of ignition.
Always use special non-spill safety containers.
Carry out regular audits of flammable chemicals held in storage.
Establish strict "No Smoking - No Naked Flame" areas.
9. Toxic Chemicals:
Store in ventilated areas
Protect chemicals that are likely to decompose as a result of contact with heat, moisture, acids, etc.
Chemicals that can react with each other must be kept apart.

Title

Procedure No C -004

Chemicals and Health Hazards

Actions (Cont'd)

Corrosive Chemicals:

Store in well ventilated, cool places where they will not be overturned or spilt.

Avoid direct sunlight.

Provide acid and alkali resistant trays such as polyethylene.

Keep first aid equipment, including an eyewash bottle and clear running water near the store.

Disposal

All unused or waste chemicals must be disposed of in a safe and proper manner.

An authorised waste disposal contractor must be employed to collect and dispose of chemicals.

The burning of unwanted timber on site can be dangerous as it may have been treated with preservatives containing arsenic or other poisons.

No burning of timber therefore is permitted on sites.

4. Personal Protective Equipment (PPB)

Refer to Personal Protective Equipment procedure P -004.

5. Training

All persons who work with chemicals must be trained as to the hazards and the precautions that are required.

Title

Procedure No C -005

Confined Spaces

Purpose

To prevent accidents occurring in confined spaces which are potentially dangerous because they may trap hazardous concentrations of toxic or flammable gases and vapours?

Documents Used

Permit to Work.

Reference Documents

1. Health and Safety at Work Act 1974
2. Factories Acts 1961
3. Construction (Design and Management Regulations 2007
4. Control of Substances Hazardous to Health (COSHH) Regulation 2002
5. HSE Guidance Notes:
 - GS5-Entry into Confined Spaces
 - CS 1-Industrial Use of Flammable Gas Detectors
 - EH4O-Occupational Exposure Limits
 - EH43-Carbon Monoxide

Requirements

Confined Spaces

1. A closed tank with restricted access may be the obvious example of a "Confined Space
2. It also includes any place where there is inadequate natural ventilation.
4. Therefore it also includes open manholes, trenches, pipes, flues, ducts, ceiling voids and enclosed rooms such as basements.
4. Confined spaces are potentially dangerous places in which to work because they may trap hazardous concentrations of toxic or flammable gases or vapours.
5. Confined spaces are also liable to become deficient in oxygen due to the build up of a gas or vapour which is not itself toxic but which displaces the breathable air.
6. Very often the dangerous atmosphere is created by the work being done, for instance welding, painting, flame cutting, the use of adhesives and solvents.
7. Serious accidents resulting fatal injury, can occur because of the lack of implementation of safe systems of entry or monitoring of confined spaces.
8. Hence no work activity in confined spaces will be undertaken until the planned system of work has been approved.

Title

Procedure No C - 005

Confined Spaces

Actions

Personnel Selection

Any employee placed to work in confined space conditions must be over 18 years and preferably under 50 years of age.

No person with any of the following disabilities is permitted to work within a confined space:

1. A history of fits, blackouts or fainting attacks.
2. A history of heart disease or heart disorders.
3. High blood pressure.
4. Asmatha, bronchitis or shortness of breath on exertion.
5. Deafness.
6. Menieres Disease or any illness causing giddiness or loss of balance
7. Claustrophobia or other nervous or mental disorders.
8. Bone troubles that would limit mobility in cramped conditions.
9. Lack of sense of smell.

Training

1. Work in confined spaces must be undertaken only by employees who have received proper and adequate training for this purpose.
2. The precise form of training and instruction will be depending on the individual operations.

General training for work in confined spaces must include:

1. Observance of the safe system of work (Permit to Work).
2. Instruction on the suitable types of breathing apparatus, and practice in the use, care and maintenance of such apparatus.
3. Instruction in the use of atmosphere-testing equipment.
4. Training in the procedures for rescue, including the correct use and maintenance of rescue equipment and resuscitation equipment.
5. Instruction in First Aid, treatment of shock and resuscitation.
6. Instruction and practice in the correct procedures in emergencies, especially evacuation.
7. Instruction and practice in the correct use of fire fighting equipment

Title

Procedure No C-005

Confined Spaces

Atmosphere Monitoring and Ventilation

- I. The Construction (Design and Management) Regulations 2007 require that, where ever work is carried out in confined spaces pre-entry atmospheric testing must be carried out.
2. If such testing indicates that the atmosphere is not safe, then forced ventilation and extraction must be introduced so as to achieve satisfactory fresh air circulation.
3. The air supply rate will vary according to circumstances, but must not be less than 10 cu ft (1.5 m3) per person per minute.

Available methods for achieving adequate forced ventilation include:

1. By compressed air cylinder, a suitable reduced valve must be used and the cylinder kept outside the confined space.
2. NEVER use pure oxygen to "freshen" the air.
3. By use of a compressor and air mover.
4. Care should be taken to ensure that the intake can not include contaminated exhaust fumes.
5. The compressors air receiver must be fitted with an oil mist filter to clear the air being introduced into the confined space.
6. Details of other cleaning methods for tanks and other confined spaces are given in the HSE's Guidance Note 055.
7. The atmosphere must be continuously monitored to guard against the hazards of the atmosphere deteriorating while work is being carried out.

Entry into Confined Spaces

1. Entry into confined spaces is best controlled by a "permit to work" system.
2. Any contractor intending to work within a confined space must have a "permit to work" issued by a competent person familiar with the work procedures, the hazards and all necessary precautions.
3. The "permit to work" will specify that permission to enter a confined space has been given and give the times at which work is to start and finish.
4. It will also specify the sequence of work, the precise way in which the work is to be done, the responsibilities of every one involved, the safety checks made and the precautions that need to be taken.
5. Section 30 FA1961 stipulates that the minimum opening shall be 18 in. x 16 in. (458 x 405 mm) if rectangular or oval.
6. Circular openings must not be less than 18 in. (458 mm) diameter.

Title

Procedure No C -005

Confined Spaces

Rescue Procedures

1. Where a person becomes injured in an atmosphere certified as safe to enter, rescuers can enter without breathing apparatus provided there are no indications that the atmosphere may become unsafe.
2. If however, a person has collapsed and the cause is not known, rescuers must wear breathing apparatus.
3. The reason for the collapse could be attributable to deterioration in the atmosphere since entry was made.
4. The procedures for rescue in an emergency will be clearly set out in the "permit to work" with specific tasks allocated to specific persons.
5. All persons must have received adequate training in rescue procedures, preferably by means of regular practice drills.
6. The rescue communication system must not rely upon any method which would become impossible when breathing apparatus has to be, or is being, work.
7. Further, a danger alert must not rely upon a given signal by the worker inside the confined space, since if suddenly overcome they would be unable to give the alarm.

Rescue Equipment

Suitable and adequate rescue equipment must be provided next to any confined space.
It should include:

1. Safety Harnesses with enough rope for the work place location.
2. Intrinsically safe hand torches or cap lamps.
3. At least one set of suitable breathing apparatus and emergency breathing pack.
4. First Aid Equipment.
5. Fire Fighting Equipment.
6. Audible Alarm for summoning help.
7. Resuscitation Equipment.
8. Means of communication with the surface observer.

Title

Procedure No D-001

Display Screen Equipment

Purpose

In order that the Company complies with the Health and Safety (Display Screen Equipment) Regulation 1992 it is essential that the Equipment, Work Stations, Users and Environment in which such screens are used, fall within the terms of the Regulations and this procedure aims to define these. The procedure also aims to define the training and assessment requirements associated with the positioning and the use of the Equipment to ensure the well-being of Users and Staff in the use of Display Screen Equipment.

Documents Used

Assessment of risk

Reference Documents

1. Health and Safety (Display Screen Equipment) Regulation 1992
2. Health & Safety Executive Guidance on Regulations Booklet ISBN 0.11.886331.2

Requirements

Equipment procured from the 1st January 1993,

All new equipment procured for use by the Company from this date must comply in full with the Regulations

In brief these are as follows:

Screen - The characters on the screen shall be well defined and clearly formed.

The image on the screen should be stable with no flickering. Brightness and Contrast shall be adjustable. The screen must swivel to meet the needs of the User.

Keyboard - This must be tilt able and separate from the screen.

Equipment procured prior to 1st January 1993,

Equipment procured prior to 1st January 1993 **must** comply with the above requirements by 31st December 1996

Title

Procedure No D-001

Display Screen Equipment

Requirements (continued)

The Work Station

Workstations are defined as the Equipment, Work Desk, Chair and any associated equipment. It also includes the environment in which the Equipment and Workstation is used.

The Work Desk

The Desk, or Surface upon which the Equipment is to be used, must be sufficiently large with a low reflective surface to allow flexible arrangements of screen, keyboard, and documents and any other associated equipment.

The Work Chair

The Work Chair must allow the User easy freedom of movement and a comfortable position. It must be adjustable in height and tilt. A footrest shall be made available for any User who requires one. All Chairs procured from the 1st January 1993 for use at Workstations shall comply with B.S.5940.

The Environment

The Workstation must provide sufficient space for the user to change position and vary movements. Room lighting shall be sufficient, not allowing disturbing glare or reflections on the screen. Reflections and glare from windows should be prevented by positioning of the Workstation or providing suitable covering for the windows to prevent glare or reflection on the screen. Noise emitted by the Equipment or associated equipment should not be at a level which may distract attention or disturb speech. Workstations should be positioned such that they are in areas which are free from draughts. Equipment or associated equipment belonging to the Workstation must not produce excess heat that could cause discomfort.

The Registered User

A Registered User is defined as an employee whose use of the equipment is more or less continuous on most days. There are no hard and fast rules on the definition of a Registered User. Such classification will generally be appropriate if most or all of the following circumstances are met:

Title

Procedure No D-001

Display Screen Equipment

Requirements (continued)

The individual depends on the use of the Equipment to do the job.

The individual has no discretion regarding the use of the Equipment.

Particular skills/significant training are required.

The Equipment is used for continuous spells of more than one hour at a time.

Uses the Equipment in this way more or less daily.

Fast transfer from User to screen is a requirement of the job.

Performance requires high levels of attention.

Persons falling outside this category will be referred to as Occasional Users.

Actions

Managers/Health & Safety Representatives are responsible for identifying any and all risks that may be present in the operation of Work Stations. It is their responsibility to ensure that when such risks are identified suitable steps are taken to reduce them. Assessments may be divided into the following categories:

Newly Procured Equipment

All Newly Procured Equipment must have had a formal risk assessment carried out at proposed Work Station Level prior to its use. Such assessment should exhibit minimal acceptable risks to all users.

When Equipment is relocated within a Department it is essential that the Work Station is re-assessed prior to its use. Such assessment should exhibit minimal acceptable risks to all users.

Title

Procedure No D -001

Display Screen Equipment

(Continued) Relocated Equipment

Pre-Existing Equipment

It is the responsibility of the Manager/Health & Safety Representative to ensure that each Work Station within their area has been formally assessed for Registered User and or Occasional User risks on an annual basis. Such records must be maintained and be available for inspection as required

Remedial Actions

Remedial action to remove possible risks will be the responsibility of the Manager. However, where expenditure may be incurred this must be referred back to Head Office.

As a general rule Registered Users should take an eye check every two years, this should be done by contacting the Manager who will make the necessary arrangements. Occasional Users are also entitled to eye checks and the same arrangements should be made if such a check is requested.

In the event of the Manager recommending further prescriptive action to cover the use of the Equipment, then the necessary arrangements will be made to acquire corrective lenses.

Adherence to Instructions

Where specific instructions regarding the operation of the equipment have been issued, staff shall be responsible for adhering to them.

Duty of Care

Each member of staff shall exhibit a Duty of Care in their regard to this policy as defined in the Regulations.

Disciplinary Procedures

In cases where staff has not complied with this Policy or Management Instruction relating to it, they may be subject to a disciplinary procedure.

Title

Procedure No D-001

Display Screen Equipment

Monitoring/Auditing

The use of equipment within all Sites shall be regularly monitored by the Manager/Health & Safety Representative to ensure that the equipment is being used and maintained correctly. This may take the form of spot checks. Where any remedial action is necessary, the Manager is responsible for ensuring implementation.

Registered User Training

The Manager/Health & Safety Representative shall be responsible for identifying training needs and ensuring that all Registered Users are given appropriate training in respect of Health & Safety as it relates to their Work Station and also training for use of the equipment and its associated software. When such training needs have been identified these will be notified to Main Office who will arrange the appropriate training courses.

NOTE

This policy is a précis of the Health & Safety Executive (Display Screen Equipment Regulations 1992) and is intended to give guidance to Management in the implementation of the requirements of the Regulations. Should there be any conflict in the interpretation of the Regulations, then the terms of the Source Documentation (Health & Safety Executive Guidance on Regulations Booklet ISBN 0.11.886331.2) shall take precedence over this procedure.

Title

Procedure No D-002

Demolition

Purpose

To enable the planning of a safe system of work to ensure that the risks of premature collapse, fire and/or explosion, or falls of persons are minimised.

Documents Used

Reference Documents

1. Health and Safety at Work Act 1974
2. Factories Act 1961
3. Construction (Design and Management) Regulations 2007
4. Construction (Working Places) Regulations 1966
5. Control of Pollution Act 1974
6. BS6187 - 1982, Code of Practice for Demolition
7. BS5228 - 1975, Code of Practice for Noise Control on Demolition Sites
8. B52004 - Code of Practice Shores and Shoring
9. Guidance Notes G529/1-2-3-4

Requirements

Preliminary Procedures

1. Before any demolition operations start, a thorough survey and examination of the structure is required to determine the nature of the original construction.
2. The relationship and condition of any adjoining property.
3. Information on existing main services.
4. The possible requirements for scaffolding.
5. Confirmation should be obtained from Public Service Bodies that all known incoming supplies have been terminated or diverted.
6. Notification is to be made to the relevant Statutory Authorities as required by legislation.

Title

Procedure No D-002

Demolition

Requirements (Cont'd)

Method Statement

1. Section 2 (2) of the HASAW Act requires that safe systems of work be provided.
2. It is considered that drawing up the proposed sequence of demolition in a method statement is an important step in complying with that obligation.
3. A detailed method statement, produced before work starts, is essential for safe working.
4. It should identify problems and their solutions and form a reference for the site supervision.
5. It should be easy to understand, should be agreed by and known to all levels of management and supervision, including those of sub-contracting specialists, and should include such matters as:
 1. The sequence and method of demolition or dismantling of the building or structure with details of personnel access, working platforms and machinery requirements.
 2. Specific details of any weakening of structures that are to be pulled down or demolished with explosives.
 3. Arrangements for the protection of personnel and the public and the exclusion of unauthorised persons, with details of areas outside the site boundaries that may occasionally need to be controlled to improve safety during critical aspects of the work.
 4. Details of the removal or making safe of electrical, gas and other services and drains.
 5. Details of temporary services available or required by the contractors.
 6. Details of methods for dealing with flammable materials and gases that may have been retained or deposited as residue in process machinery, pipe work or storage.
 7. Details of methods to establish the presence of substances that may be hazardous to health, the methods to be used for their disposal and any necessary protective equipment.
 8. Arrangements for the control of site transport used for the removal of demolition debris.

Actions

Supervision

1. A competent person, experienced and trained in the type of operation being undertaken, is to be appointed to supervise and control the demolition operations.
2. The name of the appointed person is to be clearly displayed at the entrance to the site.

Title

Procedure No D-002

Demolition

Scaffolding

1. Where scaffolding is provided as a working platform of for access and egress, it must be correctly erected, maintained and inspected in accordance the relevant Code of Practice and Statutory requirements.
2. Where demolition operations are likely to result in the discharge of materials or debris onto the public highway or private property, protective covering fans should be erected or a temporary enclosure put up. (See procedure S-003, Scaffolding)

Shoring

1. When required, shores and shoring should be designed and erected in accordance with the recommendations given in BS Code of Practice 2004.

Control of Pollutants

Asbestos

1. Of extreme importance is the proper removal of asbestos containing materials from within any structure before demolition to prevent airborne asbestos dust contamination.
2. The contractor undertaking removal of asbestos containing materials must produce the relevant licence from the Health and Safety Executive (See procedure A-002, Asbestos)

Dust

1. The demolition works should be periodically sprayed with water to reduce the amount of airborne dust.

Noise

- I. Noise must be kept to a minimum by limiting the use of compressors and pneumatic drills and by fitting silencing devices where practicable. Where partial demolition or alterations are undertaken to any occupied building, the use of non percussive methods to minimise the structural borne transmission of noise and vibration should be considered.

Title

Procedure No D-002

Demolition

Actions (Cont'd)

Fire and Smoke

1. The burning of timbers, rubbers and linoleum's, etc. can give off offensive smoke. In other cases products of combustion may be a hazard to health.
2. In view of this no fires are permitted on sites.
3. Gas cylinders or similar containers, whether empty, in use or spare, should be stored in a safe place, since in a fire they could explode and cause serious injury to persons and damage to property.

Plant

1. All plant must be in serviceable condition and suitable for the task it is to perform.
2. Operators of **all** plant must be trained and competent.

Protection of the Public

1. Demolition is frequently carried out near highways or areas to which the public, including children, have access.
2. The precautions necessary to protect the public are similar to those which must be undertaken to ensure the safety of persons on site.

Protection of the Public

3. Because of the public's unfamiliarity with the dangers, their curiosity about the work can cause people to be at risk, high standards of site protection, safe Systems of work, and effective supervision of the work are necessary
4. All sites, therefore, shall have an enclosure not less than 2 metres high which should not be capable of being easily climbed.
5. Access gates should be secured outside of normal working hours

Title

Procedure No E-001

Electricity

Purpose

- 1 To prevent personal injury resulting from direct contact with defective or badly designed or improperly connected or misused apparatus or wiring.

Document Used

- 1 Permit to Work "Live" Electrical Apparatus.
2. Certificate of Inspection and Test - 3 Monthly.
3. Completion Certificate Confirming that Electrical Installations have been both Inspected and Tested.

Reference Documents

1. Health and Safety at Work Act 1974
2. The Electricity at Work Regulations 1989
3. HSE Guidance Note GS27 - P
4. HSE Guidance Note PM38 - Selection and Use Electric Hand-lamps
5. HSE Guidance Note HS(G)47 - Avoiding Danger from Underground Services.
6. IEE Electrical Engineers Wiring Regulations
7. BS4343 - Specification for Industrial Plugs, Socket Outlets and Couplers for AC and Supplies.
8. BS4363 - Units for Electricity Supplies for Construction Sites.
9. BSIOI7 - Code of Practice for Distribution of Electricity on Construction Sites.
10. BSI96-

Requirements

Voltages

1. All portable hand tools and temporary lighting shall be operated at a voltage not exceeding 110volts.
2. Such a supply may be operable from double wound transformers, either single phase or three phase, so arranged that the mid point, or the neutral point, or the secondary windings is connected to earth.
3. This method effectively reduces the potential shock voltage to 55 or 64 volts respectively.

Title

Procedure No E-001

Electricity

Requirements (Cont'd)

- 4, Portable lamps used inside vessels or other confined places should operate at 24 volts
5. 24 volt and 110 volt plugs and sockets must not be interchangeable with each other or with 240 volts circuits.

Competent Persons

1. Technical knowledge and experience are required by those responsible for the design, installation, and maintenance of an effective and safe electrical installation.
2. Electrical work carried out by unauthorised and inexperienced personnel may endanger life and property.
3. No person other than qualified electricians or, where appropriate plant fitters, will be permitted to undertake work on electrical installations,

Actions

Temporary Installations

1. Temporary services are normally installed for lighting and power to serve machinery, portable tools, etc.
2. These may be in service for lengthy periods and thus require as much care in preparation and planning as a permanent installation.

