S & R CONSTRUCTION LTD

OPERATIVE HEALTH AND SAFETY HANDBOOK

OPERATIVE HANDBOOK

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OPERATIVE HANDBOOK

Corrections/Revisions/Insertions to this book

Section	Correction/Revision/Insertion	Date
All	Revision - I. Pound	June 2017
All	Updated Co. logo and document formatting - KB	June 2018
All	Updated H&S Manager details - KB	June 2019
All	Updated H&S Manager details	June 2020

OPERATIVE HANDBOOK

A HEALTH & SAFETY CODES OF PRACTICE

C ACCIDENT / INCIDENT REPORTING PROCEDURE

D RISK ASSESSMENT PROCEDURE

E OPERATIVE WORKING PROCEDURES

F PPE CODE OF PRACTICE

G COSHH

A HEALTH & SAFETY CODES OF PRACTICE

NOTE: Please read the company Integrated Safety, Health, Environmental and Quality Policy in conjunction with this handbook.

1 USE OF MOBILE PHONES

2 COMPANY DRUG AND ALCOHOL POLICY

3 SMOKING / VAPING AT WORK

4 FIRE PREVENTION IN THE WORK PLACE

5 SAFETY HELMETS

6 WORK IN CONFINED PLACES

7 POLICY ON LONE WORKING

8 NOISE AND VIBRATION

9 MUSCO-SKELETAL INJURIES

1. USE OF MOBILE PHONES

Employees must never use a hands held hone whilst driving. Although hands free phones are specifically covered by legislation, the police can charge a driver with failure to have proper control of a vehicle, or careless/reckless driving.

Should any employee be prosecuted for insufficient control of the vehicle whilst using a mobile phone, any penalties incurred will be the responsibility of the employee and may result in disciplinary action being taken against the employee

COMMON OPERATING PROCEDURES/ CONTROL MEASURES

- Use hands free systems in vehicles where possible – although remember, even using phones hands free can be distracting

- If the vehicle does not have a hands free facility, switch off mobile phone when driving – program the phone to accept messages.

2. COMPANY DRUGS AND ALCOHOL POLICY

S&R is committed to maintaining safe places of work. Alcohol and drug abuse will not be tolerated on any S&R site. Prescribed medication can also increase risk to safety and therefore control is necessary.

Although each case will always be considered in detail, the following actions will usually be regarded as gross misconduct, liable to disciplinary action, which can include summary dismissal:

- The use, possession, distribution or sale of alcoholic beverages on Company premises without prior consent of a director

- The possession, use, distribution or sale of illicit or non-prescribed controlled drugs on Company premises or during Company time

- The misuse of prescribed drugs on Company premises or during Company time

- Being unfit to perform your duties through alcohol or drug use. Any individual judged by a Manager to be in this condition will be removed immediately from the premises

- Refusing alcohol or drugs testing will usually be treated as gross misconduct

- It is the duty of all employees to report any alcohol or drug dependency or use of prescribed controlled drugs before testing

- Any employee who feels that they may be having difficulties with use or abuse of alcohol or drugs should bring this to the attention of their Manager

Please refer to the Company Drugs and Alcohol Policy for full details.

S&R shall ensure that all Subcontractors and Suppliers have equivalent rules and procedures in line with the above.

3 SMOKING / VAPING AT WORK

This document is produced in accordance with S&R Integrated SHEQ Policy and it takes into account the provisions of the Health & Safety at Work Act. This policy also implements the provisions of the Health Act 2006 with respect to smoking at work.

It has always been incumbent upon the Company to provide a place of work that is safe and without risk to health and welfare of all its employees, independent contractors, members of associated companies, clients and the general public.

After due consideration and after consideration of all the risks to health associated with smoking in general and 'passive smoking' in particular, the following policy will apply to all operations.

- A 'No Smoking Policy' will apply to all area offices and the immediate area adjacent to the entrance of these offices.

- Smoking is not permitted in company vehicles. No Smoking signs are displayed in company vehicles and must not be removed or defaced. Any breech of this instruction will result in disciplinary action against the offender.

- Where required for operational reasons, smoking will be banned on sites

- Where no operational ban exists, smoking, vaping and the use of E-Cigarettes will be allowed on site at the discretion of Site Management

- Site Management will discourage smoking, vaping and the use of E-Cigarettes in all site offices and smoking, vaping and the use of E-Cigarettes in shared workspace will be prohibited

- Smoking, vaping and the use of E-Cigarettes will be prohibited in company cars whenever non-smoking business passengers are present

Clearly, as the failure to comply with this policy may result in individuals being exposed to unnecessary risk, then any non-compliance will result in disciplinary action.

4 FIRE PREVENTION IN THE WORK PLACE

4.1 INTRODUCTION

The risk of fire and/or explosion anywhere in the workplace should always be considered. Causes of fire are:

- Unprotected Flammable materials and substances, including waste
- Naked flames, sparks e.g. from cutting equipment
- Hot Works
- Smoking
- Untrained personnel, unfamiliar with the task to be performed
- Use of uncertified lighting or other equipment in known hazardous atmospheres e.g. gas

4.2 COMMON OPERATING PROCEDURES/ CONTROL MEASURES

The SHEQ Department are responsible for the assessment, implementation, and maintenance of fire safety measures in all company premises.

- Assess each individual site/workplace, taking note of access/egress routes and ensure everyone is aware of them

- Know what flammable materials and substances are on site/in the workplace and keep amounts to a minimum – COSHH assessment sheets are available from the safety and standards section if there is any doubt as to the safety of any chemical/material

- Store flammable materials in purpose built containers – never put flammable liquids in containers not designed for the purpose

- Ensure proper marking and labelling of containers and keep clear of heat sources

- Observe no smoking signs where there are flammable materials/substances or where there is a likelihood of such and ensure everyone else is aware – **use warning signs**

- Remove any combustible waste from site/ workplace

- Ensure any gas cylinders are stored/sited properly when used/not used

- Make sure anyone involved in an operation where “heat” is used is aware of what is being done i.e. welding, etc and always check after such operations – ensuring no smouldering waste or hot spots are left

- **Never** use uncertified lights and equipment in known or suspected hazardous atmospheres (keep uncertified equipment a minimum of 10 metres away from such atmospheres)

- **Ensure sufficient and suitable fire-fighting equipment is available, and that it is only operated by those competent to do so**. I**f in doubt – ask!**

5 SAFETY HELMETS

5.1 BACKGROUND

Staff shall wear approved head protection supplied by the company when directed to do so and/or to comply with site rules and/or Risk Assessments. Specifically, all S&R staff must wear safety helmets when visiting such sites or carrying out such activities as those listed below. Every member of staff who has been provided with suitable head protection shall take reasonable care of it and shall report any loss of safety helmet, or obvious defect. It is S&R policy to replace safety helmets every three years or sooner if they are reported as being defective. The date indicated inside the helmet is the date of manufacture.

GUIDANCE ON THE WEARING OF SAFETY HELMETS:

All staff SHALL wear safety helmets when visiting such sites or carrying out such activities as:

- When specified in the particular site rules;

- The application and removal of portable earth’s to substation busbars and conductors;

- Work on or around scaffolding or ladders which are in use and during the erection or dismantling of scaffolding;

- Work in the vicinity of lifting devices and excavators that are in use (e.g. hoist, crane, lorry-mounted loader, mechanical excavator etc.);

- Working at a lower level whilst work is proceeding overhead;

- Work within a restricted space where there is a risk of injury due to bumps (e.g. excavations, cable chambers, tanks, transformers, enclosures, etc.);

- As identified by risk assessment and any other activity or area designated by local management as a “hard hat area”.

- Always comply with the manufacturers instructions on the use and maintenance of Safety Helmets

6 WORK IN CONFINED SPACES

All work in a confined space should be considered high risk and only trained personnel should enter a confined space. A confined space can be defined as sewers, closed tanks, large ducts, deep manholes, deep trenches and chambers.

The principal considerations, when working in a confined space, are:

- Injury arising from fire or explosion
- Loss of consciousness or asphyxiation
- Toxic fumes
- Drowning
- Claustrophobic effects
- Heat Exhaustion

6.1 COMMON OPERATING PROCEDURES/ CONTROL MEASURES

- Consider what the space could contain and be vigilant when anything in a confined space could give off fumes

- Wherever possible carry out the work from outside the confined space

- Ensure adequate ventilation and isolate the space to prevent dust, fumes or hazardous substance ingress

- Always ensure when working in a confined space that someone knows your exact location

- Limit working time in a confined space

- Ensure that anyone working in a confined space is suitable and competent to do so

- Never use petrol or diesel, never smoke and where necessary have fire fighting equipment to hand

- Check access and egress routes and if ladders are used, ensure they are sound and secure

- Where necessary, ensure atmosphere has been tested and only use certified lights and equipment

- Always use the appropriate PPE – safety helmets, gloves, breathing apparatus. Where breathing apparatus is used, ensure there is someone in attendance outside, who is also suitably equipped with the correct equipment

- Do not enter a confined space if you knowingly suffer from claustrophobia

7 POLICY ON LONE WORKING

INTRODUCTION

Lone workers are those who work by themselves without close or direct supervision. Before any employee or contractor is allowed to work alone a risk assessment must be carried out and control measures put in place where required. When a risk assessment shows that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or back-up should be put in place.

Can the risks of the job be adequately controlled by one person?

Lone workers should not be at more risk than other employees. This may require extra risk control measures. Precautions should take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents. Employers should identify situations where people work alone and ask questions such as:

- Does the workplace present a special risk to the lone worker?

- Is there a safe way in and a safe way out for one person? Can any temporary access equipment which is necessary, such as portable ladders or trestles, be safely handled by one person?

- Can all the plant, substances and goods involved in the work be safely handled by one person? Consider whether the work involves lifting objects too large for one person or whether more than one person is needed to operate essential controls for the safe running of equipment.

- Is there a risk of violence?

- Are women especially at risk if they work alone?

- Are young workers especially at risk if they work alone?

Is the person medically fit and suitable to work alone?

Check that lone workers have no medical conditions which make them unsuitable for working alone. Seek medical advice if necessary. Consider both routine work and foreseeable emergencies which may impose additional physical and mental burdens on the individual.

What training is required to ensure competency in safety matters?

Training is particularly important where there is limited supervision to control, guide and help in situations of uncertainty. Training may be critical to avoid panic reactions in unusual situations. Lone workers need to be sufficiently experienced and to understand the risks and precautions fully. Employers should set the limits to what can and cannot be done while working alone. They should ensure employees are competent to deal with circumstances which are new, unusual or beyond the scope of training, e.g. when to stop work and seek advice from a supervisor and how to handle aggression.

8 NOISE AND VIBRATION

The main hazards associated from exposure to noise and vibration is:

- Noise from equipment and/or working environment, causing noise induced hearing loss

- Vibration from plant and equipment causing user discomfort and/or certain ailments e.g. Vibration White Finger

8.1 COMMON OPERATING PROCEDURES/ CONTROL MEASURES

- Be aware of where equipment is sited in relation to where people are working and ensure siting is safe and secure thus helping to stop any unnecessary vibration and noise from vibration

- Ensure all guards and silencers, mufflers etc are fitted, secure and are operable

- Don’t leave equipment “running” unnecessarily

- Rotate operations – don't allow the same person to use tool or equipment constantly e.g. road breaker.

- Don't use unnecessary force – let the tool do the work

- Ensure proper tool is selected for particular job, and that it has been maintained and in good working order

- Keep anyone not involved in the operation, away from the source of noise and/ or vibration

- Keep hands, arms and feet warm and exercise regularly to assist circulation

- Use and wear the appropriate personal protective equipment i.e. in noisy situations and/or when situation dictates or demands wear hearing protection

- When using equipment that by it's very operation vibrates or causes vibration, always wear the approved type of gloves

REMEMBER! EAR DEFENDERS AND GLOVES MUST BE WORN WHERE REQUIRED.

9 MUSCULO – SKELETAL INJURIES

BACKGROUND

Musculoskeletal disorders (MSDs) are the most common type of occupational ill health in Great Britain, currently affecting 1.1 million people a year. MSDs affect the muscles, joints, tendons and other parts of the musculoskeletal system.

The risk factors that give rise to MSDs can be found in virtually every workplace from commerce to agriculture, health services to construction. An estimated 12.3 million working days a year are lost to work-related MSDs.

The main areas that can create a risk are:

- Repetitive and heavy lifting
- Bending and twisting
- Repeating an action too frequently
- Uncomfortable working position
- Exerting too much force
- Working too long without breaks
- Adverse working environment (e.g. hot, cold)

- Psychosocial factors (e.g. high job demands, time pressures and lack of control)
- Not receiving and acting upon reports of symptoms quick enough

The key messages about MSDs are:

- **There are things that can be done to prevent or minimise MSDs**
- **The prevention measures are cost effective**
- **You cannot prevent all MSDs, so early reporting of symptoms to the HR department, proper treatment and suitable rehabilitation is essential.**

There are two sets of regulations covering work that could lead to MSDs

Manual Handling Operations Regulations (MHOR) 1992

The company must consider risk from manual handling to the Heath and Safety of its employees

Lifting and handling of loads can cause MSDs such as back pain. The regulations require employers to:

1. Avoid hazardous manual handling operations so far as is reasonably practicable
2. Follow appropriate systems of work laid down for employee safety
3. Assess any hazardous manual handling operations that cannot be avoided - for example by using an assessment checklist; an example is included in the back of the guidance on the regulations.
4. Reduce the risk of injury so far as is reasonably practicable
5. Make proper use of equipment provided for employee safety

Other areas covered include the task, the load, the working environment, individual capabilities and employer's duties.

Display Screen Equipment Regulations (DSER) 1992

Working with computer screens and other DSE can lead to upper limb disorders or back pain, as well as stress or visual fatigue.

The regulations require employers:

- to identify what is display screen equipment
- to identify who is a user
- to assess workstation and meet minimum requirements
- to provide eye and eyesight tests

- to provide training and information

Other areas include the working environment, software and control of work. Minor changes to the regulations have recently been made to improve clarity and revised guidance is now available.

Upper Limb Disorders

HSE uses the term work related upper limb disorders (WRULDs) instead of "repetitive strain injury" (RSI) because RSI does not cover all disorders. WRULDs are used as an umbrella term for a range of disorders of the hand, wrist, arm, shoulder and neck. It covers both those conditions, which have specific medical diagnoses (e.g. frozen shoulder, carpal tunnel syndrome), and the other conditions (often called RSI) where there is pain without specific symptoms. Symptoms may include pain, swelling and difficulty in movement and the worse cases can result in permanent disablement if no action is taken.

Back Pain

Most of us have back pain at some time. Usually the pain is not due to anything serious and it settles within a matter of days or weeks. Many people manage the problem themselves, but a doctor should be seen by those worried about their back or those for whom the pain persists or suddenly gets worse. When the back is painful, activity may be limited for a time but that does not necessarily mean that continuing to work will do any harm.