Mains Distribution

1. Distribution boards shall be accommodated in weather-proof positions and be so arranged, if possible, that they will not need to be moved during the contract.
2. They shall be proofed against interference or unauthorised operation.
3. Each circuit **shall** be clearly marked and a circuit diagram should be located at each board.
4. Distribution boards must be physically robust, preferably all insulated, and shall be supplied by heavy duty flexible cables.
5. Socket outlets, plug connectors and cable couplers shall comply with British Standards 4343 and 196.

Title

Procedure No E-001

Electricity

Actions (Cont'd)

Existing Services

Overhead Lines

1. Live overhead lines can cause serious or fatal accidents on construction sites. Such Systems may have between 240 and 400,000 volts, all have the potential to kill.
2. Ground level barriers shall be erected parallel to any overhead lines to ensure that all mobile plant is kept at least 6 metres away.
3. On sites where plant, e.g., mobile cranes, may need to pass under overhead lines, a defined roadway or passage is required under the line/s.
4. The crossing should be a right angles to such lines and may be restricted to the smallest possible working width for the type of plant using the roadway.
5. This width must not exceed 10 metres. Goal posts **shall** be erected on both sides of any overhead lines to act as both gateways and height limits.
6. Danger notices must be posted giving clear indication of the safe working margins.
7. Additional precautions are necessary where work has to be carried out under overhead lines.
8. In **all** such cases no work is to proceed without consultation with the **Electricity Board**. The Board will advise on safe working clearances.

Underground Services

Earthing

1. The entire distribution system, and all connected apparatus, must be efficiently earthed.
2. The earth leads and earth continuity conductors must be connected to an efficient "earth" such as earth terminal provided by the electricity board.
3. Suitable earth electrodes are also acceptable.
4. However, water pipes or water mains are no longer acceptable since many now include sections of non-metallic pipe.
5. Circulating current earth monitoring is required on all mains electrical installations. This enables a continuous proving of the integrity of the protective conductor between the device and the protective apparatus.

Title

Procedure No E-001

Electricity

Actions (Cont'd)

Underground Services - Earthing

6. Any fault in the circuit trips the circuit breaker and so interrupts the electric supply.
7. The earth path has to be complete before the equipment can be re-energised.
8. In general, generators used on site should be earthed.
9. The frame should be bonded and the neutral connected to earth, e.g. by a copper earthing rod.
10. Portable generators need not be earthed if they are only used in a particular location for less than a day and only supply double-insulated or all-insulated tools.

4 Plug and Socket Outlets

1. Plug and socket outlets and cable connectors used for different voltages must not be interchangeable with those of other voltages.
2. Plugs and sockets to BS4343 are rated at 16 amperes and upwards.
3. They are coloured coded as follows:

Violet		25 volts
White		50 volts
Yellow	-	110 volts- 130 volts
Blue	-	220 volts - 240 volts
Red	-	380volts-415volts
Black	-	500 volts - 750 volts
Green	-	60Hz-500Hz

Permit to work on Live Circuits

1. When competent persons are required to work upon "live" electrical apparatus, they shall do so only in the presence of another person.
2. A permit to work will be required to have been issued by management in conjunction with the relevant electrical contractor.

Title

Procedure No E-001

Electricity

Actions (Cont'd)

The permit to work shall specify:

1. The name of person issuing the permit.
2. The name of the person responsible for ensuring any safety requirements are complied with if different from above.
3. The start and finish times as approved to minimise danger.
4. The name of the person issuing the permit whose responsibility it will be to ensure all permit requirements are complied with.

Completion Certificates

1. Electrical contractors must provide completion certificates confirming that electrical installations have been both inspected and tested.
2. A certificate of Inspection and Test shall be undertaken every three months for all electrical installations on site.
3. For temporary electrical installations within site compounds and site offices the tests must be carried out yearly.

Title

Procedure No E - 002

Environmental Protection and Waste Disposal

Purpose

1. To exercise control over certain processes giving rise to air pollution and the disposal of all industrial waste arising from building and demolition work.

Documents Used

1. Removal of Waste - Transfer Note.
2. Certificate of Registration.

Reference Documents

1. Environmental Protection Act 1990 (EPA)
2. Control of Pollution Act 1974.
3. Control of Pollution (Amendment) Act 1989.
4. Environmental Protection (Prescribe Processes and Substances) Regulations 1991.
(Revised 8th edition 1998).
5. Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991
6. Controlled Special Waste Regulations 1992 (revised 2006).
7. Environmental Protection (Duty of Care) Regulations 1991.
8. Waste Management. Licensing Regulations 1994 (revised 6th edition 1999)
9. The Site Waste Management Plan 2010

Requirements

Air Pollution Control

1. Certain specified processes are subject to local authority air pollution control.
2. The only of these likely to occur in normal circumstances is the use of brick/concrete crushers.
3. Any contractor who operates a brick/concrete crusher on site must have prior authorisation to use the machine from the local authority for the area in which the machine is based.
4. If the machine is hired with a driver, the hire company should have authorisation.
5. If it is operated by the owner he should have the authorisation.

Title

Procedure No E -002

Environmental Protection and Waste Disposal

Requirements (Cont'd)

Waste - The Duty of Care

1. Waste is defined as scrap material, rubble, demolition waste and even muck.
2. The producer of the waste is responsible for it.
3. The producer is the person who does the work that causes the waste.
4. Therefore each sub-contractor has a responsibility for the waste he produces.
5. On many sites communal waste disposal facilities are provided for use by subcontractors and the main contractor also then has responsibility for it.
6. Waste may be stored temporarily on site provided that it cannot escape, e.g., it should be prevented against blowing or falling, scavenging by vandals, thieves, or children and containers protected against corrosion or wear.
7. Skips should therefore not be overloaded and should be covered where there are light materials that could be caught by the wind.
8. Where children or vandals are a problem the skip may need to be made secure.

Actions

Removal of Waste from Site

Whoever arranges for the removal of waste from site must ensure the following:

1. That the removal contractor is registered to carry controlled waste.
2. He should be able to produce a copy of his registration.
3. That a "transfer note" between the producer and the removal contractor and any adequate description of the waste is prepared.
4. Copies of these documents must be retained by all relevant parties for **at** least 2 years.
5. That the waste is going to be properly disposed of
6. This can be done by asking the removal contractor for information on where he is taking the waste.
7. The description of the waste should be adequate to enable the person receiving it to dispose of it properly.
8. It may therefore cover what the waste contains.
9. The type of premises from which it arises.
10. How it was produced.
11. Any problems it poses.
12. Therefore for much waste it will be adequate to describe it as "General Waste".
13. However, if there are any special wastes these will need to be separated and separately described.

Title

Procedure No E-002

Environmental Protection and Waste Disposal

Actions (Cont'd)

14. Special Waste including acids and alkalis (used in brick and masonry cleaners), asbestos, lead compounds (used in some paints), hydrocarbons (used in solvent based substances such as paint and thinners) and tarry materials.
15. It also includes anything with a flash point of less than 21 degrees C, anything that could cause damage to human tissue after exposure of 15 minutes or more and anything which, if swallowed in a single dose of 5 cu cm, could cause death or serious injury to a small child.
16. A good way of looking at this is to ask the following questions:
 1. Is there anything in the waste that would not normally be expected to be present and if,
 2. Is there a hazardous material present in a larger quantity than would normally expect.
17. If the answer to either of the above is "yes", the waste should be separately described.
18. For example, it would be perfectly normal for builders waste to contain the odd empty or near empty paint can but if a skip has had a large quantity of paint cans containing a lot of waste paint then it would need to be separately described.
19. If there is any doubt over whether a particular type of waste should be separately described advice should be sought from the waste carrier or waste disposal authority.
20. For repeat consignments of the same or similar waste it is possible to have one description and transfer note covering a period of up to one year, e.g., for muck away it is not necessary to have a separate transfer note for each lorry load.

Statutory Notices

1. Noise, dust and smells arising from a building site can be deemed to be a nuisance.
2. Noise nuisance is dealt with in the noise procedures N – 001.
3. Dust should be controlled to the greatest extent practicable by wetting, damping down or containment.

Title

Procedure No. E-003

Excavations

Purpose

1. To prevent injury to personnel on the site the main contractor will ensure that all excavation work is undertaken in a safe and proper manner.

Documents Used

1. Record of Inspection Register Form 91, Part 1.
2. Examination Certificate - Excavators.
3. Provision and Use of Work Equipment Regulations 1998

Reference Documents

1. Health and Safety at Work Act 1974.
2. Factories Acts 1961.
3. Construction (General Provisions) Regulations 1961.
4. BS-2001 Code of Practice on Site Investigations.
5. BS-2002 Code of Practice for Earth Retaining Structures.
6. BS-2004 code of Practice Foundations.
7. BS-6031 Code of Practice Earth Works.
8. HSE Guidance Note PM42-Excavators used as Cranes.
9. HSE Guidance Note HS(G)47 Avoiding Danger from Underground Services.

Requirements

Introduction

1. Not only construction workers but members of the general public, particularly children are regularly victims of excavations left unprotected, some filled with water.
2. The danger of all excavations, regardless of depth and strata, is not always accepted or recognised by those engaged in excavation activity.
3. All too often, they adopt a cavalier attitude to the dangers of excavation collapse with disastrous consequences.
4. Therefore the main contractor should ensure that all excavation work is undertaken in a safe and proper manner.
5. For this reason, sub-contractors will be required to produce schedules of all excavation activity before work commences.

Title

Procedure No. E -003

Excavations

Requirements (Cont'd)

Design and Planning

1. It is impossible to forecast the behaviour of earth as its whole condition can change in hours.
2. For this reason several factors have to be taken into account in the design and planning of excavation works:-

1. Nature of the soil, including the proximity of any made up ground.
2. Weather and moisture content.
3. Size of excavation.

Method of excavation

5. Proximity of other structures, services, or sources of vibration.
6. Duration of work.
7. Well-point dewatering systems.
8. Availability of suitable timber before the works starts.

From a consideration of these factors, the appropriate method of stabilising the sides of any excavation shall be chosen:

1. Battered excavation.
2. Timber framing.
3. Horizontal sheeting.
4. Sheet piling.
5. Special grouting or freezing.
6. Hydraulic shoring system.

Any excavation 1.2m or more deep must have the sides stabilised.
In certain cases this may be necessary for shallower excavations.

Title

Procedure No. E-003

Excavations

Actions

Underground Services

Before any work is done where underground services may be present:

1. Plans must be obtained from the relevant utility.
2. A cable/pipe detector must be used to identify the precise route of underground services.
3. The position of located services should be clearly marked.

A safe digging practice must then be adopted.

1. In particular, hand held tools such as jackhammers must not be used within 0.5m of the indicated line of a buried cable.
2. Cables buried in concrete must be made dead before being broken out.
3. Excavators must not be used within 0.5m radius of a gas pipe.

Supervision

1. Excavation works can be carried out only under the direct control of a qualified timber-man, civil engineer or site manager/general foreman experienced in such work.
2. The supervisor must complete the statutory inspections before work starts, as well as making an entry in the record of Inspection Register Form 91, Part 1.

Access and Egress

1. Adequate and safe means of access and egress must be maintained for those working within excavations.
2. Consideration must be given to escape in case of flooding or other emergencies.
3. Access ways crossing excavations must be properly constructed and comply with the width criteria appropriate to the work.

Ventilation

1. When ever work produces dangerous dust or fumes, the operatives must be protected by appropriate induced ventilation or exhaust ventilation.
2. Regular atmospheric monitoring is required to ensure the atmosphere remains fit to breathe.

Title

Procedure No. E-003

Excavations

Actions (Cont'd)

Fencing

1. Excavations, shafts or pits, more than 2m deep near which persons work or pass, must either be protected at the edges by guard-rails or barriers, or securely covered.
2. The protection of excavations next to public highways is of particular importance.
3. Barriers and fencing must be provided to a minimum height of 2m together with adequate lighting and warning notices.

Excavators

1. Mechanical excavators pose several problems when working adjacent to excavations.
2. Vibration from such equipment can make the surround strata unstable and so the elected shoring method should be capable of withstanding the additional loadings that may result.
3. Exhaust gases from excavators, or indeed any combustion engine in the vicinity, being heavier than air, can descend into excavations and endanger the health of those undertaking the work.
4. All gases should therefore be vented to atmosphere to reduce the risk.
5. Excavators used for lifting must either:

Comply fully with the requirements for cranes, e.g., have current 4-yearly test and 14-monthly thorough examination certificate, be fitted with automatic save load indicator and load/radius indicator

or

Have a valid certificate of exemption

In this case they must:

Only be used for lifting directly in connection with an excavation.
Be fitted with check valves.
Be clearly marked with the safe working load.
Have a current 14-monthly thorough examination certificate.

Title

Procedure No. E - 004

Explosives

Purpose

1. The safe use of explosives is a highly skilled undertaking and hence **only approved** specialist contractors are permitted to undertake such work.

Documents Used

1. A Certificate of Fitness (form a12).
2. Private Use Certificate - Issued by the Police.
3. Immediate Use Certificate - Issued by the Police.
4. Registration of Premises - Issued by Local Authority.
5. Safety Method Statement.

Reference Documents

1. Health and Safety at Work Act 1974.
2. Factories Acts 1961.
3. Construction (General Provisions) Regulations 1961.
4. Explosives Acts 1875 and 1923.
5. Control of Pollution Act 1974.
6. Public Health Act 1961.
7. Classification and Labelling of Explosives Regulations 1983.
8. B545607 - Code of Practice for the Safe Use of Explosives in the Construction Industry.
9. London Building (Amendment) Act 1939

Requirements

Documentation

1. Before explosives can be stored or used, documentation in one of the following three forms must be obtained:
 1. A certificate of fitness (form a12), issued by the Police and authorising the acquisition and use of explosives.
 2. A store licence issued by the local authority and permitting the licensee to keep explosives, subject to certain conditions.
 3. An immediate use certificate issued by the Police, permitting a named person to purchase and use a specified amount of explosives during a specified period only and the local authorities registration of premises in which the explosives are to be stored.

Title

Procedure No. E-004

Explosives

Requirements (Cont'd)

4. A private use certificate issued by the Police allowing the purchase and keeping of up to 50kg of mixed explosives.

Notification

1. Before explosives can be used on any construction site in England or Wales, notification must be sent to the local authority in accordance with requirements of the Public Health Act 1961.
2. In the inner London area, the District Surveyor should be notified in accordance with London Building (Amendment) Act 1939.
3. Under the Control of Pollution Act 1974, local authorities have powers to protect the community at large against noise which amounts to a nuisance.
4. Sub contractors would be responsible for obtaining any consent needed by a local authority or District Surveyor.

Competent Persons

1. Licences or certificates issued by the Health and Safety Executive, local authorities or the Police, do not imply competence of the shot firer.
2. A contractor must therefore verify the training and experience of any shot firer before permission to start work is granted.
3. No persons shall be appointed to shot firing duties unless over 21 years of age.

Actions

Shot Firing Procedures

1. Before explosives can be used on any site, an agreed safe system of work shall be prepared.
2. The safe system of work must take into account the following:
 1. That the areas in which there will be foreseeable risk to persons or plant are clearly defined as danger areas.
 2. That adequate sentries are posted around areas likely to be affected by the blast.
 3. That audible warning devices which do not operate by means of electric impulse are provided.
 4. That suitable and adequate blast matting is provided.

Title

Procedure No. E -004

Explosives

Actions (Cont'd)

5. That special precautions are taken where operations are carried out within I mile radio- telephone or transmitter.
6. On site walkie talkie equipment cannot be used during explosive operations as the electrical impulse radiated is capable of firing an electrical detonator.
7. The use of explosives must be discontinued on the approach of a thunderstorm.
8. That affected members of the public are notified of the shot firing times.
9. That cigarettes, matches and naked lights are banned within a radius of 6m from explosives and detonators.

Shot - Firing Systems

1. The selection of the appropriate shot firing system will be the responsibility of the appointed explosives contractor.
2. The procedures for misfires must be stipulated by the appointed explosives contractor and be included within the safety method statement a copy of which is to be retained by the site representative.

Storage

1. There are several requirements for the storage of explosives, depending upon the quantities involved.
2. For amounts up to 4.5kg of explosives and 100 detonators, no legal restrictions exist other than the special requirements imposed by the Police.
3. The contractor's policy should require that no quantities of explosives exceeding 4.5kg be permitted to be stored on site in any circumstances.
4. Any explosives stored on site must be kept in a stout wooden box with a strong locking facility.
5. Detonators must be similarly stored but away from explosives.
6. All containers of explosives or detonators should be boldly marked "Explosives" and be secured against theft.

Title

Procedure No F-001

Format & Indexing of Contents

In order that these procedures are maintained to the same standard, as at the time of publication, all future amendments to the text within the procedures will be typed in Times New Roman 12 and will be laid out to the standard format as defined below.

The Company Health & Safety Manual is divided alphabetically in subject matter each section is separated by a divider card bearing the letter of the Alphabet.

Procedures whose titles or subject matter begin with the letter 'F' will be found in section 'F' e.g. Fire Fighting Equipment and so forth.

Each procedure will bear its own identification number. This number follows the letter of the alphabet under which the procedure is to be found. For example "Fire Fighting Equipment" is numbered F - 002, the letter "F" indicates the alphabetical section and the number 002 denotes that it is the first procedure in that section.

When the issue of a new procedure is necessary, the Health & Safety Officer will allocate and issue the relevant procedure number, in accordance with the criteria outlined above.

All procedures will be laid out to a standard format as shown below.

Purpose

This section will give the reason for the introduction of the procedure.

Documents Used

This section will give details of the documents to be used in the application of the procedure. Where the procedure introduces a new form, an illustration of that form will be given as an appendix to the procedure instructions for its use will be contained within the procedure.

Reference Documents

This section will define any reference documents that will assist in the application of the procedure.

Requirements

This section will give the Requirements / Regulations which will govern the actions of the personnel carrying out the procedure.

Title

Procedure No F -001

Format & Indexing of Contents

Actions

This section will list the actions to be carried out by the personnel concerned.

Appendices

Appendices will be denoted numerically e.g.: Procedure No. F -001 Appendix 1, 2, 3, etc they will be included, where necessary, to illustrate standard forms, diagrams etc. and will contain precise instructions to enable relevant personnel to complete such forms correctly.

Numbering of Pages

Each page of a procedure, including appendices, will be numbered in numerical sequence.

Amendments

When the need for amendment to a procedure is identified, the details of the required change shall be notified, in writing, to the H.S.O. who will initiate the necessary changes to the text.

When a procedure is amended, page 1 of the procedure will be raised in issue to indicate to the holder that the procedure has been revised. All pages that have been amended will also be raised in issue. A vertical line at the right hand side of the page will indicate to the holder where changes have been made.

After approval the procedure will be issued by the H.S.O. under cover of an amendment list, which will contain the following information.

A sequential Amendment List Number

The Procedure Number

The Numbers and Issues of Pages to be Removed and Destroyed

The Numbers and Issues of Pages to be Added to the Manual

New procedures will be processed in the same way, except that the amendment list will not require any pages to be removed from the manual.