C. ACCIDENT / INCIDENT REPORTING PROCEDURE

1. BACKGROUND

The following procedures provide guidance to staff in the reporting of:

(i) An Accident
(ii) An Incident, Near Miss or Item of Concern
(iii) A Dangerous Occurrence
(iv) A Reportable Disease

2. DEFINITIONS

An **Accident** is an undesired event that results in physical harm and/or property damage.

2.1 **Reportable Accidents/ Incidents**
All accidents / incidents that are defined within the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 (RIDDOR)

2.2 **Lost Time Accident**
An incident which causes one or more days off work (consecutive or not) after, but not including, the day of an occupational injury or illness.

2.3 **Non-Lost Time Accident**
A non-lost time accident is one where no time is lost beyond the day or shift of the occurrence.

2.4 **Major Accident**
Any event resulting in a fatality, any permanent disability injury or illness derived from S&R operations. Any property damage or environmental incident, incurring severe costs.

2.5 **Serious Accident**
Any event causing injury or illness resulting in temporary disability requiring hospital treatment. Any accident resulting in the person not being able to return to work within three days.

2.6 **Incident (Near Miss or Item of Concern)** is the same event, but without the consequences of harm or property damage.

2.7 **Dangerous Occurrence** is a specified incident as laid out in the RIDDOR Regulations 2013 that requires to be reported to the Health & Safety Executive by the quickest practicable means.

2.8 **Reportable Disease:** Is a specified Disease as laid out in the RIDDOR Regulations 2013 that requires to be reported to the Health & Safety Executive by the quickest practicable means once confirmed by a General medical Practitioner.

3. GUIDANCE ON ACCIDENT/INCIDENT REPORTING

Staff **SHALL** comply with the following:

- Report **ALL** accidents/incidents to your Supervisor by the quickest practicable means but certainly by the end of that day / shift (including Saturday or Sunday if on standby or shift work).

- Ensure **ALL** accident details are entered into the Accident Book provided.

4. REPORTING PROCEDURES

- Where an accident or incident has occurred, the employee involved or someone on there behalf shall inform their supervisor as soon as is reasonably practicable.

- All details of the accident / incident will be logged in the Accident Book, a copy of which is held in every S&R office. A copy of the accident report will be passed to the nominated Health & Safety Adviser.

- Additionally, an Accident / Incident Report Form should be completed.

- In the event of a near miss, the near miss form should be completed.

- In the event of a reportable accident or incident, the appropriate form shall be completed and submitted to the SHEQ Manager As soon as possible. Fatal and serious accidents should be reported immediately by telephone to the Managing Director or SHEQ Manager.

5 DUTIES

All staff have the following Duties:

- On the occurrence of an accident or unsafe working conditions, to take appropriate emergency action to minimise the loss.

- To report all accidents and incidents to your immediate supervisor (including property/ equipment damage and the discharge of substances) as soon as reasonably practicable but within the employees shift.

- To co-operate fully with any subsequent accident investigation, in order to minimise loss and prevent reoccurrence.

Emergency Action

Following an accident or incident those present at the location of the occurrence should ensure the following actions are taken:

- Correct or stabilise the unsafe conditions that exist
- Where appropriate call emergency services
- Contact Site Manager
- Preserve evidence
- Limit loss
- Prevent reoccurrence

D. RISK ASSESSMENT PROCEDURE

1. BACKGROUND

Risk Assessment is the first step towards making your workplace or work site a safer and healthier place. The Management of Health and Safety at Work Regulations states that every employer shall make a suitable and sufficient assessment of:

(a) The risks to the health and safety of his employees to which they are exposed whilst they are at work;

(b) The risks to the health and safety of persons not in his employment, arising out of, or in connection with the conduct by him of his undertaking.

Where significant risk has been identified then this must be recorded and staff made aware of the hazard and subsequent controls.

There are three types of Risk Assessment conducted in S&R – "Generic", 'Project Specific' and "Site Specific".

The risk assessment procedure will consist of:

- Reference to the risk assessment matrix
- Reference to the relevant generic risk assessments identified by work activity in the risk assessment matrix
- Completion of a project specific risk assessment by a competent person.
- Briefing of the contents of the project specific risk assessment to all members of the team, sub-contractors and visitors.
- Completion of the daily Site-Specific Risk Assessment with an ongoing review of the Site Specific risk assessment and daily re-assessment / briefing.

2. GENERIC RISK ASSESSMENT

Generic Risk Assessments are usually carried out where there is a similarity of activities, hazards and risks due to the common features of sites, even though they are in different physical areas or workplaces. An example of this would be the Mains Cable Laying. Health & Safety Professionals, Engineers and Supervisors would normally conduct generic Risk Assessments.

3 PROJECT SPECIFIC RISK ASSESSMENT

Project specific risk assessments are normally carried out at the design or project planning stage by the engineer or planner to identify early in the process, any potential risks or hazards which may occur. An example of this would be, if the

project was being developed on contaminated land or on a designated electrical 'hot site'. This risk assessment is then used to obtain design approval from the DNO

4 SITE SPECIFIC RISK ASSESSMENT

Site Specific Risk Assessments are carried out daily before the commencement of any work to capture things that may have changed since the project risk assessment was completed along with things that may change on a daily basis e.g. the weather or other contractors working in close proximity to our works. There may also be work situations where hazards associated with particular situations will be unique, so that a special assessment must be made every time that work is done. Examples of this would include demolition work or erection of steel structures. Site Specific Risk Assessments will be expected to be completed by all operational field staff.

5 HOW DO YOU CARRY OUT A SITE SPECIFIC RISK ASSESSMENT?

Step 1 Risk Assessments - should be carried out by one or more competent persons. The Assessment should be carried out in conjunction with other relevant members of the working party.

Step 2 Identify all Hazards **– Anything that can cause harm to you or others must be noted:**

- LPG Equipment
- Use of Machines
- Excavation Work
- Harmful Chemicals
- Manual Handling
- Fall from Height
- Adverse Weather

Step 3 Decide Who May Be Harmed

- **Office Staff**
- **Contractors**
- **Engineers**
- **General Public**
- **Operatives**

Step 4 Evaluate the Risks - **The risk of each hazard is analysed in terms of its:**

- **Likelihood (will it happen?)**
- **Severity/Consequence (will it hurt?)**

Step 5 Use the appropriate risk assessment form to decide which hazards require to be controlled.

Step 6 Once the level of risk has been determined, control measures should be identified to eliminate or reduce the risk to the lowest level that is reasonably practicable.

Step 7 **FINALLY**

The person carrying out the Risk Assessment and working party members must sign that they are in agreement and are aware of the hazards and controls.

RELATED DOCUMENTS:

1) The Health and Safety at Work etc Act 1974
2) The Management of Health & Safety at Work Regulations
3) The S&R Generic, Project, or Site Specific Risk Assessment Forms (inc. templates on App Can)

Please refer to the current Generic Method Statements available on the server and on App Can for

- **Groundworks**
- **Electric**
- **Gas**
- **Water**

E. OPERATIVE WORKING PROCEDURES

1 Abrasive Wheels, Grinders, Stihl Saws
2 Compressed Air Tools
3 Excavations and Avoiding Buried Services
4 Working at Heights
5 Hiabs / Lorry Loaders
6 Ladders
7 Lifting by Machine (LOLER)
8 LPG
9 Manual Handling
10 Mechanical Plant
11 Storage of Materials
12 Traffic and Vehicles
13 Winching Operations

1. ABRASIVE WHEELS, GRINDERS, STIHL SAWS ETC

INTRODUCTION

The **hazards** from working with this type of equipment can include:

- Personal injury, including eye or skin contact, direct or from the work-piece
- Strains from poor body posture
- Dust from operations and/or equipment e.g. silica from cutting concrete
- Noise and vibration

COMMON OPERATING PROCEDURES/ CONTROL MEASURES

- **Only trained and certified personnel are permitted to use this type of equipment**

- Only use machines fitted with the appropriate cutting disc or tool for the material to be worked on

- Check that the recommended speed for the disc or cutting tool is above that of the driving machine (including the "no-load" speed)

- Examine the equipment before use and if it is damaged in any way do not use. **Report immediately to Supervisor or Line Manager**

- Ensure that tool / disc is appropriate for the material that you are working with and cutting / grinding discs should NEVER be used beyond their expiry date.

- Do not let cutting / grinding discs get wet – this can become a safety issue.

- Never mount any tool/disc onto any machine **for which it was not designed.** Take care to ensure that machine direction is compatible to that marked on any tool/disc and always use mounting flanges specifically designed for the machine – **never make modifications**

- Carry out no load test runs and ensure **all guards are fitted securely**

- When cutting, keep the wheel or tool straight – do not allow the blade to "jam" in cut

- Do not use cutting off wheels for profile grinding or "snagging" – use the appropriate grinding wheel

- Never force the machine to cut - always allow the disc or tool to do its' job

- Always ensure the machine is isolated from the power source or switched off and any rotating parts are stationary before working on it e.g. to change blades or discs or laying on ground at end of operation

- Always read and follow manufactures instructions on use and strictly observe any use restrictions on operations of equipment

- Only operate machinery when wearing appropriate PPE

2 COMPRESSED AIR TOOLS AND EQUIPMENT

INTRODUCTION

When working with any type of compressed air driven tools i.e. breakers, jack hammers etc, the following hazards should always be considered:

- Eye injury due to grit, dust or other foreign bodies being blown into eyes
- Vibration White Finger (V.W.F.) particularly in cold weather or where considerable use is made of hand tools
- Damage to internal organs or upper limbs due to incorrect posture when using tools
- Noise
- Uncoupled hoses swinging out of control
- Horse play with open ended hoses

COMMON OPERATING PROCEDURES/ CONTROL MEASURES

- Ensure that any compressor or associated tools either belonging to the Company or hired for use on any operation are suitable for job, are inspected for damage and are up to specification i.e. Company Policy on noise and vibration. Defective equipment should not be used. All defects should be reported to relevant supervisor. In the case of hired equipment, that equipment **should be rejected** and the relevant non-conformist procedure/document carried out.
- All copies of certificates i.e. examinations etc should be inspected and copies passed to the construction co-ordinator for retention. All documentation relating to hired plant should always be requested and checked
- Engine cover stays should be locked in position, and all covers and flaps including any silencers or mufflers in place when equipment is in use to aid noise reduction
- Beware when “blowing out” condensation etc from hoses, **ensure** any open ends are secure and not pointing at anybody
- Do not use compressed air for “blowing down” clothing and **never fool around with compressed air**

- Always disconnect equipment from power source before working on it

- Ensure all wheels, brakes, stands etc are sound and operational before manhandling compressors. Make sure enough help is available – use vehicles, where possible, for moving compressors to reduce manual handling

- Only operate machinery when wearing the appropriate PPE

3 EXCAVATIONS AND AVOIDING BURIED SERVICES

INTRODUCTION

The hazards which may be encountered when excavating include:

- Striking underground services resulting in fire, explosion, burns, electrocution, escape of gas and escape of water with consequent flooding

- Collapse of trench sides

- Falling of materials/debris from trench top into work area

- Access/egress difficulties

- Problems arising from contaminated ground e.g. Brownfield sites

- Potential injury to workers and others due to inadequate guarding and warning signs

- Possible damage to or collapse of structures near to excavation

COMMON OPERATING PROCEDURES/ CONTROL MEASURES

- Where applicable, always refer to the Construction Health & Safety Plan

- Follow HSG 47 "Avoiding dangers from underground services"

- Consult public utility plans and carry out a full survey of the work area, using the relevant locating equipment (e.g. CAT & Genny using all modes) – mark existing service positions by use of spray paint, pegs or other methods – **Remember** you only know where a buried service is when you've found it – physically locate existing services by **HAND DIGGING TRIAL HOLES**.

- Ensure there are sufficient and suitable resources, i.e. support materials for excavations where ground conditions dictate

- Examine excavation before work starts for any signs of instability. Where excavation is supported examination should be recorded weekly and/or after any adverse affect or alteration

- Carry out safe digging techniques **Remember** you only know where a buried service is when you've found it – **HAND DIG TRIAL HOLES**

- Ensure access/egress is adequate – if a ladder is used ensure it is secured and is in good condition

- Keep all waste, spoil and materials as far away from excavation edge as possible

- Where necessary, ensure the trench area is suitably fenced off from the public or others with the use of barriers etc. Ensure that where a person could fall 2 metres or more those barriers are erected 900mm (3ft) high with no gap exceeding 479mm (19ins). All rails/toe boards must be a minimum 150mm (6ins). Where mesh type fencing is used a visible band – yellow, white or orange should be attached 900mm above base, 150mm wide

- Where excavation is near a structure seek alternative route – if this is not possible further measures may be necessary e.g. support of structure and excavation, engineering checks or advice from an engineer or line manager

- Deep excavations will require Permits to Work – where excavations have to be deep seek further advice

Excavations work must not take place, within, under or immediately adjacent to any scaffolding

REMEMBER – IF IN DOUBT, HAND DIG!

4 WORK AT HEIGHTS

INTRODUCTION

When work at height is required e.g. installing risers, the following hazards must be considered when planning the work:

- Fall of persons from the working area, or when ascending or descending from the working area

- Fall of materials or articles from the working area

- Potential for the collapse of the scaffolding or ladder due to unstable ground conditions

COMMON OPERATING PROCEDURES/ CONTROL MEASURES

- Ensure that work is planned to provide safe access/egress from the workplace and that where practicable, ensure that work can be carried out from a safe position i.e. without over reaching/stretching

- **Safety helmets must be worn, when working at heights**

- Make sure any necessary signs are posted, warning of operations

- Ensure all work areas are properly guarded to prevent falls of persons or equipment

- Consider the safety of other workers and the general public, especially children both during the working period and out of hours. Restrict the working area by use of fences or barriers and ensure access is prohibited to working areas after hours or if site is left unattended

- Always make sure use of any appropriate safety equipment i.e. safety belts, harnesses etc and ensure you know how to use it. – **If in doubt –ASK**

- Inspect all safety equipment regularly and always before use, and ensure any defects are reported and, where possible attended to

- Take necessary precautions to prevent walking or working under any area where work at heights is being carried out

- Always comply with any relevant client Code of Practice, Site rules etc

  Take time to **think** what you are about to do. **Identify** the **hazards** and using this document as a guide, **adopt** and **take** the necessary precautions.

5 HIABS/ LORRY LOADERS

INTRODUCTION

Hiab loaders are considered to be lifting appliances and so are subject to the provisions of the LOLER Regulations 1998.

When using Hiabs the following hazards should be considered:

- Actual manoeuvring of crane striking or trapping operator and/ or others
- Failure of equipment, including ancillary equipment breakage
- Striking overhead power lines

- Unstable ground beneath stabilisers

Note. Only suitable trained and competent personnel will be permitted to operate Hiabs.

COMMON OPERATING PROCEDURES/ CONTROL MEASURES

- Check RAMS and Lift Plan for the work and ensure that you comply with the content.