Title

Procedure No F-002

Fire Fighting Equipment Audit

Purpose

The purpose of this procedure is to define the actions that must be taken by authorised personnel to ensure that all fire fighting equipment held by the company is checked on a periodic basis in order that such equipment is maintained to the required standard

Documents Used

1. Fire Fighting Equipment Audit Sheet.
2. Fire Extinguisher Contents Sheet.
3. Defective Equipment Record Sheet.
4. Defective Equipment Label.

Reference Documents

1. Manufacturers Technical Manuals
2. Fire Fighting Equipment Record Sheet

Requirements

The checks defined in this procedure will be carried out in accordance with the requirements and regulations and will govern the actions of those personnel required to perform these checks.

Actions

1. All fire fighting equipment within the branches must be examined on a monthly basis by the Site Health & Safety Representative.
2. Such examination will comprise a visual and physical check.
3. Fire extinguishers, a visual check will ensure that the fire extinguisher is complete, e.g., that the safety pin is not missing and is located in its correct position and that the discharge mechanism is intact. The casing must be inspected for dents, corrosion or any form of damage. The extinguisher must be correctly secured in the bracket provided, or if free standing, it must be located adjacent to the fire extinguisher notice defining its position.
4. Once the checks have been completed the relevant details must be recorded on the Fire Fighting Equipment Sheet.

Title

Procedure No F -002

Fire Fighting Equipment Audit

5. Where an extinguisher is found to be incomplete, damaged, partially or fully discharged it must be immediately exchanged for a fully serviceable replacement. A defective equipment label must be attached to the unserviceable extinguisher giving full details of the faults before returning it to the fire equipment room.
6. Fire Blankets will also be examined every month the blanket will be removed from its container and fully extended in order that a visual examination may be carried out. Any deterioration of the blanket must be recorded on the Fire Fighting Equipment Record Sheet and reported to the H.S.O. after attaching a Defective Equipment Label before exchanging the blanket for a serviceable blanket.
7. The Site Health & Safety Representative will maintain an accurate record of all serviceable and unserviceable equipment on Site on the form shown as Appendix 1. Requests for replacement equipment will be forwarded to Head Office on an as and when required basis.
8. In addition to the above requirements the H.S.O. will maintain an accurate record of all serviceable and defective equipment held at Head Office within the Fire Equipment Room. He will on a monthly basis provide a list of equipment in need of replacement. These records will be kept on the form shown at Appendix 1 and a copy at all times being held by the H. S.O.

Title

Procedure No F - 003

Fire Prevention on Construction Sites

Purpose

To ensure that planning for, fire, health and safety will be an integral part of the preparation and budgeting for the efficient operation of construction projects. Definitive procedures and standards are to be specified in written procedures prior to work commencing. These will stipulate the materials, money and time that will be committed to ensuring the prevention of accidents, fires, this will establish controls to protect the safety of visitors and individuals working on site.

Documents Used

- 1 .A Chart defining the organisation of and the responsibilities for Fire Safety
- 2.Fire Orders 2008
3. Hot work permits

Reference Documents

Fire Prevention on Construction Sites. (Appendix 2)

Requirements

The "Code by the Construction Industry" must be complied with.

Actions

- 1.Note: For assistance and in order that there be no ambiguity the requirements of the Building Employers Confederation "Fire Prevention on Construction Sites" are reproduced below and must be complied with in every respect.

Design Phase

Assessment of the fire risk during design: The employer in conjunction with those undertaking the design responsibility, e.g. architect, engineer and contractor, must appoint a co-ordinator for the design phase whose responsibility it is not only to ensure that fire risk and potential for damage are properly assessed and kept to a minimum during construction, but also that the finished building will comply with all statutory requirements in respect of fire precautions.

Construction Phase

The main contractor must appoint a Site Fire Safety Co-ordinator who will be responsible for assessing the d the Site Fir Safety Plan as construction proceeds and must liaise with the Co-ordinator for the design phase.

Title

Procedure No F -003

Fire Prevention on Construction Sites

The Site Fire Safety Plan will detail as a minimum:

1. The organisation of and responsibilities for Fire Safety
2. General site precautions, fire detection and warning alarms
3. The requirements for a Hot Work Permit regime
4. The Site accommodation - location, construction, and maintenance
5. Fire escape and communications (including an effective evacuation plan and procedures calling the Fire Brigade)
6. Fire Brigade access, facilities and co-ordination
7. Fire drills and training
8. Effective security measures to minimise the risk of arson
9. A materials storage and waste control regime

Site Fire Safety Co-ordinator must:

1. Ensure that all procedures, precautionary measures and safety standards and safety standards as laid down in the Site fire Safety Plan are clearly understood and complied with by all those on the project site(s).
2. Where required by the Site Fire Safety Plan, ensure that a system using Hot Work Permits its established and monitor compliance.
3. Carry out weekly checks of fire fighting equipment and test all alarm and detection devices installed on site.
4. Conduct weekly inspections of escape routes, fire brigade access, fire fighting facilities and work areas and monitor the requirements laid down in the Site Fire Safety Plan
5. Liaise with the local fire brigade including arranging site inspections and familiarisation tours.
6. Liaise with site security personnel where they are employed.

Title

Procedure No F -003

Fire Prevention on Construction Sites

Site Fire Safety Co-ordinator (Cont'd)

7. Maintain a written record of all checks, inspections, tests, fire patrols and fire drill procedures.
8. Regularly monitor and check the detailed arrangements and actual procedures for calling the fire brigade.
9. During an alarm, execute those duties required for the safe evacuation of the site, and ensure that all staff and visitors report to the assembly points.
10. Promote “a fire safe working environment” at all times,

Large Projects (where specified by the insurer(s) in the policy)

- I. On large projects, the Site Fire Safety Co-ordinator should appoint, where appropriate, a fire marshal(s) and deputy fire marshal(s) to assist in the implementation of the Site Fire Safety Plan.
2. Where appropriate, the fire marshal(s) should be full time but otherwise preferably combining this duty with health and safety responsibilities. However, where circumstances dictate a part4ime role, it is essential that the fire marshal(s) are afforded sufficient time to execute their fire safety duties. They should be adequately trained in fire safety matters and have sufficient status and authority for the effective execution of their duties and responsibilities.
3. Liaison with the emergency services is essential. In particular the fire brigade must be provided with site plans detailing:

Fire Brigade access, fire fighting shafts, fire lifts and temporary hoist facilities

Dedicated emergency escape routes and staircases, positions of dry riser inlets and wet risers.

Fire points.

Temporary Building(s) and stores within buildings.

Hazardous items, e.g. flammable liquids, gas cylinders, gas mains, electrical risers, temporary holes in floor slabs etc.

Title

Procedure No F - 003

Fire Prevention on Construction Sites

Emergency Procedures

1. On all sites a means of warning of fire must be established. Hand-bells, whistles, klaxons or manually operated sounders may be practical so long as they are clearly audible above background noises in all areas and can be readily identified as being a fire alarm.
2. Written Emergency Procedures must be displayed in prominent locations and given to all employees on site. A good example of a set of fire orders is shown at Appendix 1.
3. Clear access to the site and buildings must be maintained at all times.
4. Identified personnel, e.g. security guards, must be briefed to unlock gates, doors, etc., in the event of an alarm.
5. Clear signs must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of dry riser's inlets and fire extinguishers.

Fire Protection

1. Construction works should be designed, planned and sequenced to achieve the early installation and operation of:
 1. Permanent fire escape stairs, including compartment walls.
 2. Fire compartments within the building under construction, including the installation of fire doors, and the completion of fire stopping with special attention given to lift shafts, service ducts and voids which offer a passageway to heat and smoke
 3. Fire protective materials to structural steel work.
 4. Planned fire fighting shafts duly commissioned and maintained.
 5. Lightning conductors.
 6. Automatic Fire Detection Systems where planned.
 7. Automatic sprinkler and other fixed fire fighting installations where planned.
2. Adequate water supplies for fire fighting must be available. Rising and temporary mains must be provided where planned. It may be necessary to use temporary caps to seal the riser as the building increases in height
3. All hydrants must be clear of obstruction and suitably marked.

Title

Procedure No F - 003

Fire Prevention on Construction Sites

Portable Fire Extinguishers

1. Personnel must be trained in the use of portable fire fighting equipment.
2. Adequate numbers of suitable types of portable extinguishers must be available throughout the site.
3. Extinguishers must be located in conspicuous positions near exits on each floor. In the open they should be situated in red painted boxes raised 500 (five hundred) mm above ground level with a sign FIRE POINT at a height readily seen above intervening huts or storage.
4. As work progresses the adequacy of portable fire fighting equipment must be reviewed.
5. To protect distribution panels and items of electrical equipment, appropriate extinguishers (such as those containing carbon dioxide) must be provided close to the equipment concerned.
6. All mechanically-propelled site plant should carry an appropriate fire extinguisher.
7. On particularly large or costly items of equipment or plant, the installation of Automatic Fire Detection and an extinguishing system should be considered. Extinguishers, hydrants and other fire protection equipment must be maintained and regularly inspected to a schedule established by the Site Fire Safety Co-ordinator.

Site Security Against Arson

1. The most effective method of deterring trespassers as well as preventing malicious fires is to erect a hoarding or fence around the perimeter of the whole site.
2. Where such a hoarding or fence is impracticable, building(s), flammable liquid stores, liquefied petroleum gas cylinder storage and combustible material stores must be fenced or otherwise suitably protected.
3. Illumination of the site is an additional deterrent to unauthorised access and is recommended. On high risk and expensive projects the use of CCTV cameras is an option that should be seriously considered. At the end of each working day a fire check must be undertaken, particularly in areas where hot work has been undertaken. Where 24 hour security is provided, fire checks should be undertaken throughout the night, during holiday periods and at weekends.

Title

Procedure No F - 003

Fire Prevention on Construction Sites

Temporary Building(s)

1. Where required by the Fire Certificates (Special Premises) Regulations 1976, the Contractor must ensure that application for a fire certificate for site offices is made to the Health and Safety Executives area office.
2. Temporary Building(s) should be separated from the building under construction or refurbishment and other permanent buildings to provide a reasonable fire break, which should preferably be at least 10 (ten) metres.
2. Where the firebreak is less than 6 (six) metres, Temporary Building(s) must be constructed with materials that do not significantly contribute to the growth of a fire or the propagation of smoke and/or corrosive fumes.

They should meet the following criteria:

- (a) Class I surface spread of flame performance in BS 476 Part 7 to all internal wall and ceiling surfaces and to external surfaces of walls. External surface of roof to meet Class AA in BS 476 Part 3,
- (b) Walls and roof to achieve 30 (thirty) minutes Fire Resistance (integrity and insulation) to BS476 Parts 20 and 22; roof to be tested from below;
- (c) Doors and windows to achieve 30 (thirty) minutes Fire Resistance (integrity) to BS 476 Parts 20 and 22;
- (d) Where Temporary Building(s) are vertically stacked, the roof/floor assembly, and members supporting it should achieve at least 30 (thirty) minutes Fire Resistance (integrity, insulation and load-bearing capacity) to BS 476 Parts 20 and 22 and comply with Building Regulation requirements;
- (e) Furthermore, such Temporary Building(s) must be designed and constructed in such a way whereby the above fire characteristics can be demonstrated during a full-scale, real fire test of the overall assembly.

Title

Procedure No F - 003

Fire Prevention on Construction Sites

Temporary Building(s) (Cont'd)

4. It is often necessary to erect Temporary Building(s) within the building under construction or refurbishment when space is severely restricted. In such instances the Temporary Building(s) must meet the fire performance characteristics stated in section 5.3. Temporary Building(s) should be erected in locations that provide ease of access for the fire brigade and easy evacuation for personnel. In this respect locating Temporary Building(s) within basements or on upper floors, i.e. at a height in excess of 7.5 (seven and a half) metres from site access level should be avoided. Where this is not practical other suitable precautionary measures must be adopted after consultation with the fire brigade. These measures must be maintained during the course of construction and until a time when the Temporary Building(s) can be relocated within the lower floors.
 5. Temporary Building(s):
 1. Located inside the building under construction/Refurbishment or inside another permanent building
- OR
2. Within 6 (six) metres of such building(s) must be fitted with Fire Detection Systems. In the case of Large Projects (as referred to in paragraph 4.3), the Fire Detection System must be linked to a Central Station unless there is 24hour site security.
 6. Where floors of Temporary Building(s) are raised above ground level, the space beneath must be enclosed to prevent accumulation of rubbish, whilst still allowing under-floor ventilation. No combustible materials should be stored under any Temporary Building(s).
 7. Heaters for use in Temporary Building(s) must be fixed, preferably above floor level, fitted with securely fixed metal guards and maintained in a sound condition.
 8. Carelessly drying clothes cause's fires. Coat stands and drying racks must be firmly positioned at a safe distance from heaters, which should be thermostatically controlled and have enclosed elements.
 9. A no smoking policy must be established in areas where fire hazards exist, e.g. carpenters' workshops, refuse areas and storage areas containing combustible materials, flammable liquids, gas cylinders, foam plastics, fibreboard or timber NO SMOKING notices must be displayed.
 10. All heaters and cooking appliances must be properly installed and adequate ventilation provided. Electrical or gas cookers are preferable to gas rings for cooking.

Title

Procedure No F - 003

Fire Prevention on Construction Sites

Temporary Building(s) (Cont'd)

11. In Temporary Building(s) and areas where flammable liquids and gases are stored, the installation of automatic Fire Detection Systems and intruder alarms is strongly encouraged.
12. Automatic Fire Detection Systems must be installed in Temporary Building(s) used for cooking. Consideration should be given to the installation of automatic sprinkler systems and intruder alarms.
13. Temporary Building(s) should not contain more than the minimum of furniture and fittings made from synthetic materials.

Site Storage of Flammable Liquid and LPG

- I. Containers of highly flammable liquids and LPG cylinders should preferably be stored in open compounds that are securely fenced and shaded from the sun. Stores containing highly flammable liquids must be surrounded by a bund sufficient to contain the maximum contents of the largest drum stored, plus 10 (ten) per cent, and must not be allowed to fill with water or waste material.
2. Where it is necessary to store flammable liquids and gases in circumstances other than as in paragraph 8.1 the quantity so stored must be kept below 50 (fifty) litres or half a day's supply, whichever is the lesser. The containers must be kept in a store, cupboard or bin that is of fire resistant construction.
3. Ideally, storage areas should be sited at least 10 (ten) metres from permanent and Temporary building(s) but containers must not be stored within 4 (four) metres of any building or boundary fence unless the boundary is a wall with at least 30 (thirty) minutes Fire Resistance. In the latter case, containers and drums should be at least 1 (one) metre below the top of the wall.
3. Products which could add to the intensity of the fire, such as oxygen, or to the toxic hazard in the event of a fire, e.g. chlorine, must not be stored in the same compound as flammable liquids and LPG.
5. Appropriately worded warning signs, e.g. "HIGHLY FLAMMABLE LIQUIDS", "NO SMOKING" and "NO NAKED LIGHTS" must be boldly displayed at the entrances to stores.
6. The floors of flammable liquid and LPG cylinder stores should be paved or compacted level with a suitable hard standing provided for the delivery and dispatch of cylinders. The area must be kept clear of all flammable materials, weeds and rubbish.

Title

Procedure No F -003

Fire Prevention on Construction Sites

Site Storage of Flammable Liquid and LPG (Cont'd)

7. Any electrical fittings therein, e.g. lights and switches, must be intrinsically safe.
8. The provision of automatic flammable gas detection equipment should be considered for enclosed storage locations.
9. Adequate numbers of extinguishers appropriate to the hazard should be sited at storage area entrances.

Electricity and Gas Supplies

1. Electrical supply installations, both temporary and permanent, must be installed in accordance with The Institution of Electrical Engineers' Regulations for Electrical Installations (the TEE Wiring Regulations) and the Electricity at Work Regulations 1989.
2. All electrical work should be undertaken by a competent electrician.
3. Installations (especially of a temporary nature) must be inspected regularly and tested at intervals not greater than every three months. The results must be recorded in a register kept for the purpose.
4. Where possible, main switches, other than those controlling security lights, should be turned off when work ceases and all equipment unplugged when not in use.
5. All gas supplies must be installed by a Council Registered Gas installers (CORGI) registered gas fitter. The Contractor must check that those carrying out the work are so registered
6. Gas supply to appliances should be by fixed piping or armoured flexible tubing. Gas cylinders should be located outside buildings, secured and protected from unauthorised interference. Gas appliances should be fitted with control taps.

N.B. If the only control is on a cylinder situated outside a building, there can be a dangerous build-up of gas during the time-lapse between turning on and ignition.

7. LPG connected to an appliance by a flexible link should only be installed by a competent person.

Hot-Work

1. A "permit to-work" system must be adopted where required by the Site Fire Safety Plan.
2. Before starting hot work, the area must be cleared of all loose combustible material and, if work is to take place on one side of a wall or partition, the opposite side must be examined to ensure no combustible material will be ignited by conducted heat.

Title

Procedure F -003

Fire Prevention on Construction Sites

Hot Work (Cont'd)

3. Suitable extinguishers of appropriate type must be at hand with a careful watch being maintained for fire breaking out whilst work is in progress.
4. Exposed wooden flooring and other items of combustible material which cannot be removed as in 8.2 must be covered with sand or other non-combustible material.
5. When welding, cuffing or grinding, the work area must be suitably screened using non combustible material.
6. Gas cylinders must be secured in a vertical position and fitted with a regulator and flashback arrester.
7. "Tar" boilers, lead heaters and similar equipment should only be taken onto roofs in exceptional circumstances, when a non-combustible heat insulating base must be provided to prevent heat igniting the roof. Such equipment must always be supervised by an experienced operative and be sited where spilled material can easily be controlled. Gas cylinders must be at least 3 (three) metres from the burner and at least one appropriate extinguisher must be to hand.
8. The area of any hot work must be thoroughly examined one hour after the work has finished.

Waste Materials

1. Good housekeeping is essential on all sites. Waste material, if allowed to accumulate, provides an excellent starting point for fire. Therefore, all waste, packing materials, wood, shavings and oily rags must be regularly removed. Special attention should be paid to corners, bases of shafts and other out-of-the-way places.
2. Unwanted materials from the more open areas of a site must also be collected at regular intervals.
3. Separate metal bins, with close fitting lids, must be provided for oily rags and other combustible waste. Rubbish must not be burned on site.
4. All collected waste materials awaiting disposal must be kept in an area away from Temporary Building(s), stores or equipment.
5. All dry vegetation must be cleared regularly.

Title

Procedure No F -003

Fire Prevention on Construction Sites

Plant

1. All internal combustion engines of contractor's powered equipment should be positioned in the open air or in a well ventilated non-combustible enclosure. They should be separated from working areas and other buildings and sited so that exhaust pipes and exhaust gases are kept clear of combustible materials.
2. Fuel tanks must not be filled whilst the engines are running.
3. Compressors should be housed singly away from other plant and in separate enclosure(s).
4. Plant and Equipment must be protected against accidental impact.
5. Air intakes must be situated so that the air is cool, uncontaminated and free from flammable gases and vapours.
6. Where appropriate, sand trays should be provided to absorb drips of fuel or lubricant.

Title

Procedure No F-004

First Aid & Welfare Facilities

Purpose

1. To ensure that proper First Aid facilities are provided for all employees.

Documents Used

1. Certificate of Shared Welfare facilities F2202 Section A
2. Reportable Accidents F2508

Reference Documents

1. Health & Safety at Work etc. Act 1974
2. Health & safety (First Aid) Regulations 1981
3. Code of Practice – Health & Safety (First Aid) 1981

Requirements

1. It is a requirement that every employer must provide First Aid facilities suitable for the number of persons employed. These regulations apply to every employer and self-employed persons.

Actions

Appointment of First Aiders

1. The precise ratio of trained practicing First Aiders are 1 per every 5 persons employed.
2. Employers must provide, or ensure that there is provided, such numbers of First Aiders as is appropriate and adequate taking into account the nature of the work, the size of the workplace, the location and distribution of employees within the workplace, etc. In construction there should be at least one First Aider for each site.
3. An appointed First Aider must have been suitably trained and hold a current first-aid certificate issued by an organisation whose training and qualifications are approved by the Health & Safety Executive
4. In addition, an employer is obliged to appoint a person to take charge of any situation (e.g. call an ambulance) if a serious injury or major illness occurs during the temporary absence of the First Aider. The appointed person is also required to be responsible for first aid equipment during the temporary absence of the first aider.

Title

Procedure No F-004

First Aid & Welfare Facilities

Equipment and facilities

1. Every first aider should have access to a suitably stocked First Aid box.
2. The box should be clearly marked with a white cross on a green background and contain only the following
 - (1) A general guidance card in first aid
 - (2) Individually wrapped sterile adhesive dressings
 - (3) Sterile eye pads, with means of attachment
 - (4) Sterile triangular bandages and non sterile triangular bandages and sterile dressings for serious wounds
 - (5) Safety Pins
 - (6) A selection of sterile un-medicated wound dressings
 - (7) In addition to the box, soap, water and disposable drying materials should be available. Sterile water should be provided for eye treatment.
3. On site First Aid and Welfare facilities will be kept in a clean and tidy condition and must not, under any circumstances be used for the storage of materials or tools.
4. Where offices, canteen facilities and first aid rooms etc are provided by a subcontractor, they must fully comply with the requirements of the prime contractor. In all such units the appropriate fire appliances must be kept.

Self-employed persons

1. Self employed persons must provide either adequate First Aid equipment of their own or make sure First Aid is available.

Shared Welfare Facilities

If, by contractual agreement, First Aid facilities are provided by one contractor to another, a Certificate of Shared Welfare Certificate (F2202 Section A) must be issued when work starts.

Title

Procedure No F-005

False-work and Frame Work

Purpose

1. To ensure that the proper planning, design, erection, checking, use, maintenance and dismantling of false-work is carried out to avoid injuries.

Documents Used

1. Method Statement.
2. Register/Record of the Drawings, Calculations and other relevant documents relating to the final design.
3. Formal Permission to Load/Dismantle.

Reference Documents

1. Health and Safety at Work Act 1974
2. Factories Acts 1961
3. Construction (General Provisions) Regulations 1961
4. Construction (Lifting Operations) Regulations 1961
5. Construction (Working Places) Regulations 1966
6. Code of Practice for False-work BS5975 - 1982
7. Control of Substances Hazardous to Health (CO SHH) Procedure - COO 1

Requirements

1. Definition
 - I. False-work is any temporary structure used to support a permanent structure while it is not self-supporting.
 2. The aim of the contractor should be to minimise the risk of errors and to maximise the chance of their being discovered if they are made.
 3. A method statement must be produced covering all aspects of the work.
2. Procedures
 - I. It is important to establish the precise responsibilities of organisations and individuals involved in a false-work scheme.
 2. These responsibilities should be clearly defined, in respect both of the structure/s with which they are concerned and of the duties they are to fulfil.

Title

Procedure No. F -005

False-work and Frame Work

Requirements (Cont'd)

The main items for which responsibility should be established:

1. The design brief
2. The concept of the scheme.
3. The design, drawing and specification of the false-work.
4. The adequacy of the materials used.
5. The control of the erection and dismantling on site including maintenance.
6. The checking of design and construction operations.
7. The issuing of formal permission to load and strike the false-work.

Actions

1. False-work Co-ordinator

1. Contractors must appoint competent persons (false-work co-ordinators) to ensure the co-ordination and supervision of agreed procedures.
2. The duties of the false-work co-ordinators should include the following functions:
 1. Co-ordinate all false-work activities.
 2. Ensure that the various responsibilities have been allocated and accepted.
 3. Ensure that a design brief has been established with full consultation, and that it is adequate and in accord with the situation on site.
 4. Ensure that a satisfactory false-work design is carried out.
 5. Ensure that the design is independently checked for concept, structural adequacy and compliance with the brief
 6. Where appropriate, ensure that the design is made available to other interested parties, e.g., the structural designer.
 7. Register or record the drawings, the calculations and other relevant documents relating to the final design.
 8. Ensure that those responsible for on site supervision receive full details of the design, including any limitations associated with it.
 9. Ensure that checks are made at appropriate stages covering the more critical factors (see clause 40.3 and clause 50 of BS5975).
 10. Ensure that any proposed changes in materials or construction are checked against the original design and appropriate action taken.

Title

Procedure No. F -005

False-work and Frame Work

Actions (Cont'd)

11. Ensure that any agreed changes, or correction of faults, are correctly carried out on site.
12. Ensure that during use all appropriate maintenance is carried out.
13. After a final check that all is well, issue formal permission to load.
14. When it has been confirmed that the permanent structure has attained adequate strength, issue formal permission to dismantle the false-work.

Of particular note in this list of duties is the concept of issuing a formal permit to load before any concreting takes place - followed, at the appropriate time, by a permit to dismantle.

While individual contractors will need to make individual decisions on how the recommendations of BS5975 - 1982 are best implemented, the basic principle -that someone be made responsible for ensuring that all parties are adequately informed and co-ordinated and that all checks have been carried out - is to be unreservedly recommended.

Design Brief

1. Whether the false-work design is provided by standard solutions or be individual design, the parameters on which the design is to be based need to be clearly established.
2. It must be recognised that the loads imposed on false-work do not arise only from the permanent structure.
3. Many will occur as a result of method and plant decisions.
4. The false-work code, section 6 paragraph 41, deals with the preparation and contents of the design brief in detail but the following will provide essential guidance.

Materials

1. It is a pre-requisite, in all false-work erection, that the materials used be in accordance with the drawings or standard details, of the correct specification and in good condition.
2. A pre-erection check of all materials should be made, including the quantities supplied or known to be on order.
3. Missing material can mean “making do”, the consequences of which can lead to disaster.

Title

Procedure No. F -005

False-work and Frame Work

Erection/Dismantling

The method statement must provide details of how safe access and a safe working place will be provided in the following circumstances as applicable:

- I. Persons working on or passing across slab decking.
2. Particular consideration should be given to the external edges of the deck, the leading edge, and to any openings in the deck.

The construction of:

1. Edge beams.
2. Internal beams.
3. Perimeter columns
4. Walls.
5. Staircases.
6. Lift shafts
7. Any special features, e.g., large size wells.

It is strongly recommended that sketches are used to describe the proposed working place and access arrangements.

The method statement should also contain details of:

1. General access from ground floor level to the floor under construction.
2. Arrangements for the safe storage of materials and for cleaning up as work progresses.
3. What provision is to be made for the temporary storage of wall shutters.
4. Arrangements for lifting materials.
5. Arrangements for slinging of loads and details of the training provided to slingers.
6. Details of any hazardous substances used, e.g., mould release oil, and of the COSHH assessments made, see procedure C-001

Title

Procedure No. H -001

Highly Flammable Liquids

Purpose

1. To prevent accidents occurring due to the ignition of highly flammable liquids or the exposure to vapours given off

Documents Used

1. License for Bulk Storage of Petrol

Reference Documents

1. Health and Safety at Work Act 1974
2. Factories Acts 1961
3. Fire Precaution Act 1971
4. Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972
5. Petroleum (Consolidation) Act 1928
6. Petroleum Spirit (Plastic Containers) Regulations 1982
7. HSE Guidance Note CS2-Storage of Highly Flammable Liquids

Requirements

Introduction

1. A highly flammable liquid is defined as having a flash point below 32⁰C (90⁰F) and supporting combustion at 50⁰C (120⁰F).
2. They are found in increasing quantities on construction sites - as solvents in adhesives, finishing products and other materials.
3. When these liquids are exposed to the atmosphere they give off vapours that are both flammable and toxic.
4. The vapours are generally heavy than air and hence are difficult to disperse.
5. Site precautions should, therefore, be designed to prevent the accidental accumulation of such vapours.

Petrol Storage

1. The Petroleum (Consolidation) Act 1928 requires that a license for bulk storage of petrol be obtained from the local authority.
2. Up to 3 gallons of petrol may be stored in any one place without a license.

Title

Procedure No H-001

Highly Flammable Liquids

Actions

Handling and Use

1. The transfer of material from one container to another should always be in the open air.
2. Spillage will best be avoided by using screw caps and funnels, spouts or proprietary syphonic devices.
3. Spillages should be soaked up with dry sand that should then be placed in a safe place in the open air.
4. Where highly flammable liquids are used in enclosed areas, ventilation is required at a rate of 60m³ for every litre evaporated (1200ft³ per pint) in order to prevent explosion.
5. Where ventilation is induced by means of mechanical air moving systems, care should be taken to ensure such appliances are properly earthed against static electricity.
6. Naked lights and other sources of ignition are, of course, prohibited.

Title

Procedure No. H -002

Hoists

Purpose

1. To prevent accidents occurring that is caused by the misuse of hoists and a failure to observe safe systems of work.

Documents Use

1. Insurers Certificate of Thorough Examination and Test
2. Examination Record Form 91 Part2, Section H
3. Insurers Engineers Report of Thorough Examination and Test
4. Weekly Inspection Form 91 Part 1, Section C
5. Certificate of Exemption
6. CITB Certificate of Training Achievement

Reference Documents

1. Health and Safety at Work Act 1974
2. Factories Acts 1961
3. Construction (Lifting Operations) Regulations 1961
4. HSE Guidance Notes
5. P~4 Safety at Rack and Pinion Hoists
6. PM27 Construction Hoists

Requirements

Selection

1. Modern practice toward rack and pinion rather than rope driven hoists, for reasons of both safety and cost.
2. This is particularly true for heights exceeding 30 metres.

Title

Procedure No. H - 002

Hoists

Documentation

1. It will be required that the following documentation be produced for inspection at site before any hoist is used:
 1. Insurers Certificate of Thorough Examination and Test.
 2. The thorough examination must be repeated every 6 months.
 3. A record of the examination must be entered in Form 91, Part 2, Section H.
 4. A copy of the insurers engineers report of thorough examination.
 5. This enables a check to be carried out where an engineer has notified the Factory Inspector of certain repairs that require to be carried out.
 6. Record of re-testing and thorough examination following the alteration or repair of a hoist in use.
 7. A record of weekly inspection in Form 91, Part 1, Section C.
 8. It should be noted that certificate of exemption number 5 exempts rack and pinion hoists from requirements dealing with rope failure and certificate of exemption number 31 applies to Linden Alimak.

Actions

Goods Hoist Safety Devices

1. The following safety devices must be provided to any hoist:-
 1. A base enclosure of both hoist-way and motor unit to a minimum height of 2 metres and 1.7m respectively.
 2. Landing gates to every landing and access point to a height of 2 metres.
 3. An over-run device.
 4. An arrestor device.
 5. A dead-man handle.
 6. Structural ties into building and/or scaffold.

In addition, the safe working capacity of the hoist must be clearly displayed upon the hoist platform and notices prohibiting persons from riding upon the hoist platform clearly displayed upon each landing gate and platform. It should be understood that anyone seen riding upon a goods hoist platform will be immediately removed from the site

Title

Procedure No. H-002

Hoists

Passenger Hoist Safety Devices

The following safety devices must be provided to any passenger hoist:

1. A base enclosure to both hoist-way and motor unit to a minimum height of 2 metres and 1.7m respectively.
2. Landing gates to every landing and access point to a height of 2 metres.
3. Both cage and landing gate interlocks.
4. A fully enclosed cage, containing dead man and operating handle.
5. An over-run device.
6. A notice giving safe lifting weight and equivalent maximum number of passengers.
7. Structural ties into the building.

Hoist Operator

1. Any person required to operate a hoist must be at least 18 years of age and hold a CITB Certificate of Training Achievement (see section "Plant and Equipment").
2. Unauthorised use of a hoist is strictly forbidden.
3. The driver of any hoist must be so positioned that he can see the platform through out the whole of its travel.
4. All hoists must be installed so that they can be operated from one position only.

Title

Procedure No. 1-001

Ionising Radiation

Purpose

1. To prevent exposure to ionising radiation which can lead to radiological dermatitis, loss of hair, and skin burns?

Documents Used

1. Health Record Document F2067 (rev).
2. Notification of Intention to Work with Ionising Radiation's, Form 2522.
3. Register of Active Isotopes.
4. Classified Workers Health Register.
5. Film Dose Records.
6. Dose-meter Register.
7. Dose-meter Leakage Test Register.
8. Location Register (to be maintained daily).
9. Radiation Dose Record Card.
10. Transfer Records.
11. Dose-meter 14-monthly Tests and Tests for Leakage (every 26 months).

Reference Documents

1. Health and Safety at Work Act 1974.
2. Ionising Radiation's Regulations 1985.
3. The Radioactive Substances Act 1960.
4. Code of Practice for Site Radiography 1975.

Requirements

1. Introduction
1. The increasing use of radiography for none-destructive testing has lead to cases of excessive exposure, and the radiation dose records of construction site radiographers have shown that they receive significantly higher doses than factory based radiographers.

Title

Procedure No. I-001

Ionising Radiation

Requirements (Cont'd)

2. Appointed Person

1. Every employer engaged in work using ionising radiations is required to appoint a radiation protection adviser (RPA).
2. The RPA shall be available for consultation whenever required.
3. It may not be necessary for the RPA to be present every time that work with ionising radiations takes place.
4. Any employee who is required to enter a controlled area shall be a designated classified person this includes every site radiographer, radiographic assistant and radiation protection supervisor (RPS).
5. An RPS shall be appointed in writing to supervise all radiation work so as to ensure that it conforms to regulation requirements.

Medical Surveillance

1. A person appointed to become a classified person shall have undergone medical examination and be the recipient of F2067 (rev) health record document.
2. Medical examinations will be required annually or without delay whenever there has been a over-exposure which exceeds twice any of the relevant dose limits for that person. 100mSv (10 rems).

Actions

HSE Notification

1. Notification of initial intention to work with ionising radiation's or of significant changes in its use must be given on Form F522 to the Health and Safety Inspector for the District.

Storage

1. Storage of isotopes is to be so arranged that the radiation level on the outside of the storage place does NOT exceed 0.75m/rem's in one hour.
2. Acceptable safe storage can be constructed from 2m length of 400mm or 450mm diameter pipe, fabricated with a hinged lock-up lid and sunk into the ground.
3. The storage pit after being dug must be fenced off for approximately 6m square and be securing against unauthorised entry.
4. Appropriate notices shall be displayed in a prominent position upon the fencing and shall read "WARNING, KEEP OUT, RADIOACTIVE MATERIAL STORAGE".

Title

Procedure No. I-001

Ionising Radiation

Records

1. The following records, register, and duties will be maintained:-
 1. Register of Active Isotopes.
 2. Classified Workers Health Register.
 3. Film Dose Records.
 4. Supplies of Film Badges.
 5. Dose-meter Register.
 6. Dose-meter Leakage Test Register.
 7. Location Register (to be maintained daily).
 8. Radiation Dose Record Card.
 9. Arrangement for 14-monthly Medical Examinations.
 10. Transfer Records.
 11. Dose-meter 14-monthly Tests and Tests for Leakage (every 26 months).

Training

All radiographers and radiographic assistants will be required to have received training in the following:

1. Statutory Requirements.
2. Local Rules, Emergency Procedures and Contingency Plans.
3. The National Arrangements for dealing with Incidents involving Spillage or Spreading of Radioactive Substances.
4. Regulations and Codes dealing with the Transportation of Radioactive Substances.
5. The Basic Physics of Ionising Radiation.
6. Harmful Effects of Ionising Radiations - Dose Limits.
7. Use of Radiographic Equipment.
8. Identification of Common Faults.

Title

Procedure No L-001

Ladders

Purpose

1. To avoid the misuse of ladders which is the cause of many serious accidents and to ensure that ladders are inspected before use and are placed in a safe manner.

Documents Used

Ladders Records of Inspections

Reference Documents

1. Health and Safety at Work Act - 1974
2. Factories Act - 1961
3. Construction (Design and Management) Regulations 2007
4. HSE Guidance Note G53 1 Safe Use of Ladders, Step Ladders and Trestles
5. British Standard 1129, specification for Timber Ladders, Steps, Trestles and Lightweight Staging 1982.

Requirements

1. A ladder should only be used after careful consideration that it is suitable for the purpose.
2. Due to problems experienced with deterioration of aluminium ladders due to conditions on site the Company has the policy that only timber ladders may be used on site for general access.
3. BS1 129, ladders are divided in three classifications:

Class 1 Heavy Duty	Suitable for Construction Work
Class 2 Light Duty	Suitable for low loads, e.g., decorating
Class 3 Domestic Use	These ladders shall not be used on site, Home ladders must not be used.

Actions

Stability of Ladders

1. Ladders will only be erected on a firm level base, supported by the stiles only. Loose packing is not to be used.
2. The head of the ladder should rest on a firm solid surface. A ladder stay can be used where the support is inadequate, e.g., plastic guttering
3. The correct slope for a ladder is 75 degrees to the horizontal e.g., 1 metre out for every 4 metres in height. Ladders must be secured to prevent slippage.

Title

Procedure No L-001

Ladders

Actions (Cont'd)

4. Where possible ladders must be secured near the top to prevent the base from slipping outwards and the top from slipping sideways, by securing or clamping each stile to a convenient secure anchorage.
5. Where a ladder can not be secured at the top it must be secured near its base, by means of guy ropes secured between the stiles and stakes embedded into the ground, or to other suitable anchorages. If possible the feet of the ladder should be heeled in.
6. If no other means of securing the ladder can be used, then someone must foot the ladder at its base whilst it is in use.
7. On long ladders an intermediate tie rope is necessary to prevent swaying.
8. Ladders should be so placed that there is a space behind each rung for a proper foothold.
9. Ladders should be free from grease, oil or other slippery substance, especially the rungs.
10. Only one person is permitted on a ladder at any one time.

Access to and from Ladders

1. All ladders must extend above any landing place by at least 1.05m (5 rungs), or behind the highest rung from which a man may be working. If this is not practical then an adequate handhold must be provided.
2. Suitable access to working places must be provided at stepping off points. Persons should not be required to climb over or under guardrails or toe-boards. Gaps in guardrails, toe-boards are to be kept as small as possible.
3. Where ladders rise a vertical distance of more than 9m landing places must be provided at intervals not exceeding 9m and be provided with both guard rails and toe-boards.
4. Where ever ladders pass through platforms the openings must be no longer than necessary and no wider than 500mm leaving sufficient platform width for access.

3. Extension Ladders

1. When using an extension ladder the overlap of any two adjacent sections is to be:

Closed length of ladder

5 metres	1.5 rungs
5 - 6 metres	2.5 rungs
Over 6 metres	3.5 rungs

Title

Procedure No L-001

Ladders

Actions (Cont'd)

Inspection and Maintenance of Ladders

1. Ladders must be inspected before use.
2. Ladders must not be painted or treated in such a way that defects cannot be easily seen. Coatings of preservatives and/or clear varnish are permitted.
3. Ladders should be inspected frequently and the following points noted:
 1. Splits or cracks, splintering, warping or bruising.
 2. Undue wear or movement of rungs, no rungs should be missing.
 3. Tightness of wedges and tie rods, correct positioning of metal reinforcements to stiles.
 4. Splitting and fraying of feet.
 5. If a ladder cannot be properly repaired it must be scraped.
 6. Ladders must not be used to support working platforms, run ups or board runs.