- Check that work area is clear before undertaking any part of the operations

- Check stability of vehicle prior to use – if fitted, ensure stabilisers are deployed

- Ensure operations are carried out within the work site area – if any part of the operations are to be carried out outside site confines, take appropriate control measures e.g. use of signaller or banksman

- Ensure that everyone in the vicinity is clear of lift and load

- When lifting long or awkward loads or visibility is restricted seek assistance form a signaller or banksman; Consider affixing tag lines to help control / manoeuvre the load (Note; one is not enough)

- Ensure the machine is capable of making lift. **DO NOT ATTEMPT** to lift anything out of lifting range of jib and check all equipment used to assist lift e.g. straps, chains links etc. Never exceed safe working load

- Do not use damaged equipment – remove from use immediately and report to Line Manager

- Make sure all statutory requirements for inspections are carried out and never use equipment “out of” inspection date. Report any such equipment to Line Manager

- If fitted make use of any warning devices and lift indicators and ensure they are correctly set

- Follow HSE guidance GS6 “Avoiding Dangers from Overhead Powerlines” - Never work under overhead lines where any part of the machinery could come within 6 metres of the line. **If unsure, always treat as electric**

- Use and wear the appropriate PPE i.e. hi visibility vest, safety helmet and safety footwear at all times.

6 LADDERS / STEP LADDERS

INTRODUCTION

When working around, or using ladders the main hazards should always be considered. These **hazards** are:

- Equipment not properly secure
- Unsafe use i.e. over reaching or not using a ladder / step ladder long / tall enough for the job
- Use of defective ladders / step ladders
- Unstable base
- Ladder not angled properly
- Insufficient “handhold” at ladder top or at stepping off point
- Insufficient “overlap” on extension ladders
- Using ladders too near to overhead lines
- Ladder “springing” because it is too long for the job/ operations

COMMON OPERATING PROCEDURES/ CONTROL MEASURES

- Keep ladders / step ladders in good condition. Regularly check and examine and do not use any which show signs of damage
- Use only for short duration work and only when there is no safer alternative
- Beware of paint on ladders / step ladders, as paint can hide defects – never paint ladders / step ladders equipment
- Always place ladders / step ladders on a firm base and secure properly – where possible ensure that someone “foots” ladder before anyone ascends/ descends the ladder
- Position ladders / step ladders correctly and at proper safe angles – Ladders at four units up to each one out from the base
- Never place ladders / step ladders on materials or objects to gain more height
- Where a ladder is used for access/ egress to and from a place of work it should always be secured
- Never carry heavy objects up a ladder / step ladder – carry tools in purpose made holders or bags

- Extension ladders should overlap sufficiently to keep the ladder stable
- Do not over reach – if necessary reposition ladders / step ladders or source the correct size ladder / step ladder.
- **Beware of overhead power lines – see section 26 for more information**

7 LIFTING BY MACHINE

INTRODUCTION

There will be very few occasions when special lifting equipment will be needed on an S&R site. In general, any lifting required will be carried out by lorry mounted hiabs and / or excavators already used on the works.

Although the use of special lifting equipment will be infrequent, LOLER 1998 regulations still apply to all equipment used for lifting including forklifts, scissor lifts, cherry pickers, hoists, mast climbers, power operated cradles and excavators together with slings, shackles, chains etc.

The hazards that can be encountered are:

- Equipment breakage including breakage of ancillary or auxiliary equipment
- Misuse and/or incorrect use
- Use by untrained and/or unaware operatives
- Contact with overhead power lines and other obstacles

COMMON OPERATING PROCEDURES / CONTROL MEASURES

- Refer to RAMS and Lift Plan for the activity and ensure that you comply with them. Always consider what is being lifted i.e. its weight, awkwardness, shape and how it will be attached to lifting equipment
- Make sure equipment is suitable for the job, is marked with the “Safe working load” and is in good order including all ancillary/auxiliary equipment i.e. ropes, shackles and hooks
- Never use lifting equipment that does not have a current thorough examination certificate – lifting equipment should be tested and certified every twelve months and lifting accessories every six months. **Always check before use and if in doubt – ask**

- Inspect equipment regularly and never use equipment which is damaged

- Always use correct attaching techniques

- When using jib cranes, make use of any indicators ensuring they are set correctly

- Where applicable always use outriggers

- When lifting long or awkward loads or visibility is restricted seek assistance form a signaller or banksman; Consider affixing tag lines to help control / manoeuvre the load (Note; one is not enough)

- A competent person should supervise the lift and ensure everyone involved is aware of the operation, utilising the services of a signaller or banksman where required

- Follow HSE guidance GS6 “Avoiding Dangers from Overhead Powerlines”. Be vigilant when working in the vicinity of overhead power lines and never work under overhead power lines where any part of equipment could come within 6 metres of a line, especially in damp conditions, – if in doubt as to what overhead lines are **– treat as electric**

- Use and wear the appropriate protective equipment, e.g. safety helmets, gloves, safety footwear and hi visibility vest.

8 LPG – (Liquefied Petroleum Gas)

INTRODUCTION

LPG can cause serious problems if stored or used incorrectly. The gas is heavier than air and therefore any leakage can accumulate at low level where its presence may not be apparent. Further guidance can be obtained from BS5482.

Hazards which may pose a risk whilst working with LPG are:

- Escape from badly fitted joints leading to fire and/ or explosion
- Oxygen depletion
- Formation of CO where insufficient air is available for complete combustion

COMMON OPERATING PROCEDURES/ CONTROL MEASURES

- Warning signs must be displayed when carrying LPG in a company vehicle

- All vehicles, cabins and storage areas must be ventilated at high and low level when storing or carrying LPG

- The cab of vehicles must be isolated from the storage area

- Only use for heating, cooling and lighting as a last resort

- Wherever possible LPG cylinders should be stored in a secure wire or ventilated cabinet in the open air away from gullies, grates etc.

- LPG cylinders should not be stored inside buildings

- The gas supply should always be turned off at the cylinder and appliance when not in use

- Connection of the appliance to a cylinder must be via a regulator with pipes and hoses to BS3212 and all connections must be clipped (DO NOT USE JUBILEE CLIPS!!)

- LPG used for Heat shrinking cables, drying, heating, burning off, etc. will be subject to a hot works permit and risk assessment

9 MANUAL HANDLING AND LIFTING

INTRODUCTION

The main **hazards** associated with manual handling and lifting are risk of:

- Muscular/ skeletal injury

COMMON OPERATING PROCEDURES/ CONTROL MEASURES

- Wherever possible use mechanical means to lift or transport heavy articles/equipment or if this cannot be utilised, consider team lifting.

- Where mechanical means are not available or impracticable, make an approximate assessment of the lift then seek assistance with heavy and/or awkward loads – **never** attempt to lift anything you consider too heavy or awkward on your own – consider team lifting.

- Ensure that items are lifted correctly, with a straight back and using **YOUR LEGS** to raise yourself if the lift is low. Use good grip with feet apart, one foot slightly in front of the other. Keep the lift close to body.