Security

1. On sites that are not fully secured, ladders are to be taken down at the end of the working day and secured to prevent their use.

Title

Procedure NoL-002

Lifting Appliances

Purpose

1. To prevent accidents occurring where the use of Lifting Appliances is involved.

Documents Used

1. Provision and Use of Work Equipment Regulations 1998 (2nd edition).
2. Record of Examinations, Form 91, Part 2, Section 0
3. Record of Weekly Inspections, Form 91, Part 1, Section C
4. Engineer Surveyors six Monthly Inspection Report
5. Certificate of Training Achievement (CTA), CITB
6. Personal Protective Equipment at Work Regulations 2002

Reference Documents

1. Health and Safety at Work Act 1974
2. Factories Acts 1961
3. Construction (Lifting Operations) Regulations 1961
4. HSE Guidance Notes
5. Erection and Dismantling of Tower Cranes PM 3
6. Access to Tower Cranes PM 9
7. Excavators Used as Cranes PM 42
8. Scotch Derrick Cranes PM 43
9. "Safe Use of Cranes" BS7121: Part 1:1989

Requirements

Selection

1. Each type of crane has certain features that usually dictate the suitability for a particular application.
2. Mobile cranes are most suitable where the job is short and good mobility is required around the site or between sites. Few mobile cranes have the facility of pick and carry duties and so must be set up on their outriggers at each lifting location.
3. Crawler cranes are best in off road positions where the ground is unsuitable for wheeled vehicles. They do, however, require firm hard level standings where they are to carry out lifting duties.
4. Tower cranes are most suitable for the handling of loads to extremes of height and reach and are particularly suitable when the crane standing is confined.
5. In selecting a crane, it is important to know the weight of the load to be lifted, the radius of operation, and the height of lift required.
6. Company management must be given details of any crane intended to be used so that adequate provision can be made for its safe use on site.

Title

Procedure No L-002

Lifting Appliances

Requirements (Cont'd)

7. The following documentation must be produced for inspection on the site before any crane starts work.

Certificate of Test, Form 96

Record of Examinations carried out at least every 4 months, Form 91, Part 2.

Section G

Record of Weekly Inspections, Form 91, Part 1, Section C

The Engineer Surveyors 6 monthly report of Wire Roping

8. The equipment must be checked that it is right for the job and that the safe load indicator system and load radius indicator are working and set correctly for the crane duties as rigged.

Crane Operator

1. The skill required by crane drivers is such that they have to be both physically and mentally suited for the work.
2. Any crane operator must be properly trained and hold a CITB certificate of training achievement (CTA) or similar certificated qualification. He must also be competent and fully conversant with all aspects of safe crane operation.
3. Any person being appointed to crane operator's duties must be at least 18 years of age and be medically fit with good eyesight and hearing.

Actions

Tandem Lifts

1. Where two cranes are required to raise a load, the whole operation must be supervised by a specially appointed competent person.
2. The safe working load capacity of each crane, for the required jib length and operating radius shall be at least **25%** more than the calculated share of the load to be handled by each crane during the tandem lift.
3. The complexities of this type of operation must be clearly appreciated and all the necessary steps taken to ensure that neither crane takes more than its calculated share of the load, that neither machine becomes out of level and that the hoist ropes remain plumb

Title

Procedure No L-002

Lifting Appliances

Banks-man/Sling

1. A banks-man / slinger will be appointed so that clear and precise commands are given to the crane driver.
2. Banks-man should be provided with suitable distinctive clothing.
3. Any person nominated for the position of banks-man-/slinger should meet the following requirements:
 1. They must be at least 18 years of age.
 2. They should be thoroughly training in the hand signalling system and be capable, where necessary, of giving clear and distinct instruction over a radio or similar signalling methods.
 3. They should have an aptitude for judging distant, height and clearance.
 4. The should be capable of selecting suitable lifting equipment and be able to recognise any defect in lifting equipment.

Erection/Dismantling of Tower Cranes

1. A method statement including the sequence of the work must be provided to the main contractor before work commences.
2. Persons working at height must wear a use a full safety harness.

Control of the Lifting Operation

1. One person should be appointed to have overall control of the lifting operation.
2. This person must have adequate training and experience to enable them to:
 1. Assess the lifting operation with respect to planning, selection of crane(s), lifting gear and equipment, instruction and supervision.
 2. Ensure that equipment has been properly inspected and maintained.
 3. Ensure that defects are reported and action taken.
 4. To organise and control lifting operations.
3. The appointed person must have the authority to stop the operation if he/she considers that danger is likely to arise.
4. Duties may be delegated to another person where appropriate.

Title

Procedure No L-003

Lifting Gear

Purpose

1. To prevent the serious misuse of lifting gear and to give maximum attention to the correct use and maintenance of all items of lifting gear.

Documents

1. Certificate of Examination - Engineer/Surveyor (6 monthly)
2. Sling Tests, Form 87
3. Contractors Record of Test, Examination and Inspection (Lifting Gear)

Reference Documents

1. Health and Safety at Work Act 1974
2. Factories Acts 1961
3. Construction (Lifting Operations) Regulations 1961
4. HSE Guidance Note - PM 16, Eyebolts

Requirements

Testing and Examination

1. Lifting equipment must be thoroughly examined by a competent person usually an engineer/surveyor, at least every 6 months.
2. Contractors should ensure a record of test, examination and inspection is maintained for each item of lifting gear.

Actions

Chains

1. Only high-tensile steel or alloy steel chains may be used.
2. All chains must have owner's identification mark and safe working load displayed.
3. No chain shall be used if it has stretched, if links, rings or hooks have become distorted, if it has been shortened, or if it has been joined to another by bolts passing through the links.

Title

Procedure No L-003

Lifting Gear

Actions (Cont'd)

Wire Ropes

1. A wire rope becomes unsafe for use when more than 5 % broken wires are showing in an equivalent length often diameters.
2. A wire rope becomes unserviceable if wear on a rope results in flattening so that there is a 10% reduction in rope diameter.
3. Whether hand or mechanically spliced, slings must be tested, and marked with the owner's identification and the safe working load.
4. Form 87 must be completed.

Fibre Ropes

1. Only properly manufactured fibre rope slings may be used.
2. The strength and other properties of a rope will depend to a long extent on the material from which it is made. For example, a sisal rope has about one third of the strength of a nylon rope of the same diameter.
3. Manufacturers must be consulted to ensure that the ropes performance will be appropriate for the intended application.
4. The safe working load of a fibre rope is sometimes not quoted, instead, the specified breaking strain relative to a particular rope circumference is given.
5. It is important that the user fully understands the conditions to which the safe working loads relates.
6. Natural fibre ropes should not be used because of their susceptibility to rotting and chemical attack.

Hooks

1. All lifting hooks must be fitted with a safety catch, be moused, or be shaped to prevent the sling eye or the load from becoming displaced. (e.g., a "C" Hook or Liverpool Hook).

Title

Procedure No L - 004

Lasers

Purpose

1. To prevent injury being caused by the use of infrared lasers which are used as measuring devices in industry.

Documents Used

Reference Documents

1. Health and Safety at Work Act etc. 1974 - Sections 2, 3, 6, 7 and 8.
2. Code of Practice on Exposure Data - Lasers, BS4803 - 83.
3. International Electro - Technical Commission Standard (I.E.C.-TC-76)

Requirements

Types of Lasers in Use

1. Helium-neon (He-Ne) continuous wave lasers with radiant output powers between 0.5 and 10mW.
2. These emit radiation in the visible red part of the electro magnetic spectrum at a wave length of 633 nanometres (nm) these are the most popular and versatile lasers in use.
3. Gallium-arsenide (Ga-As) pulsed lasers with average output power up to 10mW.
4. These emit in the near infra-red region at wavelengths between 850 and 950 nm and are invisible to the eye.
5. Neodymium-glass (Nd-glass) high-power pulsed lasers. Modified from surplus military-ranging equipment, they emit in the near infra-red region at a wavelength of 1057 nm invisible to the eye.

Applications

1. The two types of infra-red lasers in building are used solely as distance -measuring (ranging) instruments.
2. Static laser beams from the visible He-Ne lasers may be used simply as an optical plumb line for alignment or as a reference datum for measurement.
3. The most common application of He-Ne lasers is in rotating beam systems that sweep an arc in a horizontal plane.

Title

Procedure No. L-004

Lasers

Classification of Lasers

1. Class 1, laser products are safe for use under all viewing conditions.
2. Class 2 laser products are low-power devices emitting radiation in the visible region (400-700nm) that operate in either a continuous or repetitive pulsed-wave mode.
3. The maximum output power is limited to 1mW
4. Class 3a laser products are those that operate in the visible region with an output power of up to 5mW and which operate in either a continuous or repetitive pulsed-wave mode.
5. Direct intra-beam viewing with optical aids may be hazardous unless the equipment is properly designed or has been fitted with special filter equipment.
6. *Class 3b laser products may emit in any part of the electro-magnetic spectrum from the ultra-violet region through the visible to far infra4ed regions (200nm -1nm).
7. Direct intra-beam viewing is hazardous and optical viewing aids should not be used.
8. ***Class 4** laser products are high power devices whose output exceeds those of Class 3b equipment.
9. Both intra-beam viewing and specula reflections are likely to be hazardous.
10. Additionally, there is a potential fire risk associated with this class of laser and their use requires extreme caution.

***Note: Class 3b and Class 4, equipment is not permitted to be used on construction sites.**

Training

1. Operation of laser systems can represent a hazard not only to the user but also to other people over considerable distances.
2. Because of this hazard, only persons who have received training to an appropriate level should be placed in control of such systems.
3. The training that may be given by the manufacturer or supplier of the system, or by a suitable external organisation, should include, but not necessarily be limited to, the following aspects:
 1. Familiarisation with system and operating procedures.
 2. The proper use of hazard control procedures, warning signs, barriers etc.
 3. The need for personal protection.
 4. Procedures for reporting accidents

Title

Procedure No. L-004

Lasers

Actions

Safety Precautions

1. **Class 1** the laser beam should be terminated at the end of its useful path.
2. The laser should not be aimed at vehicles or personnel, particularly at head height.
3. **Classes 2 and 3a** the use of Class 2 laser products and Class 3a laser products requires the following safety precautions to be enforced:
 1. Suitable and adequately trained personnel should be assigned to install, adjust and operate the laser equipment.
 2. Areas where such lasers are used should be treated as controlled areas.
 3. Where reasonably practicable, barriers should be put up and in any event the area should be posted with standard laser warning signs and access restricted to personnel who have been advised about the precautions they should take.
 4. When ever reasonably practicable, mechanical or electronic means should be used to assist in the alignment of the laser.
 5. Prolonged intra-beam viewing (0.25 seconds or more) may be hazardous and precautions should be taken to ensure that persons do not look directly into the beam.
 6. Direct view of the beam with optical instruments, unless they have been fitted with special laser filters, may also be hazardous and should not be permitted unless specifically approved by a competent person after a detailed assessment.
 7. If a beam irradiance at the boundary of the controlled area exceeds the maximum permissible exposure level under any viewing conditions, including the use of 80mm viewing optics, the laser beam should be terminated within the controlled area when reasonably practicable.
 8. The position of any laser beam path should, where reasonably practicably, be either well above or well below eye level.
 9. Precautions should be taken to ensure that the laser beam is not unintentionally directed at specularly reflecting surfaces such as mirrors, lenses etc.
 10. Care will need to be taken to ensure that any such reflecting surfaces are not accidentally introduced into the beam's path.
 11. When not in use, the laser should be stored securely so that unauthorised persons cannot gain access to the equipment.
 12. The key to the power supply should be removed and held by an authorised person when the equipment is not in use.

Title

Procedure No L -005

Lead

Purpose

1. To ensure that adequate measures are taken to protect people from lead at work, and to assess the degree of possible lead exposure.

Documents Used

Reference Documents

1. Health and Safety at Work Act 1974.
2. Factories Acts 1961.
3. The Control of Lead at Work Regulations 1980.
4. Management of Health and Safety at Work Regulations 1999

Requirements

Introduction

1. The greatest cause of lead entering the body is absorption through the lungs through inhalation of dust and fumes.
2. A small proportion is absorbed through the stomach.

Lead Assessment

1. In order that adequate measures can be taken to protect people from lead at work, the degree of possible lead exposure needs to be assessed.
2. An assessment must be made therefore before any work starts and be revised where there is a reason to suspect that it is incorrect, where there is a material change in the work or when requested to do so by a Factory Inspector.
3. The purpose of the assessment is to determine whether exposure to lead is significant.

Control Measures

1. Measures taken to control lead exposure must be such that the threshold limit value (TLV), which is the maximum average exposure allowed over an 8 hour period, is not exceeded.
2. The TLV is currently 0.15mg lead/m³ air.
3. Control measures for materials, plant or processes should be considered adequate when they effectively control the exposure of persons to: Lead concentrations not exceeding the TLV previously given, lead that can be ingested and lead which can be absorbed through the skin.

Title

Procedure No L-005

Lead

Requirements (Cont'd)

The measures adapted to such exposures should include where appropriate:

1. Substitution by lead-free materials or low solubility lead compounds.
2. The use of lead compounds in emulsion or paste form to prevent or minimise the formation of dust.
3. The use of temperature controls to control the temperature of molten lead to below 500⁰C at which level fume emission is considered safe.
4. The containment of lead in enclosed containers such as drums or bags.
5. Effective exhaust ventilation where applicable.
6. Exclusion of persons whose presence is not essential in the work place.
7. Wetting methods that prevent formation of dust.

Actions

Information, Instruction and Training

Information, instruction and training must be given to any employee or supervisor involved in working with lead so that they would be familiar with:

1. The health hazards with lead.
2. The reasons for the nature of both the general control measures that are required to protect themselves or others, including their families who may be affected by their work with lead.
3. The specific control measures that are necessary in relation to each employee's own job.
4. How the control measures should be used if they are to be effective.
5. The significance of air and biological monitoring.
6. The role of medical surveillance.
7. Their duties under the regulations with particular emphasis on:

Title

Procedure No. L -005

Lead

Actions (Cont'd)

1. The need for correct use of the control measures provided including personal protective equipment.
2. The need for cleanliness and personal hygiene.
3. The need to attend at the appointed time for medical examinations and biological tests.
4. The need to report any defects or inadequacies in the control measures that could affect health.

Respiratory Protective Equipment

Approved respiratory equipment must be provided for anyone who is exposed to air borne concentrations of lead in excess of the lead-in-air standard.

Selection of respiratory protective equipment should be based upon:

1. The extent of the air borne hazard as indicated by air monitoring.
2. The nature of the hazard.
3. The standard of protection afforded by different types of respiratory equipment approved by the HSE.
4. Work requirements and conditions.
5. Face-piece fit for the wearer.

Protective Clothing

1. Protective clothing will reduce the danger of contamination by lead and help to prevent the spread by reducing the change of contaminated clothing being taken home.
2. The type and design of the clothing and the material from which it is made will be governed by the nature and amount of lead to which the employees are exposed.

Title

Procedure No. L-006

Liquefied Petroleum Gases

Purpose

To prevent accidents occurring with liquefied petroleum gases (LPG) which are flow widely used in the construction industry for many purposes.

Documents Used.

Reference Documents

1. Health and Safety at Work Act 1974.
2. Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972.
3. Notification of Installations Handling Hazardous Substances Regulations 1982.
4. HSE Guidance Notes CS4, C55 AND CS6.

Requirements

1. Introduction

1. These gases are commonly known as propane or butane, such gases are colourless, odourless and heavier than air.
2. An odorizing agent is added so that any accidental escape of gas will be noticed.
3. As both gases are heavier than air at normal temperatures, any leakage will tend to fall to the lowest level and may become ignited at some considerable distant from the source.
4. The gases form an explosive mixture with air (between 2 and 10 percent) and react vigorously with oxidising materials.
5. They are highly explosive when exposed to heat or flame and there is a risk of explosion is the cylinders are exposed to fire or over-heating.
6. When the gas consumption rate of a burner is greater than the evaporation rate within the cylinder the vapour pressure drops.
7. As a result, the liquid cools and moisture may condense, or even freeze on the outside of the cylinders.

Cylinders: Liquefied petroleum gas cylinders are identifiable as follows:

Propogas	Grey/Red Top
Botogas	Grey/Red Top
Glogas	Yellow
BOC Propane	Red
Calor Propane	Red
Calor Butane	Blue (some are Green)

Title

Procedure No. L-006

Liquefied Petroleum Gases

Requirements (Cont'd)

Cylinders (Cont)

2. All LPG cylinders should be marked with the proof test pressure and the test date, along with further identifications, if applicable, that the cylinder has been thoroughly examined and tested during the preceding 5 years.
3. Under no circumstances may cylinders be modified or repaired.

Actions

Storage

1. Where LPG cylinders are stored on construction sites, the area shall be at ground level and readily accessible to facilitate the prompt removal of cylinders in cases of emergency.
2. Cylinders shall be stored in the open air, protected from unauthorised access by a fence 2metres high with two means of exit via gates which open outwards and are not self locking.
3. Alternatively they may be kept in a lockable cage.
4. There shall be sufficient shelter to prevent cylinders being exposed to extremes of weather.
5. The floor should be paved or compacted level.
6. The area shall be kept clear of all flammable material and there should be no adjacent drains, excavations or cellars.
7. Permanent notices stating "LPG-Highly Flammable" should be prominently displayed adjacent to each entry point
8. Notices prohibiting smoking and naked lights should also be displayed.
9. LPG cylinders may be stored along side others whose major risk factor is flammability or which are inert.
10. They should never be stored closer than 3m to cylinders containing oxygen or materials that are toxic or corrosive.
11. Cylinders, whether they are full or "empty", must be stored valve uppermost.
12. Only the minimum quantity of cylinders necessary should be stored on site e.g., one day's advanced supply where practicable.
13. Contractors are reminded that it is an offence to allow the unlawful acquisition of any LPG cylinder.

Title

Procedure No. L-006

Liquefied Petroleum Gases

Actions (Cont'd)

Fire Protection

1. Fire extinguishers, preferably of the dry powder type should be placed around any storage compound or close by cylinders in use.
2. A minimum of 4.5kg of dry powder is necessary for up to 450kg of LPG, 9kg for quantities above this.

Bitumen Boilers and Cauldrons

1. Large off-takes of gas for long periods can result in reduced pressure of gas with consequence frosting of the outside of cylinders.
2. A twin branch feed facility must therefore be provided to each appliance to reduce the risk of cylinder frosting.
3. All gas cylinders shall be sited at least 3 metres away from the burner equipment.
4. The boiler or cauldron shall be positioned away from general traffic avenues to prevent the unit cylinder and hoses being damaged by site vehicles.

Hand Operated Tools

1. When using hand tools, the supply cylinder shall be secured to prevent its being pulled over.
2. A suitable high-pressure hose should be used to connect the tool to the pressure register.

Site Huts

1. Cylinder and regulators shall be fixed outside the building, protected from frost or direct sunlight
2. The gas supply shall be taken in at low pressure through rigid piping (copper or iron), with a flexible connection to the appliance.
3. A valve should be provided to shut off the gas supply at the appliance as well as at the cylinder.
4. All piping should be exposed so that any leakage can be quickly detected and a build-up of gas prevented.
5. Site huts in which LPO is used must be provided with high and low level vents to prevent a build up of gas in the event of a leak.

Title

Procedure No M - 001

Manual Handling

Purpose

In order that the Company complies with the Manual Handling Operations Regulations 1992
It is essential that any and all Manual Handling Operations within the Company comply with the terms laid down in these Regulations.

Documents Used

Assessment Record

Reference Documents

1. "Health & Safety Executive Guidance on Regulations Booklet ISBN 0-11-886335-5" ref ISBN.
2. Health & Safety Manual Handling Operations Regulations 1992.
3. Construction (Design and Management) Regulations 2007

Requirements

Definition of Load

A load in the context of this Policy must be a moveable object, as defined in "Health and Safety Executive Manual Handling Operations regulations 1992"

Actions

Prevention of Injury

The application of the Policy seeks to prevent injury to any part of the body, account should also be taken of any external properties of loads which might either affect grip or cause direct injury and also unequal distribution of weight.

These external properties could also include, extremes of temperature, slipperiness, roughness or sharp edges.

Manual Handling

Actions (Continued)

This Policy applies to the handling of loads by human effort. The human effort may be applied directly to the load or indirectly by hauling a rope or push a lever for example. The introduction of mechanical assistance either powered or manually driven may reduce but not eliminate manual handling since human effort may still be required in the execution of that handling. Manual handling also includes both transport and support of a load in a static posture, or intentional dropping or throwing of a load.

It is the duty of Site Managers/Health & Safety Representatives to ensure for their staff and themselves that the following provisions are observed.

Avoidance - To avoid Hazardous Manual Handling Operations so far as is reasonably practicable.

Assessment - To assess all Manual Handling Operations that cannot be avoided.

Reduction - To reduce the risk of injury to the lowest level so far as is reasonably practicable.

Avoidance - Prior to the handling of any load, consideration should be given as to whether the load requires to be moved at all and if the desired result may be achieved in some other way.

If load handling cannot be avoided then consideration should also be given to automation or mechanisation of the operation although it should be recognised that these operations may cause problems of their own.

Assessment of Risk -

Where the moving of a load cannot be avoided then the Site Manager/Health & Safety Representative must make an assessment of the risk involved. . It is the responsibility of the Site Manager/Health & Safety Representative to ensure that all manual handling operations are assessed.

Where unusual loads are involved this may entail the use of specialist advice and such cases should be referred to the H. S.O. In all cases of assessment it is essential that the Site Manager & Safety Representative, in the first place, take account of following, the nature of the load, the environmental conditions and the operators' physical condition.

Title

Procedure No M -001

Manual Handling

Actions (Continued)

Reduction of Risks

Where it is not possible for the movement of a load to be avoided, the Site Manager & Safety Representative should take appropriate steps to reduce the risk of injury to the members of staff undertaking manual handling to the minimum. This reduction of risk will normally take the same approach as that employed in the assessment process, It will consider the task, the load, and if the load can be made lighter, the environment and the individuals capability. The use of mechanical aids must always be considered

Assessment Records

The Site Manager & Safety Representative will be responsible for preparing and maintaining records of both ordinary and special lifting requirements in their area. Copies of such assessments should be forwarded to the H.S.O.

Training

The Site Manager & Safety Representative will be responsible for identifying the training needs of their staff in matters relating to manual handling. When such training needs have been identified these will be notified to the H.S.O. who will arrange training.

Staff Responsibilities

Staff adherence to specific instructions regarding manual lifting arrangements is required. Each member of staff shall exhibit a duty of care in their regard to this Policy, other staff and manual handling operations.

Disciplinary Procedure

In cases where staff has not complied with this Policy or Management Instructions relating to it, they may be subject to disciplinary procedure.

Title

Procedure No M -001

Manual Handling

Actions (Continued)

Monitoring/Auditing

Manual Handling Operations within Sites should be regularly monitored by the Site Manager/Health & Safety Representative to ensure that the references of this Policy are complied with. This may take the form of spot checks. Where anomalies are discovered the Site Manager is responsible for taking corrective action.

NOTE

This policy is précis of "Health & Safety Executive Manual Handling Operations Regulations 1992" and is intended to give guidance to management in the implementation of the requirements of the Regulations. Should there be any conflict in the interpretation of the Regulations, then the terms of the source documentation ("Health and Safety Executive Guidance on Regulations Booklet ISBN 0-I-886335) ref ISBN will take precedence over this Policy.

Title

Procedure No N-001

Noise

Purpose

To obviate where ever possible differing problems of noise in order that the least possible disturbance is caused to people living in the vicinity of the site and to protect individuals from impaired hearing.

Documents Used

Reference Documents

- i. Health and Safety at Work Act 1974
- ii. Noise at Work Regulations 1989
- iii. Management of Health and Safety at Work Regulations 1999
- iv. Control of Pollution 1974 - Part 3
- v. HSE Noise Guides, No's 1 & 8
- vi. HSE Guidance Note EH14 - Level of Training for Persons making Noise Surveys B55228 1984, Noise Control on Construction Sites CIRIA Report 120: A Guide to Reducing the Exposure of Construction Workers to Noise.

Requirements

Control of Pollution Act 1974 - Part 3

1. The Control of Pollution Act 1974 provides general powers for the control of noise arising premises, including land.
2. Under sections 58 and 59 of the Act, local authorities and magistrate's courts may lay down the requirements designed to reduce a noise which they are satisfied amounts to a statutory nuisance.
3. These powers may be exercised either before or after work starts.
4. A contractor can take the initiative by asking a local authority to make its noise control requirements known.
5. Section 60 enables a local authority to serve a notice of its requirements for the control of site noise on the person who appears to the local authority to be carrying out the works.
- 1.6. This notice can:
Specify the plant or machinery that is or is not to be used. However before specifying any particular methods or plant or machinery, the local authority has to consider whether other methods or plant or machinery would be substantially as effective in minimising noise while being more acceptable to the contractor.

Title

Procedure No N-001

Noise

Requirements (Cont'd)

2. Specify the hours during which the construction work can be carried out. This will probably restrict work to between 7.00 am and 7.00 pm Monday to Friday with additional restrictions upon weekend working. In all cases appointed sub-contractors will have to comply fully with the restrictive hours specifications. The restrictions upon operating hours will primarily be dictated by the required achievement of a 12 hour equivalent sound level 75dB (A) Leq.
3. Specify the level of noise that can be emitted from the premises or at any specified point on those premises or that can be emitted during the specified hours.
4. Provide for any change of circumstances. An example of such a provision might be that, if ground conditions change and do not allow the present method of working to be continued, then alternative methods of working should be discussed with the local authority.
5. Sub-Contractors are to notify the main contractor immediately such a notice is issued so that an appeal to a magistrate's court can be considered and implemented within 21 days.

Actions

Community Relations

1. Good relations with people living and working near sites are of paramount importance. Early establishment and maintenance of these relations throughout the contract will go some way to allaying people's fears.
2. It is suggested that good relationships can be developed by keeping every one informed of progress and by treating complaints fairly and quickly.
3. The person, company or organisations carrying out work on site should appoint a responsible person to liaise with the public.
4. Noise from blasting operations is a special case. The sharp report often associated with blasting can give rise to concern or even alarm to persons unaccustomed to it.
5. The adoption of good blasting practices will reduce the problem, but it is nevertheless important to warn members of public, if necessary individually.

Title

Procedure No N-001

Noise

Actions (Cont'd)

Personal Noise Exposure

1. Many operations in construction work can result in personal noise exposures that can cause hearing lose. Typical examples are piling, pneumatic breakers, scrabbling generators, etc.
2. Assessments must be carried out to establish the typical noise levels workers are exposed to.
3. All workers who are exposed to more than 85dB (A) averaged over an g hour period must be provided with suitable hearing protection, e.g., ear muffs or ear plugs.
4. Where workers are exposed to 90 dB (A) steps should be taken to reduce the noise level as far as possible without the use of ear protectors, e.g., by the use of silencers or mufflers.
5. If exposure is still above 90dB (A) eye protectors must be provided and workers must wear them.
6. All employees exposed to 85dB (A) or more must be made fully aware of their own obligations the risks and how to obtain ear protectors.

Types of Plant Causing Risk

1. The following lists indicate but are not confined to equipment presenting a risk of hearing damage to workers, these lists are not exhaustive and given for guidance only.
2. In the list

Extreme Risk:

Means that very high levels of noise exposure are likely and extreme precautions would be necessary to avoid excessive exposure of the operator and bystanders alike.

Very Significant Risk:

Means that high and still excessive levels would be expected unless a great care were taken in the selection of the equipment and/or in the control of their use, the main risk would be to the operator but there could a risk to bystanders, particularly other members of a gang.

Significant Risk:

Is intended to suggest that it would be relatively easy to avoid a problem but one might well arise if care were not taken, it is unlikely that any one other than the driver/operator would be affected.

Title

Procedure No N-001

Noise

Extreme Risk

Cartridge Tools
Diamond Drills and Saws
Explosives
Percussion Tools (Concrete Breakers, Drills, Chipping Guns)
Piling Hammers
Rock Drills

Very Significant Risk

All forms of mobile equipment (Earthmovers, Dumpers, Tractors, Concrete Mixers)
Compactors
Compressed Air Tools
Diesel or Petrol Driven Static Equipment (Bar Benders)
Hammers
Poker Vibrators, Tampers
Powered Cutting, Grinding, Drilling Tools
Sand Blasting Equipment

Significant Risk

Compressors
Concrete pumps, and placers
Cranes
Hoists
Portable Generators
Other Powered Hand Tools
Water-jetting Equipment
Welding Equipment

Title

Procedure No P-001

Health & Safety Policy Statement

Health and Safety
Health and Safety at Work Act 1974

Policy Statement

Building Themes International attach the highest importance to the safety of its employees at work and believe that the promotion of conditions essential to the health and safety of all personnel are a mutual objective for management and employees.

Foremost in the Company's duties and responsibilities to its employees is the need to provide and maintain safe, healthy and hygienic working conditions and practices.

All levels of Management are involved in this responsibility, from the Board to the Site Fixers. However, certain special responsibilities, arising from particular risk areas, devolve upon specific executives, as mentioned in the following paragraphs.

All Company employees will be expected to respond by ensuring that they work safely and efficiently by adhering to all the Company's safety rules and by meeting statutory obligations relating to the duty of care for the safety of themselves and others.

Health, Safety & Welfare

At Edwards Wrought Iron Ltd

The Contracts Director has the responsibility for staff health and safety training and its implementation, regular appraisal of problems arising, with the duty of maintaining records of all accidents and health hazards. The Managing Director has ultimate responsibility for the whole of

- (a) The overall responsibility for the Health and Safety Policy in this area.
- (b) Contract Co-ordinator has a responsibility for the Co-ordination of sub-contractors health and safety of his staff and is able to call upon both the Contract's Manager and the Managing Director for advice.

Title

Procedure No P-001

Health & Safety Policy Statement

Accident Prevention

In the Company's different locations, it is the responsibility of the Site Foreman to carry out regular checks, take immediate action to rectify any hazards and brief his staff in all safety measures.

All staff must report possible safety hazards to their immediate superior.

Accident Investigation

Every accident, however minor, must be reported.

First Aid

Every establishment must have first aid materials and suitably trained first aid staff All staff must be made aware by the Site Foreman of the location of the First Aid equipment and the arrangements for its use.

Fire Training

Regular drills and instruction sessions must be held.

Generally

There is a duty upon every individual employee to take every reasonable care for the health and safety of himself (or herself) and of other persons who may be affected by his (or her) acts or omissions at work.

There is a legally enforceable duty on employees to co-operate with their employers in achieving compliance with the Health and Safety at Work Act 1974 and any Regulations issued there-under.

Signed:

Title

Procedure No P -001

Health & Safety Policy Statement

Regulations

Regulations, no matter how comprehensive, cannot cover every possible eventuality but these regulations must be studied carefully.

Medical

Study any notices or other instructions giving details of first aid arrangements. Follow these instructions implicitly in an emergency. There is a first aid box at every location some of which also have qualified first aid staff whose names are shown on the notice board.

In cases of severe electric shock a doctor or ambulance must be called, whether or not a first aider is available. In cases of less severe shock a first aider should be consulted (where available) before any further action is taken. If resuscitative measures are necessary they must begin at once and not delayed while a doctor is being called or advice is sought. The Contracts Director is to be informed immediately of any first aid treatment.

Accident Book

An entry must be made in the Accident Book for the premises concerned. The "Accident Book" will be maintained by the Site Foreman and copies of all reports must be forwarded to the Contract Director for onward transmission, where necessary, to the Health and Safety Executive.

Serious injuries or dangerous occurrences as set out in the Health and Safety Executive Booklet HSE11 must be notified to the enforcing authority and the Contracts Director of the company by the quickest possible means (normally telephone) and followed up with the entries and reports mentioned above.

In the Event of an Accident

- (1) Establish the seriousness of the injury. Your trained first-aider should attend and advise.
- (2) Telephone such medical help as may be necessary. (Doctor or Ambulance)
- (3) Ensure that people are kept out of the area if a dangerous situation still exists.

Title

Procedure No P -001

Health & Safety Policy Statement

In the Event of an Accident (Continued)

- (4) If the occurrence is serious, telephone and notify the enforcing authority.
- (5) Investigate the cause of injury and accident.
- (6) Complete the Accident Book and report form.
- (7) Forward copies of the report to the
- (8) Ensure so far as possible that the event cannot recur.

Full and accurate reports can only be made if the circumstances have been thoroughly investigated. If you are responsible for an investigation you should carry it out as soon as possible after the accident has occurred, checking the story of the person or persons involved with the accounts given by witnesses. First establish exactly what happened and then look for the cause of the injury and the cause of the accident.

In the event of a notifiable dangerous occurrences you should minimise the disturbance of materials involved pending examination by the enforcing authority.

Circumstances that could have resulted in injury, i.e. a dangerous incident or near miss, should be the subject of an equally thorough investigation. Even though no-one is injured on one occasion the same situation could later on lead to serious injury. This may be prevented by timely action.

Possible Dangers

It is the responsibility of each member of staff to be on guard against possible hazards in connection with premises, equipment or working methods, e.g. damaged floors or stairs, loose carpets, machinery or electrical equipment or wiring that appears to be defective, report these to the Site Foreman or Workshop Foreman or Safety Representative without delay.

Fire and other Emergencies

Find out the local arrangements for giving out an alarm and general procedure in the event of fire. Notices giving details of these arrangements are displayed prominently on the notice board of every site. In the event of an accident in which heavy or specialised equipment is required to free a trapped person, call the Public Fire Brigade and the Ambulance Service in accordance with local arrangements, making clear the nature of the emergency. After this inform the Contract's Director or Safety Representative.

Title

Procedure No P -001

Health & Safety Policy Statement

Fire Prevention

Keep all areas clear of rubbish, which can constitute a fire risk if left in passages and odd corners. Check that all gas, electricity or water services that you use are safe before you leave the premises.

Do not use or store highly inflammable or toxic substances anywhere other than in the specifically designated areas. Special attention must be paid to their usage and where there are special storage arrangements do not allow stocks to exceed the permitted quantities. Use pressurised petroleum derivatives, such as butane/propane, strictly in accordance with the maker's instructions. Cylinders containing them must be returned to the distributor when they are no longer needed. Do not leave them lying about, particularly in a warm room.

Do not smoke in any area in which 'No Smoking' notices are displayed. Such areas are stores containing petrol, paraffin, paint, oil or any other flammable fluids/substances or explosives.

Where smoking is allowed and especially in areas where paper is left about take great care to use the ashtrays provided and avoid doing anything which might cause a fire, such as leaving cigarettes burning. Metal wastepaper receptacles only must be used, never wicker, papier mache or plastic.

Safety in Offices

If you are wearing shoes with stiletto heels or platform soles and you have to use stairs in an emergency, you will be much safer if you take your shoes off.

Female employees should not try to lift or carry typewriters or other heavy objects unaided.

Be careful when handling pins and staples or when using a stapler or guillotine.

When carrying files or boxes, particularly up or down stairs, make sure that you can see where you are going.

Do not leave drawers of cabinets or desks open for yourself or others to stumble over. Do not open more than one drawer of a filing cabinet at one time.

Do not put materials on or against heating apparatus, e.g. a night storage heater, radiators, convectors, etc.

Title

Procedure No P -001

Health & Safety Policy Statement

Electrical Appliances

Do not use any electrical equipment unless you know it is approved by the Company. Unless you are qualified to do such work, you must not try to install, dismantle or repair any electrical appliance. You should ask a qualified person to do it for you. Do not use an appliance with frayed leads, or one from which you have received an electric shock. If in doubt, get advice.

Before carrying out cleaning work make sure, if necessary by getting appropriate advice, that there will be no danger of electric shock.

Do not plug in, switch on, or use electrical appliances without their protective covers or guards. This applies in particular to such things as accounting machines, electric typewriters, duplicating machines, guillotines and radio and television receivers. Before cleaning any appliance switch it off at the wall socket and pull out the plug. Take care never to stretch a cable so tightly that it drags on the socket.

Under no circumstances overload a power point, i.e. using more than one adapter.

Do not use or demonstrate any electrical equipment without a plug or approved test bench socket.

Mains fed electrical equipment may be liable to overheat and when it is 'live' you should not normally leave it unattended. Except in certain circumstances you must always switch it off at the end of the day or when it is no longer required. In non-technical areas switch off any electrically operated equipment and withdraw electric plugs before going off duty (but not by pulling the cable).

All items of clothing and protection shall be in accordance with the regulations and conform to the latest issue of the British Standards or other guiding body.

Suitable clothing shall be worn and all relevant notices placed. Instruction as to suitable clothing shall be given.

In the case of any risk items protective clothing shall be worn.

Care should be taken in taking out old materials such as demolition materials (Floorboards etc.). They should be rendered safe immediately they are removed by de-nailing or immediately putting into a safe storage area. Protective footwear shall be worn in such cases of work.

Protective Gloves shall be worn at all times of risk to the hands.

Title

Procedure No P - 001

Health & Safety Policy Statement

All personnel shall be given instruction on safety and hazards and given training on safety matters when required.

The site both internally and externally shall be kept tidy, regular inspections shall be made. Loose items left discarded shall be removed from the site. Proper removal of debris shall be undertaken in an approved manner. Skips may be used provided all permits are obtained. They shall be regularly emptied and on no account will fires be allowed.

Reclaimed demolished items shall be removed from site on no account will the sale of any item removed from the premises be allowed from the site.

Each project shall be assessed as to the risk and staff and workforce shall be properly instructed through the Site Foreman. The risk assessment shall be carefully monitored and all risks will be notified to the Planning Supervisor and all personnel affected by them shall be adequately notified.

Each site shall have a designated Foreman or specific Health and Safety Officer properly designated and notified to the Planning Supervisor, Health and Safety Officer of the Governing Local Authority Supervising Officer and Clients Representative so that there is no doubt as to who is responsible for administering Health and Safety matters relating to the site. In the absence from the site of the designated person a deputy shall be nominated who shall be adequately qualified in accordance with the Health and Safety Regulations.

Each site shall have a competent foreman in charge with a competent deputy in the case of holidays or sickness.

A copy of the Health and Safety plan shall be kept on site and displayed as per the requirements of the CDM Regulations.

The following shall be provided for each site and included for each project:

Nominated persons for each operation regarding health and safety.