- Avoid twisting, stooping or reaching to lift or the deposit the load
- Take account of where lift is made – make sure you have the room to lift the load and if you are to carry from one area to another, that there are no obstacles in the way, the surface is not slippery and that the lighting is adequate

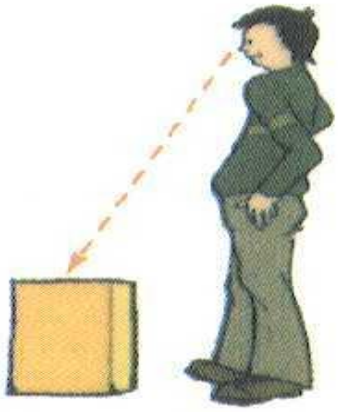
- Always make use of any carrying handles and/or carrying devices

- Avoid carrying up or down steps

- Secure any loose items while lifting

- If there is more than one person lifting the same item – ensure one person takes charge and that everyone else is aware of who that person is

SEE FOLLOWING FOR CORRECT HANDLING TECHNIQUES



1. Assess the load first. Make sure work area is clear of hazards and obstructions

2. Keep back straight in a natural way, stand close to the load, open stance and bend the knees. DO NOT twist the trunk

3. Raise the head, grasp the load firmly. With arms close to body, lift the load

4. Hold the load close to the centre of the body. Watch your step!

10 MECHANICAL PLANT AND EQUIPMENT

INTRODUCTION

There can be many **hazards** encountered from the use of and working with mechanical plant and equipment. These can include:

- Working mechanical plant and equipment in the vicinity of overhead or buried power cables/lines, and other underground utilities e.g. gas, water and electricity

- Access and egress from sites i.e. from other site traffic, site operatives, general traffic and the public

- The environment the plant or equipment is used/moved in e.g. ground stability which can change daily dependant on weather and/or how much and how often traffic has used it and the gradient or slope of where plant or equipment is to be used

- The manoeuvring of plant/ equipment when siting, lifting, reversing and/or undertaking any unusual manoeuvre

- Plant and equipment being operated by unauthorised personnel i.e. without permission

- Broken down plant causing traffic congestion

- Dust arising from the plant/ equipment which can be a respiratory hazard and a hazard to visibility

- Mud and grease on site roads and/or public roads

NOTE: Arrangements should be made to prevent mud from vehicles being deposited/ dragged onto Public Highways.

- Spillage of fuels/ oils resulting in environmental damage

- Noise and vibration from plant/ equipment/ operations

- Unguarded moving parts of plant and equipment

- Maintenance and/or repair work, including tyre changing, not carried out correctly and/or carried out not using correct equipment

COMMON OPERATING PROCEDURES/ CONTROL MEASURES

- Ensure that the plant is compatible with the requirements of **P.U.W.E.R. (Provision and Use of Work Equipment Regulations 1998)**

- Be vigilant when operating/moving any plant or equipment in the vicinity of overhead power lines – follow HSE guidance GS6 "Avoiding Dangers from Overhead Powerlines". **Do not** work under any overhead power line where any part of plant, equipment or personnel could come within **6 metres** of that line **without seeking advice –** if in doubt what an overhead line is being used for– treat as electric. **See section 26 for further information.**

- Do not use mechanical excavators, for digging operations, within 0.5m of a known service e.g. Electric cable, gas service etc

- Be aware of the affects of noise and vibration. Ensure all covers and guards are secure and that dampers, silencers are fitted. Do not leave plant/equipment running unnecessarily

- Take care when "filling" fuel tanks i.e. avoid spillage. Ensure that these are cleaned up promptly and any waste disposed of in accordance with Company and/or Client policy.

- Regularly inspect plant/ equipment for leaks and arrange to have these fixed. As an interim measure drip trays/ spill kits should be used

- Totally isolate any plant or equipment from its power source i.e. switch off engine, air or electric supply before attempting to work on it.

- When leaving plant/ equipment unattended, ignition keys must be removed and equipment locked to prevent unauthorised use

- Ensure anyone working/maintaining any piece of plant or equipment is competent and can prove that competency by displaying relevant training certificate

WHEN TYRE CHANGING AND/OR WORKING UNDER ANY MACHINE, THE FOLLOWING MEASURES MUST BE CARRIED OUT

- Persons doing the job/operation must be suitably competent and/or supervised by a competent person

- Never mount or dismount any wheel without the proper tools and equipment for the job in hand i.e. proper support devices, jacks, wheel braces etc

- Never rely on a jack as sole means of support when working under a machine and never leave a machine solely supported by a jack

- Before attempting to remove any tyre from its rim, ensure that it has been deflated

- Never stand over a tyre whilst it is being inflated. Stand to one side and where applicable and/or necessary use a tyre cage

- Never exceed the recommended tyre pressure – if in doubt – **ask**

- Always follow manufacturer procedure, if not available – **ask**

11 STORAGE OF MATERIALS ON SITE

INTRODUCTION

Potential hazards:

- Injury to persons from improperly stacked materials e.g. unsecured pipe stacks

- Injury to unauthorised personnel tampering with containers

- Accidental damage to containers allowing escape of materials

If the materials are categorised as **hazardous**, the following should also be considered:

- Fire and explosion

- Environmental contamination due to poor and/or improper storage

- Danger to persons – direct and indirect contact, ingestion, inhalation

COMMON OPERATING PROCEDURES/ CONTROL MEASURES

Reference should be made to company procedures covering goods receipt and storage for clarification on this procedure.

a) STORAGE OF GENERAL MATERIALS

General Considerations

- Palletised loads to be kept to a minimum – 2 pallets high, with easy access for delivery and future handling
- Material stacks to be kept to a minimum height, restrict height of stack to 2 metres
- Cylindrical objects such as coils of pipe and drums of cable should be secured to prevent rolling
- Backfill and reinstatement materials may need to be protected from the elements
- Any derogation to be authorised by line/site manager and then only in exceptional circumstances
- Designated storage areas to be segregated, fenced and barriered as appropriate and where necessary, lit
- Drip trays and if necessary bunds to be placed under all liquid storage areas

b) STORAGE OF SPECIFIC/HAZARDOUS MATERIALS

General Considerations

- All hazardous materials, to be stored in accordance with manufacturer's instructions and Client directives and procedures where applicable
- List of proposed materials / substances and their storage sites to be drawn up and C.O.S.H.H. assessments carried out. Copies of the assessments are available electronically and on App Can.
- All persons who will come into contact with materials and substances to be fully informed, as per COSHH assessments
- All containers and drums to be clearly marked and segregated according to their contents
- Particularly hazardous substances/materials – flammable and or toxic either to persons or the environment must be stored securely in purpose built containers i.e. fire proof, storage areas with restricted authorised entry only

- Drip/containment trays and bunds, to be used under containers and drums should be checked and emptied regularly. Disposal of the contents will depend on the substance/material – **If in doubt ask**

- Suitable and sufficient fire-fighting equipment to be on hand at every storage area

- Particular attention to be paid to storage areas which are near to public areas and / or frequently visited areas – these areas should be securely locked and contained

- Storage areas to be regularly inspected and at end of each working day

12 TRAFFIC AND VEHICLES - INTRODUCTION

ALL PERSONNEL MUST BE AWARE OF THE DANGERS OF TRAFFIC AND VEHICLES, BOTH ON AND OFF SITE.

The following control measures must always be adhered to:

COMMON OPERATING PROCEDURES/ CONTROL MEASURES

- Ensure all traffic lights and road signs are set out in accordance with the relevant Code of Practice – New Roads and Streetworks Act – that they are clearly visible and regularly checked to ensure they remain that way

- Minimise any need for reversing. Wherever possible – have a one way system. Ensure a qualified banksman/signaller assists if reversing is unavoidable

- Ensure segregation of pedestrian and vehicle access/egress points and ensure that alternate routes around site are provided and signposted

- No unauthorised person should ride or drive any vehicle on site and passengers should only ride in vehicles so equipped and designed for carrying them – never ride on vehicle running boards

- Vehicle ignition keys should never be left in unattended vehicles

ALWAYS BE ESPECIALLY VIGILANT AROUND TRAFFIC, ESPECIALLY WHERE CHILDREN, THE ELDERLY OR INFIRM COULD BE INVLOVED.