Identification of all site personnel

Notices properly displayed and kept in good condition. (Including a copy of the Health and Safety notification to the Local Authority)

Protection of all works and temporary works

Title

Procedure No P - 001

Health & Safety Policy Statement

Safety Training

All projects will have a policy for induction training and will be described to all affected personnel induction to site.

Training sessions shall be agreed with the Contracts Director and Planning Supervisor and all hazards identified in the Health and Safety Plan will be taken into account. (But limited to Health and Safety Plan, additional hazards shall be identified as work proceeds and the project develops).

The person responsible for the induction training shall be stipulated for each contract and for each hazard.

All specific training by which plant/equipment operators will be authorised following training to operate and the manner in which the equipment will be described with a monitoring system put into operation for all equipment.

There will be a designated site meeting and assembly room/area set aside on the site with information board, notice board.

Title

Procedure No P -001

Health & Safety Policy Statement

Sub-Contractors

All obligations including in this document regarding health and safety shall be passed equally to all Sub-Contractors employed on the project either employed by the Principal Contractor or directly employed by the Client under the General Terms of the Contract.

Agreement shall be made with all Sub-Contractor with their own Health and Safety Statement and that it shall conform to that of the Principal Contractor and their information shall be incorporated into the Health and Safety plan.

All Sub-Contractors shall comply with the following arrangements and shall either on their own or through the Principal Contractor, depending on the type and complexity of the Sub-Contractors work, incorporate all these requirements and any other Health and Safety requirement into their schedule.

Sub-Contractors shall be notified of their obligations under the Health and Safety Regulations, specialist work known to the Sub-Contractor which is hazardous which the Sub-Contractor has special knowledge shall be taken fully into account when developing his Health and Safety plan. Such specialist risks shall be notified to all concerned and to other site personnel who may be at risk due to any specialist operation.

Regular meetings with workforce to discuss Health and Safety shall be mandatory.

Record of all site work-force to be kept on site and incorporated into the safety file, detailing:

Name, Address

N.I. Number

Blood Group

Next of Kin - address and contact number

Any special health requirements or medication

All health and safety skills noted. (In the case of accidents only trained site personnel will be called on to act.

All work-force notified of site requirements and company requirements regarding health and safety.

Wearing of suitable clothing

Wearing of safety equipment for general tasks

Wearing of safety equipment for special tasks

A record of issue of protective clothing and equipment will be kept and regularly checked and updated. Sub-Contractors will be required to conform to the company policy laid down above for all their work.

Title

Procedure No P -001

Health & Safety Policy Statement

Sub-Contractors (Cont)

Each site to have available the following equipment (As a minimum)

- Time Sheets
- Visitors Log
- Sub-Contractors Time Sheets
- Equipment Log
- Drawings and other information
- Accident Book
- First Aid Kit
- Safety Equipment including:
 - Protective Clothing for specific types of work where required.
 - Protective Goggles
 - Hard Hats
 - Protective Gloves
 - Harnesses and Anchorage's where required.
 - Life Jackets and the like when working near deep water

All site personnel shall be informed of a requirement to wear suitable clothing including footwear. Footwear generally shall be steel protected as required for specific or general tasks.

Telephone number of:

- Health and Safety Officer
- Client and Consultants
- Hospital
- Doctor
- Police
- Ambulance

Records and certificates of all work including false-work as follow:

- Certificates of inspection of all stages of work
- Records of false-work, formwork and scaffold
- Nominated false-work designer
- False-work supervisor
- Including materials inspections

Title

Procedure No P -001

Health & Safety Policy

Each Site to have available the following Equipment (As a minimum) Continued

- Final inspection prior to use
- Inspections during load conditions
- System of notifying all personnel that the temporary access has been checked and
- Approved by a competent person (e.g. Scaff tags)

The certificates will include:

- Permit to load
- Permit to partial strike
- Permit to complete strike

Each site will require:

- Storage areas marked and cordoned off
- Storage rooms or paddocks
- Meeting room/or designated area
- Office
- Sanitary equipment suitable for workforce

- Table and chairs for all workforce.
- Heating and weather protection
- Telephone and access to fax
- Recording equipment and stationery to record routing and as built information
- Record of all plant and equipment
- Log book of all plant and equipment and technical log recording when service required
- Instructions of use of all plant
- Storage of plant
- Storage of fuel and security of fuel
- Storage of hazardous material

The above shall be maintained at regular stipulated intervals and each specific task of maintenance will be allocated to a responsible named person for each task on each site responsible to the named foreman.

A record of the maintenance will be kept for all tasks and certification of satisfactory completion of tasks shall be made at regular intervals and recorded in the record book appertaining to that task.

Title

Procedure No P-001

Health & Safety Policy Statement

Inspections

A regular programme of inspections shall be prepared and reports prepared and submitted to:

Safety Advisors
Other interested parties
The Health and Safety file.

All safety matters will be assessed including nuisance, noise, dust and necessary arrangements to minimise disturbance will be notified and shall be taken into account when planning and executing the project.

A method statement shall be prepared in conjunction with the programme.

Calculations are to be made to ascertain the requirement of temporary supports and as necessary.

Risk Assessment

Risk assessment carried out and reviewed as work proceeds and notification of assessments and recording of such to be given to the Planning Supervisor and any risks notified to all concerned. After the risk assessment identifies a risk, a method statement shall be provided with sufficient details to ensure that the work is carried out in a safe manner.

Notification of all who be affected by such risk including Sub-Contractors or Suppliers shall be made to ensure that they are conversant with the contents.

Training

Training shall be clearly planned together with basic training for normal tasks. Should any risk assessment highlight necessary training, then training shall be provided and clearly stipulated for each risk.

Safety Meetings

Meetings are to be arranged as follows:

Pre-award meeting. - Pre construction meetings. - Employee safety meetings
Contractors and Sub-Contractors co-ordination meetings

The time and number of meetings will be ascertained for each project and minutes will be recorded for the Health and Safety File and notified to all concerned by appropriate method.

Title

Procedure No P-001

Health & Safety Policy Statement

Scaffolding

All scaffolding is to be erected in accordance with the trades standards for erection and removal of scaffold and all scaffold is to be fully boarded, fixed with kick boards and handrails and is fixed and braced to protect the workforce.

Scaffolding shall be moved and adapted only be authorised and qualified personnel. No trestles will be allowed.

A system of Scaff tags is required to notify all personnel of the adequacy of scaffolding.

Materials shall not be loaded on to scaffolding.

Access to scaffolding shall be by properly fixed ladders tied to the top with at least four rungs clear at the top.

Ladders are to be set at the correct angle and shall not be painted or repaired.

Sheeting shall be provided to protect against falling debris and stiff if the risk is increased where flying objects may be dropped. In all cases of demolition lifts or chutes shall be provided and debris shall be removed as the work proceeds.

All scaffold and false-work shall be inspected and certified at regular intervals by the safety officer designated by the Principal Contractor on site.

Portable aluminium scaffold towers shall be used as they were designed, and the following requirements shall be observed:

- They shall be moved without any personnel on them.
- Access only by an internal ladder
- Base stays shall be used when above normal height.
- Wheels shall be locked when personnel are on the platforms.
- The requirements of Scaff tags shall be followed.

False and Permanent Work

False and permanent work is to be planned in conjunction with regular progress of the work, the safety element assessed and relevant workforce instructed and notified together with all authorities.

Title

Procedure No P - 001

Health & Safety Policy Statement

Protection of Services

Included in the risk assessment will be the consideration for protection of overhead and underground services:

Procedure for identifying shall be adopted.

Procedure for protecting shall be considered.

Notification of Authorities shall be undertaken.

Licenses shall be obtained.

Permits shall be obtained where required.

Protection of personnel shall be provided.

Records must be made.

Lifting Arrangements

All lifting shall be assessed in the risk assessment procedure.

A trained and qualified crane co-ordinator shall be named by the foreman and his duties will be to co-ordinate all lifting matters.

A record of items to be lifted will be noted and proper arrangements with adequate lifting devices shall be used to minimise the risk.

The crane co-ordinator shall co-ordinate as banks-man and be suitably qualified and will adopt a co-ordinated method of communication with the machine operator.

When hand lifting is to be adopted, the training of lifting shall be undertaken by all operatives and instruction of the use of tackle will be undertaken. Adequate lifting tackle for the task will be used and properly supported and anchored.

Emergencies

Telephone numbers for emergency services shall be clearly displayed and notified to all staff.

Fire extinguishers will be allocated as required and the Fire Officer consulted and his recommendations adhered to with all matters relating to fire taken into account in the risk assessment.

When hot equipment is being utilised, e.g. blowlamp, welding apparatus, grinding machines and the like, fire extinguishing materials will be on standby together with lookout staff available to utilise the equipment.

Title

Procedure No P-001

Health & Safety Policy Statement

Emergencies (Continued)

Services shall be monitored and sealed off prior to alteration works taking place to minimise gas or electrical fires.

Should any accidents occur they shall be dealt with as follows:

- i. Emergency aid shall be summoned if required.
- ii. The nearest accident hospital shall be located and the telephone number and location shall be clearly identified.
- iii. The local medical centre shall be located and identified.

A policy for notifying accidents and recording shall be laid down in conjunction with the Planning Supervisor.

Accident Records

Accident records shall be kept.

A nominated person shall be instructed on basic first aid and be able to administer basic material from the first aid kit and shall be knowledgeable on treating minor accidents such as minor burns, they shall also be knowledgeable as to when to summon outside aid.

Site Telephones shall be provided.

Notification of all accidents shall be made to the Health and Safety Officer, the Planning Supervisor and noted in the Site record.

When adopting the Safety Plan, risk assessment of dangerous occurrences will be taken into account with the methods of notifying the Planning Supervisor and Health and Safety Officer.

Terrorist risks will be assessed and the necessary authorities consulted to minimise risk.

COSHH Policy and Arrangements

A nominated person shall be the COSHH Co-ordinator.

A record of all substances proposed and used shall be kept and recorded in the Safety file

Title

Procedure No P -001

Health & Safety Policy Statement

COSHH Policy and Arrangements (Continued)

All relevant Sub-Contractors will be required to co-ordinate with the nominated person and notify him that they have carried out risk assessments for any hazardous substances and that the requirements for protection will be met.

Substances shall be stored in proper areas.

Flammable materials shall be stored in locked areas. Gas cylinders in cages, petroleum and the like in fireproof areas isolated from the workforce.

Gas cylinders shall be disconnected from the appliances when not in use and when the site is closed and stored either in protected open-air stores or well-ventilated areas,

Chemicals shall be stored in accordance with the manufacturer's instructions.

No loose containers shall be left on the working area when not required and shall be stored in correct authorised manner.

Plant and machinery shall have containers for fuel stored away from the plant.

All containers shall be clearly marked if hazardous.

Protective clothing shall be used when handling hazardous materials.

First aid requirements in dealing with potential accidents relating to the hazardous materials shall be taken into account at all times.

Title

Procedure No. P-002

Plant & Equipment

Purpose

To introduce a scheme for the certification of construction plant operators, known as Construction Industry Training Board (C.I.T.B.).

Documents Used

Application Form C.T.A., Form BK021
Exemption Certificate F.2513

Reference Documents

Health & Safety at Work Act 1974
Factories Act 1961
Construction (General Provisions) Regulations 1961
Motor Vehicle (Construction and Use) Regulations 1978
Road Traffic Act 1972
Safe use of Lifting Equipment 1998
Provision and Safe Use of Work Equipment Regulations 1998

Requirements

Previous Experience

Each year the scheme introduces up to three items of plant and allows the operator 18 months to apply for their C.T.A. providing there has been at least a minimum 6 months previous experience (Grandfathers Rights) application is made on Form BK021.

Achievement Test

This is for experienced operators who missed the deadline for applying under previous experience.

This assessment can only be carried out on site or designated area by a C.I.T.B. instructor or someone with similar qualifications, to this end the Safety Officers will be able to carry out assessment on some items of plant.

Title

Procedure No.002

Plant & Equipment

Requirements (Cont'd)

The New Entrant

This is for operators who have not received any training on the item of plant.
Although plant training can be carried out on site, an approved training establishment is preferred.

Documentation

Any Lifting Appliances and Hoists used on site must have the relevant Insurance and Test Certificates and a Register of the same must be maintained on site.

Actions

Safety Awareness

To comply with the scheme, all operators must attend a one-day Safety Awareness Course. These are held periodically under the instruction the Health and Safety Officer.

The achievement testing period for the first four categories of plant in the scheme will lapse as of the 31/12/1991, following which formal training will be required. Similarly with later items of plant achievement testing will only last for given period.

Excavators will not be used as cranes unless have an Exemption Certificate in such cases they must fully comply with all the appropriate regulations.

Passengers must not be carried on Tractors, Dumpers or any other site vehicles all the appropriate machines must be fitted with a notice to this effect.

Only competent persons properly trained are authorised to use plant on site.

Plant introduced to the site by Sub-Contractors shall be adequately sound proofed. If the noise level is excessive and exceeds that as laid down by the legislation suitable hearing protection for those persons affected must be provided and worn. If there are any breaches of this requirement the Sub-Contractor will be asked to remove the offending equipment from site until suitable measures have been taken.

Title

Procedure No. P-002

Plant & Equipment

Out of Hours

Mobile plant must be parked in secure compounds or in an area where it will not be accessible to unauthorised persons.

Keys should be kept in a secure place and issued only to authorised operators. As appropriate batteries or fuel supply should be disconnected.

Driving Licences

The driver of any motor vehicle used on a road must hold a full driving licence applicable to the appropriate class of vehicle.

A road is defined as any road or highway to which the public have access and does not necessarily come under the control of the local authority.

	Timetable		
	Introduction Date	Expiry Date	Formal Training Required
Truck mounted cranes, Wheel cranes, Crawler cranes, Draglines	1/7/1986	31/3/1988	1/1/1992
Rough terrain forklifts Telescopic material handlers	1/7/1987	31/12/1988	1/1/1992
Dumpers and rear dump truck (below 10 tonnes)	1/1/1988	31/12/1989	1/1/1992
Excavators (180 and 360 degree, wheeled or crawler)			
Hoist, mobile elevating working platforms, tower cranes	1/7/1988	30/6/1990	1/1/1992
Loading shovels (wheeled and crawler)			
Tractor (wheeled and crawler – excluding agricultural)	1/1/1989	31/12/1990	
Piling rigs	1/1/1990	30/6/1991	
Graders and scrapers	1/7/1990	31/12/1991	
Landfill compactors, self-propelled ride-on Compaction equipment	1/1/1990	30/6/1992	
Concrete pumping equipment	1/7/1991	31/12/1992	
Lorry loaders	1/1/1992	30/6/1993	
Trenchers	1/7/1992	31/12/1993	
Crushers and screeners	1/1/1993	30/6/1994	
Skip loaders	1/7/1993	31/12/1994	

Title

Procedure No P-003

Protection of Eyes

Purpose

To prevent injury to eyesight by the entry of foreign bodies by the provision of appropriate protective equipment and to make employees aware of the high risk involved in not utilising such protection.

Documents Use

Reference Documents

Health & Safety at Work Act 1974
Factories Acts 1961
Protection of Eyes Regulations 1974
Protection of Eyes (Amendment) Regulations 1975
Personnel Protective Equipment Regulations 2002
BS 2092, 1974 "Specifications for Eye Protectors for Industrial and Non-Industrial Uses

Requirements

Duty of Employer

Every employer shall ensure that suitable eye protectors, shields or a fixed shield are available for the use of employees.

Actions

Processes in which Approved Eye Protectors are to be provided

The blasting or erosion of concrete by means of shot or other abrasive materials
The cleaning of buildings or structures by means of shot or other abrasive materials propelled by compressed air
Cleaning by means of high-pressure water jets
The striking of masonry nails by means of a hammer or hand tool or by means of a portable power tool.
Any work carried out with a hand held cartridge operated fixing tool including the operation of loading or unloading live cartridges into such a tool, and the handling of such a tool for the purpose of maintenance, repair or examination when loaded with a live cartridge.
The chipping of metal, and the knocking out, cutting out, cutting off of cold rivets, bolts, nuts, lugs, pins, collars, or similar articles from any structure or plant, by means of a hammer, chisel, punch, or similar hand tool, or by means of a portable power tool.

Title

Procedure No P-003

Protection of Eyes

Actions (Cont'd)

- The chipping of paint, scale, slag, rust or other corrosion from the surface of metal and other hard materials by means of hand tool or power tool.
- The use of a high speed metal cutting saw or an abrasive cutting - off wheel or disc, which in either case is power driven.
- The pouring of molten lead and associated work involving molten lead
- The operation, maintenance, dismantling or demolition of plant or any part of plant, that contains or has contained acids, alkalis, dangerous corrosive substances, or other substances similarly dangerous to the eyes.
- The driving in or on of bolts, pins, collars or similar articles to any structure or plant by means of a hammer, a chisel, punch or other similar hand tool or by means of a portable power tool.
- Injection by pressure of liquids or solutions into buildings or structures
- The breaking up of metal by means of a hammer, whether power-driven or not.
- The breaking, cutting, cutting into, dressing, carving or drilling by means of a power-driven or hand-held tool, other than a trowel - glass, hard plastics, concrete, fired clay, plaster, slag, stonework (whether natural or not), brickwork or block-work, bricks, tiles, or blocks.
- The use of compressed air for removing swarf, dust, dirt or other particles
- The cutting of wire or metal strapping under tension

Processes Requiring Approved Fixed Shields

Any process involving the use of any exposed electric arc or an exposed stream or arc plasma.

Processes Requiring Approved Eye Protectors or Approved Fixed Shields

- The welding of metals by means of oxygen or any flammable gas or vapour process
- Truing or dressing of an abrasive wheel
- The dry grinding of materials or articles by applying them by hand to a wheel, disc or band-saw
- The machining the metals including any dry grinding process.
- The welding of metals by an electric resistance process

Title

Procedure No P-003

Protection of Eyes

Actions (Cont'd)

Issue and Availability

Eye protectors shall be given by the employer to each person who needs them except for persons occasionally employed for whose use a sufficient number of eye protectors shall be provided, maintained and kept readily available by the employer.

Where eye protectors have been lost or destroyed or have become defective, they must be replaced by the employer.

Selection of Equipment

Eye protection must comply with BS 2092.

Where the risk is from flying particles, e.g., chipping, grinding etc., the protection must be impact Grade 1 (marked with a '1').

Where they are to protect against chemicals, e.g., when using brick acid, they must be Chemical Grade (marked with a 'C').

Some eye protection is suitable for all types of use and will be marked with all the symbols.

It is strongly recommended that this type of protection is used as it does away with the need to ensure that the right protection has been selected for a particular job.

Title

Procedure No P-004

Personal Protective Equipment

Purpose

Personal Protective Equipment (PPE) is provided to protect the eyes, ears, and respiration. PPE will only be used as a last resort when a risk remains after all over reasonable practicable measures have been taken to reduce the risk.

Documents Used

Record of Respiratory Equipment
COSHH Assessment

Reference Documents

Health and Safety at Work Act etc.1974
Control of Substances Hazardous to Health Regulations 2002
Construction (Head Protection) Regulations 1989
Construction (Design and Management) Regulations 2007
Control of Lead of Work Regulations 1980

Requirements

Protective Clothing

Where there is a risk of contamination to skin, hair, or personal clothing, of employees by hazardous dust or liquids, or other hazardous substances, protective clothing must be provided and used.
The type of protective clothing required is as set out in your COSHH assessment for the material.

Actions

Footwear

Sturdy footwear, preferably safety footwear, will be worn on site. Trainers and soft shoes will not be permitted on site, except in special case, e.g., where there is a special floor finish.
If there is a need for soft shoes permission must first be obtained from the Company Health and Safety Officer.

Eye Protection

Eye protection must be provided for employees more detailed information is given in Procedure No. P003 (Protection of Eyes)

Title

Procedure No P -004

Personal Protective Equipment

Hearing Protection

Hearing protection will be worn as defined in Procedure No. N-001 (Noise).

Respirators

Respiratory Protection Equipment (RPE) must be provided for anyone who is exposed to a contaminated atmosphere, e.g.

Dust, Mist and other particulate matter, including micro-organisms

Gases and vapours

Suitable training on the correct use of RPE and its maintenance must be given to all employees required to use RPE.

RPE must be checked every month, or three monthly if only used occasionally, and a record must be kept of these checks. This will not apply if disposable RPE is used.

Selection of RPE will be based upon the following criteria:-

The extent of the airborne hazard

The nature of the hazard

The standard of protection afforded by different types of respiratory equipment approved by or conforming to standards approved by the HSE

Work requirements and conditions

Face piece fit for the wearer

The type of RPE required should be clearly stated in the COSHH assessment

Title

Procedure No. P -004

Personal Protective Equipment

Safety Helmets

Our company policy demands that all our sites shall be deemed as "Hard Hat" areas.

All sub contractors shall ensure that every employee working on a company site shall be provided with a safety helmet conforming to BS5240 (Type 1) and it shall be worn as required.

Failure to comply with this instruction will result in offenders being removed from the site. It may also render him liable to prosecution.

When determining the style of helmet, conforming to the required standard, consideration must be given to other items of (PPE) which is being worn at the same time, e.g., chin straps, face shields, ear defenders.

Training

Training will be given to all employees on the wearing and use of PPE this training will include information on the following subjects.

The nature of the hazard

The source of the hazard

The effects of the exposure to the hazard

The way in which the protection functions

How the protection must be worn

Definition of limitations of the protection

How the protection must be inspected and stored

The responsible person to whom any defects or problems arising should be referred to

Title

Procedure No R-002

Roof-work

Purpose

To prevent accidents occurring by ensuring that roof-work is only undertaken by people who have the knowledge, experience and resources necessary for the work to be completed safely.

Documents Used

Reference Documents

Health and Safety at Work Act etc. 1974
Construction (Design and Management) Regulations 2007
HSE Guidance Booklet HS (G) 33 - Safety in Roof-work.

Requirements

Planning

Roof-work should only be undertaken by people who have the knowledge, experience and resources necessary for the work to be completed safely.

Before starting, whoever is responsible for the work must consider what hazards are involved and how they can be overcome, even if the work will be of a short period.

In the planning of the job a safe system of work must be established, taking into account the work to be done.

The system of work should consider not only those directly involved in the work, but also others who could be affected.

It is important that the safe system of work is understood by all involved including both management and operatives. Method statements are required for more complex roof-work.

A roof having a pitch of 10 degrees or less is classed as a flat roof safe access and egress must be provided and maintained. If there is no parapet or similar barrier against falling, edge protection must be provided. This may take the form of standard guard-rails and toe-boards or, providing nobody will approach the edge, of a barrier set back at least 2m from the edge.

Sloping Roofs

A sloping roof is defined as any roof having a pitch of more than 10 degrees.

When work is done on a sloping roof a suitable catch barrier or platform should be erected at the eaves, or a two board, 430mm, wide working platform with guardrails.

Work on a sloping roof with a pitch of more than 30 degrees or between 10 degrees and 30 degrees if slippery should:

Title

Procedure No R-002

Roof-work

Actions

Flat-roofs

Only be done by men who are physically capable.

Be done using crawling ladders or boards, these must be securely fixed to prevent slipping.

Steep Roofs

If the steepness of the roof is such as to prevent a secure foothold, a working platform will be required.

Roofs pitched at over 50 degrees should be regarded as "steep" as should shallower slopes if they are slippery.

Leading Edge

Where work on the leading edge is actually in progress, guard-rails may be removed or left off, subject to the following being implemented:

That a safe system of working that prevents falls is maintained.

Barriers are erected or re-erected as soon as the work ceases.

Chimneys

Various lightweight staging is available for work on or around chimneys.

Crawling Boards-Ladders

Crawling boards-ladders must be:

Of good construction, strong enough and properly maintained.

Properly supported.

Securely fixed to the sloping part of the roof over the ridge, ridge hooks must not bear on ridge tiles or capping tiles.

Crawling boards are not required if strong roof battens afford a safe handhold or foothold unless the spacing of the battens exceeds 400mm.

Title

Procedure No R-002

Roof-work

Actions (Cont'd)

Fragile Roofs

Fragile roofing materials include asbestos cement sheet, glass, plastic and other similar brittle surfaces. When working on or passing across fragile roofing materials) crawling boards must be used so that the workers weight is on the board, never on the fragile roof sheeting. At least two crawling boards should be used, one to support the worker while the other is moved to a new position. The practice of trying to "walk the line of the bolts" is extremely dangerous. Where walkways are not provided, a safe system of work such as that described above must be employed.

Roof Walkways

Walkways near the fragile materials, (valleys, parapets, gutters or channels) must be provided with suitable guard-rails, or the fragile material should be suitably covered to prevent any possibility of anyone falling through.

Weather Conditions

Hazards resulting from adverse weather conditions must be anticipated and suitable precautions taken. A roof should be inspected before work starts to see if conditions have changed since the last working. A decision to continue or suspend work will involve consideration of the wind speed, the measures which have been taken to prevent falls from the roof, the position and height of the roof and the size of the material being handled.

Protection of the Public

Where members of the public pass close to or below roof work, adequate precautions must be taken to ensure their safety from any falling materials. Drips of bitumen falling from the roof edge may also present a problem and physical protection or barriers at ground level may be necessary. Waste materials such as old slates, tiles etc. are not to be thrown from the roof. They shall be properly lowered in skips or baskets, or enclosed debris shoots. Shoots shall be closed off to prevent their use when the skip below has been removed.

Title

Procedure No S-003

Scaffolding

Purpose

To prevent injury occurring to persons working on or under scaffolding

Documents Used

Scaffold Erectors Registration Card
Manufacturers Certificate of Training
Record of Weekly Inspection of Scaffolding, Form F9 1, Part 1, Section A
Licence/Permit for Scaffold to be Erected upon the Public Highway
Scaffold Contractors Handover Certificate

Reference Documents

Health and Safety at Work Act 1974
Factories Acts 1961
Construction (Working Places) Regulations 1966
Construction (Lifting Operations) Regulations 1961
Construction (General Provisions) Regulations 1961
HSE Guidance Note GS 15 - General Access Scaffolds
Provision and Use of Work Equipment Regulation 1998
Lifting Operations and Lifting Equipment Regulations 1998
British Standards – 5973, 1129, 1137, 2037, 2482, 2830, 1476, 2052

Requirements

General

Most people in the construction industry have to work upon scaffolding from time to time. Approximately 60% of all accidents in construction are caused by falls of persons and materials. Sub-Contractors working above ground level must take precautions to safe guard any personnel working below them. Such precautions must be approved by the principal contractor before work commences. A safe working platform form that neither persons nor materials can fall is high on the list of accident prevention priorities. Collapses of scaffoldings often result's in fatal or serious injury. All sub-contractors must therefore ensure safe, suitable and sufficient scaffold is erected by competent Scaffold erectors under experienced supervision.

Title

Procedure No S-003

Scaffolding

Requirements (Cont'd)

Competent Persons

Tube and fitting scaffolds can only be erected by persons in possession of any accredited registration card. Each scaffold erector will be required to produce for inspection his registration card prior to the commencement of any tube and fitting scaffold upon company sites.

In certain circumstances proprietary type scaffold systems can be erected by non-registered Scaffolders provided they are no higher 5 metres.

Anyone required to erect such scaffold must have been given suitable and sufficient manufacturers instruction and produce his manufacturers certificate of training, for inspection before starting work.

Actions

Scaffold Selection

The selection of any scaffold must meet with the minimum standards given in Table 1, shown on page 4.

Bracing

Ledger bracing must be provided to all scaffolds.

Each brace will run a ledger in one lift to the diagonally opposed ledger in the lift above and be positioned at alternate pairs of standards.

Ledger braces shall be secured by means of load bearing couplers.

Ledger bracing shall run from the bottom to the top of the scaffold.

Longitudinal Bracing

Longitudinal bracing shall be positioned to outside face of the scaffold. It may take one of three forms.

A zigzag arrangement of tubing running from the bottom to the top of the scaffold between a pair of adjacent standards

Or a continuous sloping tube running from the bottom to the top of the scaffold at an angle of 45 degrees.

Or a Continuous sloping tube running from the bottom to the top of the scaffold that is thereafter returned back to the scaffold base at the same angle.

Appropriate bracing assemblies should be fixed along the face at intervals not exceeding 30 metres.

Title

Procedure No S003

Scaffolding

Actions (Cont'd)

Structural Ties

Some scaffold is designed to be free standing while others are mobile.

The vast majority have to be securely connected to the adjacent structure.

The distance between any two ties, measured either vertically or horizontally, should not exceed 8.5m.

Where possible the ties should be staggered and not arranged in a rectangular pattern.

	Area Per Tie	
Un-sheeted Scaffold		Sheeted Scaffold
Moveable Ties	32m ²	25m ²
Non Moveable Ties	40m ²	32m ²

Inspections

Scaffolds may have to remain in position for many weeks.

Materials must be inspected before use, and the erected scaffold inspected at least weekly to ensure that it remains in good order.

In addition, it must always be inspected after bad weather that may have effected the strength or stability.

The inspections must be carried out by a competent person and the results of the inspections (including any faults found) must be recorded in the prescribed form F9 1 (Part 1, Section A, "Record of Weekly Inspections of Scaffolding").

This form contains two types of scaffold safety check-list, Form 91 must be available on site for inspection by UM Factory Inspectorate.

Unauthorised Alterations

Work may be undertaken on scaffold that has been erected for the use of other contractors but it will always be known why the scaffold has been erected in a particular way.

Workmen are tempted on occasions to remove parts of the scaffold without realising that they could interfere with the safety of the scaffold.

If tubing has to be removed, only a competent Scaffold erector familiar with the purpose for which the scaffold is to be used should do so.

Title

Procedure No S-003

Scaffolding

Actions (Cont'd)

Protection of the Public

During erection, modifications and dismantling care must be taken to exclude the public from both the area of work and sufficient area around it.

In confined places it may be necessary to provide an adequately protected, sign posted and lit thoroughfare. While the scaffold is in use effective steps should be taken to prevent anyone being struck by falling objects.

Again a protect thoroughfare may be necessary or suitable brick-guards, facade netting, sheets or fans provided.

Adequate warnings must be displayed to alert the general public to the fact that men are working overhead.

Children pose special problems. Many have been injured, either by falling from scaffolds or because they have caused them to collapse.

It is essential to prevent access by removing all ladders at ground level when scaffolds are to be left unattended.

Local Authority Licence

Contractors must obtain the necessary licence/permit to enable scaffolding to be erected upon the public highway.

Licences/permits from the appropriate local authority/police must be displayed upon each scaffold.

Handover Certificates

Scaffold contractors are required to Issue B Handover certificate verifying that a newly erected or adapted scaffold is safe to use before it is taken into use.

Partial Scaffolding

Scaffolding which is in the process of being erected or dismantled must have warning notices affixed stating that the scaffolding is not to be used. Such notices shall be placed at every point where access may be obtained to the scaffold. If the scaffolding is left in an unsafe condition **all** access to the scaffold should be removed. As previously stated scaffolding may only be altered by a card-carrying authorised scaffold erector

Title

Procedure No S-003

Scaffolding

Actions (Cont'd)

General

Scaffolding must at all times be kept clear of surplus materials and tools thereby enabling free and uncluttered access. Scaffold must not be used to support or anchor other items unless it has been specially designed for that purpose. Scaffolding must only be used for its intended purpose and should never be overloaded.

Where scaffolding is erected for a particular purpose it may not be used by other personnel until the supervisor responsible for these personnel ensures that it complies with all the appropriate regulations and that a record of

**Title Structural Frame Erection
 (Steelwork and Pre-cast Concrete)**

Procedure No. S-004

Purpose

To prevent accidents occurring by falls, or from structural instability during erection, and while handling, lifting and transporting materials

Documents Used

Improver-ship Training - Registration Document.

Reference Documents

Health and Safety at Work Act 1974
Construction (Working Places) Regulations 1966
Construction (Lifting Operations) Regulations 1961
Construction (Design and Management) Regulations 2007
HSE Guidance Note - GS28 1-4
Safe Use of Lifting Equipment 1998
Safe Use of Work Equipment 1998
BS553 1, 1978 Code of Practice - Safety in the Erection of Structural Frames.

Requirements

Introduction

The strictest control of the structural frame erection must be implemented by site management

Method Statement

A method statement must be submitted before any structural frame erection starts.
Not until the planned erection method has been approved will permission to proceed be given.
The method statement should include the following:-

Arrangements for scheme management including scheme co-ordination and the responsibilities and authority of supervisory personnel at all levels.

Erection sequences, noting the scheduled starting position, or positions if phased construction is required.
Methods of ensuring stability at all times of individual members (including columns) and sub assemblies, as well as of the partially erected structure.

The detailed method of erecting the structure - the erection scheme -which should be devised to ensure that activities such as lifting, un-slinging, initial connecting, alignment and final connecting can be carried out safely.

**Title Structural Frame Erection
 (Steelwork and Pre-cast Concrete)**

Procedure No. S - 004

Requirements (Cont'd)

Provisions to help prevent falls from height, including safe means of access and safe places of work, these may include special platforms and walkways, arranging to complete permanent walkways early, mobile towers, aerial platforms, slung, suspended or other scaffolds, secured ladders, safety harnesses and safety nets.

Protection from falls of materials, tools and debris by the provision of barriers such as screens, fans and nets.

The provision of suitable plant (including cranes) as well as tools and equipment of sufficient strength and quantity.

Contingency arrangements for such things as a breakdown of essential plant or components delivered out of sequence.

Arrangements for delivery, stacking, storing, movement on site, on-site fabrication or pre-assembly.

Details of site features, layout and access, with notes on how these may affect proposed arrangements and methods of working.

Actions

Erection Personnel and Supervision

All steelwork or pre-cast erectors must have received at least 3 years improver-ship training, with progress recorded by the employer in a registration document.

Confirmation of the competency of, and training given to each erector will be required before an erector will be allowed to start work.

It should be clearly understood that all erection personnel must make use of safety helmets, safety harnesses (not belts) or other associated equipment and that they will be removed from the site if they fail to do so.

Similarly, supervisors will have received training that includes statutory responsibilities, legislative requirements and safety equipment systems, as well as procedures for dealing with emergencies and accidents.

Erection Procedures

The selected erection procedure must limit the movement of the erector on the frame to the greatest practical extent.

Access maintained at the erection front if the most effective method.

Erection must be monitored to ensure that there is no deviation from the planned sequence.

The area of site affected by the erection operations shall be designed as a restricted area to none erection personnel and barriers and notices placed to prohibit entry.

Trailing lines or anchorage Systems will be installed to prevent falls.

**Title Structural Frame Erection
 (Steelwork and Pre-cast Concrete)**

Procedure No. S 004

Actions (Cont'd)

In addition such restraining systems will be required where erectors are unable to maintain both secure hand and foothold while moving around the structure.

On no account may components be re-slung by erectors standing upon the structure

All loads must be correctly slung by a person who will have received training in this work.

All lifting equipment will be certified and tested.

Bolts, hand tools or other equipment used during erection must not be left upon the open structure.

The exact number of bolts required to secure a component must be placed into the fixing holes before being handled by crane and all such bolts are to be inserted at the point of fix.

Should this improve impossible because of structural or hole alignment problems, surplus bolts must be brought back down to the ground.

Designed temporary stability systems will be installed as work progresses.

Erection shall start at a location where it is possible to construct an inherently stable and self-supporting rigid "box" with internal or in-built restraints.

Special care shall be exercised to identify those structures that behave in a fundamentally different way when temporarily erected to when complete.

Erection of any structure or sub-assembly should start only if all the necessary equipment and tackle is on site to enable stability to be maintained at all times.

Timber-Framed Buildings

During the erection of timber floor and wall panels it is necessary to approach floor edges.

Open edges at first floor level and above should be protected before floor and wall sections are erected if a fall of 2m or more is possible.

People working on sloping roofs should also be protected against falls whether the roof is constructed in situ or fabricated at ground level and lifted into position before tiling (see procedure R - 002 Roof-work).

Examples of Signs that may be used

Title

Procedure No S-005

Sub-Contractors Responsibilities

Purpose

To ensure that Sub-Contractors working on site comply with all the appropriate Health & Safety Regulations.

Documents Used

Certificate of "Shared Welfare" F2202 section A

Reference Documents

Health & Safety at Work etc Act 1974

Health & Safety Policy & Procedures Manual

Certificate of "Shared Welfare" F2202 section A

Requirements

It is a specific requirement that all sub-contractors working on Site must conform to all The Health & Safety Regulations and any specific regulations laid down by the Principal Contractor and in particular the requirements as defined in this Health & Safety Procedures Manual.

Before commencing work on site the Sub-Contractor shall lodge with the Principal Contractor and the Planning Supervisor a copy of his own Company Safety Policy and details of the person who will be responsible for ensuring the compliance of the sub-contractors personnel whilst on site.

Sub-Contractors are responsible for ensuring that their supervisor is properly trained and is capable of overseeing the work carried out by the Sub-Contractors personnel.

If necessary Sub-Contractors personnel shall be included in any relevant courses that the Principal Contractor deems necessary.

The Principal Contractor reserves the right to stop any work being carried out by the Sub-Contractor if he feels that the relevant regulations are being infringed.

All Sub-Contractors must attend the pre-construction safety meeting prior to work commencing.

Where necessary as circumstances dictate night shifts may be worked taking due notice of any noise restrictions and inconvenience caused to surrounding properties. In such cases permission must be obtained from the Prime Contractor prior to work commencing who will ensure that proper lighting is provided during this period and is suitably maintained.

Title

Procedure No S-005

Sub-Contractors Responsibilities

Actions

Prime-Contractors tooling may be used by the Sub-Contractor but only after specific permission has been obtained from the Site Manager.

Where appropriate Sub-Contractors must issue their personnel with the required protective equipment as conforming to British Standards and take the necessary steps to ensure that it is used.

Where work is being carried by the Sub-Contractor

- Trenches and Earthworks
- Pilings
- Working in Confined spaces and Sewers
- Any work carried out over water
- Working with Explosives
- Any equipment containing Radioactive elements
- Removal of Lead based paints

In all such cases the appropriate Health and Safety and CDM Regulations 2007 must be referred to and strictly complied to.

Sub-Contractors must be fully aware that non compliance with the Regulations and the instructions issued in this manual will result in them being excluded from the Site until such time as any infringements have been fully rectified.

At the end of the daily operation all the work areas are to be cleaned up and surplus material must be cleared and the working areas left in a clean and tidy manner.

Any accidents occurring to Sub-Contractors personnel no matter how trivial must be treated immediately and an entry made in the accident record book additionally the Site Manager must be informed.

Sub-Contractors will provide handrails, kicking boards and edge protection where necessary in order to maintain the safety of his workforce in any area until such time as permanent protection is erected.

Where contractors are sharing the same work area it is essential that co-operation between such trades shall be established, this will enable them to define the responsibility for provision and maintenance of handrails etc.

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