13 WINCHING OPERATIONS – LIFTING BY MACHINE

INTRODUCTION

The hazards that can be encountered during winching operations include:

- Equipment failure including breakage of ancillary/auxiliary equipment i.e. ropes, pull socks, anchorages etc
- Rope(s) “coming” off drum
- Contact with obstacles including power cables, gas services and sharp objects
- Use by untrained and/ or unaware operatives
- Personal injury

COMMON OPERATING PROCEDURES/ CONTROL MEASURES

- Ensure equipment is suitable for operation – including ancillary / auxiliary equipment – **if in doubt seek advice**
- Inspect all equipment including anchorage, attachments and towing rope for any sign of damage prior to operation and regularly when the pull is in progress
- Ensure towing rope and ancillary equipment are adequately sized for the task
- Ensure safety cut out device is set as per specified guideline
- Always use correct attaching techniques and equipment suitable for job
- Check pull route is free of obstructions which could be damaged by the towing rope and that the rope itself is suitably protected from damage from sharp objects
- Ensure anchorage of winch and any other equipment i.e. if winching anything off a drum ensure drum is firmly anchored and supported and can “spin” without obstruction
- Make all people involved aware of operation and keep those not involved away from operation – **inform, sign, barrier**
- Ensure winch operation is fully supervised by a competent person and that **everyone** is aware of who that person is

- Ensure winch is appropriately guarded and operator protected i.e. screened

- Where necessary use a banksman/signaller to assist and ensure that **everyone** understands any signals that may be used

Ensure equipment is secure at end of operation and disabled appropriately i.e. prevent use by unauthorised persons

F. PPE CODE OF PRACTICE

1 INTRODUCTION

With the introduction of The Management of Health and Safety at Work Regulations and The Personal Protective Equipment at Work (Amendment) Regulations 2022 there is a need to formalise existing arrangements and to maintain records of the type of personal Protective Equipment being provided as protection against the risks identified in the General Risk Assessments which have been carried out.

It should be borne in mind that P. P. E. is legally only permitted to be used where it is found not to be reasonably practicable to control, minimise or eliminate the identified risk by engineering methods.

2 DEFINITION

Personal Protective Equipment includes the undernoted when such are worn for protection of health and safety: -

- Safety Footwear.
- Safety Helmets.
- Eye Protection.
- Hearing Protection.
- Respiratory Protection.
- Gloves.

NOTE:
Ordinary working clothes and uniforms which do not specifically protect the health and safety of the wearer; Signaling Equipment and such like devices designed to afford protection against assault; "Corrective Appliances" or spectacles provided under The Visual Display Screen Equipment Regulations 1992, are not by legal definition, equipment to which the Personal Protective Equipment at Work (Amendment) Regulations 2022 apply.

3 STANDARDS FOR PERSONAL PROTECTIVE EQUIPMENT

The responsibility is placed upon manufacturers and suppliers of Personal Protective Equipment to ensure that what they are manufacturing and supplying meets basic safety requirements.

The Personal Protective Equipment Regulations require manufacturers and suppliers to have their products tested.

The evidence of compliance with this requirement will be in evidence by the products displaying a UKCA mark.

The suppliers will be in a position to provide, on request, technical safety information on the products being supplied.

4 PROVISION OF PERSONAL PROTECTIVE EQUIPMENT

All items of P. P. E. identified as being required in the General Risk Assessments made under The Management of Health and Safety at Work Regulations should be provided free of charge.

5 CARE AND MAINTENANCE OF PERSONAL PROTECTIVE EQUIPMENT

It is the responsibility of the person to whom the PPE has been issued to ensure that:

- It is worn or used at all times when the hazard is present,
- When it is lost or destroyed that steps are taken to have it replaced as soon, as is possible,
- It is kept readily available for use and in a clean condition at all times,
- Any problems, loss or damage or deficiency is reported to the manager concerned.

6 SELECTION AND SUITABILITY OF THE PERSONAL PROTECTIVE EQUIPMENT

The range of PPE. available should ensure that whatever is provided is suitable and acceptable to the wearer or user.

Staff should be involved in the initial selection of the P. P. E. to ensure that all the relevant factors are taken into account.

Personal Protective Equipment worn frequently and for long periods of time will essentially require to be comfortable to wear and suitable for the work being carried out apart from providing the degree of protection required.

The manufacturers and suppliers of P. P. E. are in the best position to offer guidance on the equipment, which they manufacture or sell and in the selection of P. P. E. the technical advice given by them should be taken into account.

7 GUIDANCE ON THE SELECTION OF PERSONAL PROTECTIVE EQUIPMENT

7.1 SAFETY HELMETS

These, in general, are provided as protection against falling objects or striking against fixed objects.

Head protection should: -

- Be of the correct size for the wearer.
- Have an easily adjustable head band, nape and chin-strap.
- Be maintained in good condition.
- Be stored, when not in use, in a safe place, for example on a peg or in a cupboard. It should not be stored in direct sunlight or excessively hot humid conditions.
- Be visually inspected regularly for signs of damage or deterioration.
- Have defective harness components replaced (if the design or make allows this).
- Have the sweat-band regularly cleaned or replaced.

Damage to shell

Damage to shell of a helmet can occur when: -

- Objects fall onto it.
- It strikes against a fixed object.
- It is dropped or thrown.

Deterioration in shock absorption or penetration resistance

Deterioration in shock absorption or penetration resistance of the shell can occur from: -

- Exposure to certain chemical agents.
- Exposure to heat or sunlight.
- Ageing due to heat, humidity, sunlight and rain.

Chemical agents, which should be avoided, include paint, adhesives or chemical cleaning agents. Where names or other markings need to be applied using adhesives, advice on how to do this safely should be sought from the manufacturer.

Exposure to heat or sunlight can make the shell go brittle. Head protection should never be stored, therefore, near a window, for example the rear window of a motor vehicle.

Replacement

The head protection should normally be replaced at intervals recommended by the manufacturer. It will also need replacing when the harness is damaged and cannot be replaced or when the shell is damaged or it is suspected that its shook absorption or penetration resistance has deteriorated.

Examples of this are when: -

- The shell has received a severe impact.
- Deep scratches occur.
- The shell has any cracks visible to the naked eye.

7.2 SAFETY FOOTWEAR

The safety boots or Wellingtons which are provided are designed to protect the feet against objects falling on them and striking the toes in particular. The protective toecap is provided for this purpose.

The hazard of sharp objects such as nails penetrating the sole and injuring the foot can be protected against by the provision of mid- sole protection within the footwear.

The range of safety footwear available should allow selection to be made with regard to the hazards to be protected against and the suitability and comfort factor for the wearer.

Maintenance

Safety footwear should be maintained in good condition, checked regularly and discarded if worn or deteriorated. Laces should be checked and replaced if necessary. Materials lodged into the tread should be removed. The stitching should be checked for loose, worn or cut seams. Spraying the upper layers of new footwear with a silicone spray or applying a protective wax will give extra protection against wet conditions.

7.3 EYE PROTECTION

Eye protection provided should be designed to protect the eyes against flying particles of dirt, materials, splashes or sprays of chemicals.

The selection of the type of eye protection will depend on the hazards present in the work activity and could consist of: -

Safety Spectacles

These are similar in appearance to prescription spectacles but may incorporate optional side shields to give lateral protection to the eyes. To protect against impact, the lenses are made from tough, optical quality plastic such as polycarbonate. Safety spectacles are generally light in weight and available in several styles with either plastic or metal frames.

Safety Goggles

Safety goggles are heavier and less convenient to use than spectacles or eye shields. They are made with a flexible plastic frame and one-piece lens and have an elastic

headband. They afford the eyes total protection from all angles as the whole periphery of the goggle is in contact with the face. Safety goggles are more prone to misting than spectacles. Double-glazed goggles or those treated with an anti-mist coating may be more effective where misting is a problem. Goggles are more effective than safety spectacles in providing protection against dust and splashes.

Face Shields

Face shields are heavier and bulkier than other types of eye protection but are comfortable if fitted with an adjustable head harness. Face shields protect the face but do not fully enclose the eyes and therefore do not protect against dusts, mist or gases. Visors on brow guards or helmets are replaceable. They may be worn over standard prescription spectacles and are generally not prone to misting.

Cover Specs

These are lightweight safety spectacles, which can be worn on their own or on top of the normal prescription glasses worn and are suitable for general protection where hazards are present in the vicinity of the wearer. These are sometimes referred to as 'visitors' spectacles.

Maintenance

The lenses of eye protectors must be kept clean as dirty lenses restrict vision, which can cause eye fatigue and lead to accidents.

Eye protectors should be issued on a personal basis and used only by the person they are issued to. Eye protectors should be protected by being placed in suitable cases when not in use. Eye protector headbands should be replaced when worn out or damaged.

Lenses that are scratched or pitted must be replaced as they may impair vision and their resistance may be impaired. Transparent face shields must be replaced when warped, scratched or when they have become brittle with age.

7.4 RESPIRATORY PROTECTION

When dust or fume is present and is a perceived hazard to health, respiratory protection should be worn.

The type of respiratory protection will depend upon the degree of risk identified in the Risk Assessment.

The normal nuisance type dust can be protected against by the wearing of a disposable type dust mask.

Where vapours/fume is the identified hazard the respirator will require to be of a type suited to provide the protection required.

The respirator could be of a disposable type or a renewable cartridge orinasal type.

The selection of the correct respiratory protection is vitally important and guidance should be sought from the manufacturer or supplier before using any such P. P. E.

It is important that staff who use such P. P. E. are trained in its use and maintenance where appropriate.

7.5 GLOVES / HAND PROTECTION

The protection and care of hands in carrying out work activities is an important issue in Personal Protective Equipment.

The gloves available should offer protection against hazards such as cuts and abrasions, skin irritation and dermatitis and contact with toxic or corrosive chemicals.

In selecting hand protection, the manufacturer's/supplier's guidance should be sought in order to establish the suitability of the gloves to provide the degree of protection required.

The gloves should be suitable and comfortable for the wearer and allow flexibility of the hands/fingers.

Maintenance

Care should be taken in the donning, use, removal and storage of protective gloves. They should be maintained in good condition, checked regularly and discarded if worn or deteriorated. Gloves should be free of holes or cuts and torn materials and their shape should not be distorted. They should fit the wearer properly leaving no gap between the glove and the wearer's sleeve.

Gloves should always be cleaned according to the manufacturers' instructions as they may have particular finishes, which may make the following general guidance inappropriate. For example, repeated washing may remove fungal and bacterial inhibitors from the lining of the glove which, may ultimately lead to skin irritation and there is also the risk of cross-contamination as chemical residues can remain on the gloves even after washing.

Contact between the gloves and chemicals should be kept to a minimum as some chemicals can alter the physical characteristics of a glove and impair its protective properties. Gloves contaminated by chemicals should be washed as soon as possible and before their removal from the hands. Grossly contaminated gloves should be discarded. Gloves contaminated on the inside can be dangerous, as the chemical

contamination will be absorbed by the skin. Wear armlets if there is a danger of chemicals entering the glove at the cuff.

When wearing protective gloves do not touch other exposed parts of the body, equipment or furniture as contamination can be transferred to them. Cotton liners can be worn if hands sweat profusely.

Hand Care

Do not let chemicals come into contact with the skin. Wash hands frequently, dry them carefully and use a hand cream to keep the skin from becoming dry through loss of natural oils. Keep cuts and abrasions covered. Handle and remove gloves carefully to avoid contamination of hands and the inside of the gloves.

7.6 HEARING PROTECTION

Staff exposed to significant noise levels in excess of 80 dB(A) must be advised of the hazard and if the noise level exceeds 85 dB(A) they will be required to use hearing protection. Hearing protection can be in the form of earplugs or earmuffs.
Ear Plugs. Various types are available from the simple foam inserts to customised rubber inserts designed to fit an individual's ear.

In general plugs are of a disposable nature and should be discarded after use unless designed to be hygienically cleaned for further use.

They do not generally have the same attenuation properties as ear muffs/defenders.
Ear Muffs or Ear Defenders, again, come in different designs and characteristics. They can be supplied for use on their own or as attachments to items such as safety helmets.

Care must be taken in ensuring the suitability of the earmuffs for the conditions they are likely to be used in. Guidance should be sought from the manufacturer or supplier in determining the type of equipment required.

Maintenance

It is essential that hearing protection is kept well maintained and in a good state of cleanliness. The condition of the ear seals is critical to the efficient operation of the earmuffs and should be replaced when worn or damaged. Manufacturers often provide hygiene kits for this purpose. Ear plugs and earmuffs should be properly stored in sealed bags to keep them clean.

G CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

1. INTRODUCTION

It is the policy of S&R to implement the C.O.S.H.H Regulations in order to reduce the health risks to all employees from substances hazardous to health. Where a risk assessment of a task has identified the requirement for a C.O.S.H.H. assessment to be conducted, the C.O.S.H.H. assessment procedure shall be adopted.

Potential risks to health through contact with substances are:

- External contact causing skin/ eye problems
- Skin/ eye absorption
- Inhalation
- Ingestion (swallowing)

REMEMBER: Hazardous substances can be present as gases, vapours, mists, dusts, fumes, liquids, or micro-organisms and can affect the body through inhalation, skin contact or ingestion.

2. COMMON OPERATING PROCEDURES/ CONTROL MEASURES

- It will be the responsibility of the person in charge to study the base list of assessments, understand the necessary control measures needed to reduce the health hazards to an acceptable level, and to implement the necessary procedures.
- It is the responsibility of the person in charge to ensure that proper, approved procedures are followed by all the workforce under his control when they are working with substances which might be hazardous to health or in an environment which may contain such substances
- Should health surveillance be necessary, the person in charge should make arrangements for this to be carried and for records to be updated. Health records should be returned for retention in the job file. Advice may be sought from the company Safety Officer on health surveillance.

CLASSIFICATION OF HAZARDOUS SUBSTANCES

- Substances hazardous to health are those which are classified as such under the UK Reach Regulations and EH40.
- Substances with a Maximum Exposure limit (MEL) or Occupational Exposure Standard *(OES).*
- Micro-organisms harmful to health.
- Substantial airborne concentration of dust.
- Any other substances which pose a comparable health hazard.

Note: Suppliers are required to provide adequate information. Package labels and Data sheets shall be examined for hazard information.

ASSESSMENT OF RISK

- The procedures to be adopted as detailed in this document, when using a particular substance **must** be followed at all times

- Having gathered the necessary information about a substance the risk shall be considered by examining working methods and site practices. The task of completing new assessments may not be necessary where the substance and its use do not vary from site to site.

- A COSHH Index is available incorporating a list of substances which are common to all sites.

- During the job substances not included in the list may be brought to site. By contacting the SHEQ Department, assessments for these substances can be provided.

- The Manufacturer's safety data sheet should be obtained and used to produce an assessment. Verbal advice will be available for any particularly hazardous substance.

- It is the responsibility of the SHEQ Department to produce assessments for any substances which are to be used. This should include any special requirements for storage and waste disposal.

Refer to the latest COSHH Assessments available on the server and via APP Can.