

HEALTH SAFETY AND WELFARE POLICY

**PROPIPE LTD.
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This Policy will be reviewed as necessary to ensure it complies with all relevant Regulations & Codes of Practice.

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| Revision B | October 2012 | R. Minns | General update |
| Revision C | October 2013 | R McKnight | Annual Review |
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PROPIPE LTD.
Health, Safety and Welfare Policy
General Statement of Intent.

1. It is PROPIPE LTD. (the company) policy that its operations shall be conducted in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees. It is the company's policy also to ensure that any of its activities will not adversely affect the health and safety of others, including the general public, children, subcontractors, etc.
2. The company requires that high standards of safety, health and welfare shall be achieved and constantly maintained at all its site, works and offices. The company also feels there is the need to have a strong commitment to the protection of the environment and to minimise waste. The company has therefore set out its environmental statement in this policy document to support this commitment.
3. The safety policy will be regularly reviewed and monitored in order to meet current legal requirements. All new legislation, codes of practice, etc. will be considered as necessary, and all significant changes will be made to the policy to ensure it continues to reflect working practices.
4. This policy and all revisions of it will be brought to the attention of all employees by the company health and safety director in compliance with company procedures.
5. The company will ensure compliance with the requirements of this policy by maintaining a thorough monitoring programme. If the company feels that any part of the policy is not effective, it will take whatever steps are required to rectify the problem.
6. All matters concerning health and safety will be implemented only after full consultation with employees. The employees have the right to nominate safety representatives, under the **Safety Representatives and Safety Committee Regulations**, and request the organisation of a safety committee. The company also recognises that there is a requirement to consult with employees under provisions of **The Management of Health and Safety at Work Regulations**, and the **Health and Safety (Consultation with Employees) Regulations** and will therefore encourage full employee participation in all matters relating to health and safety. Employees will be afforded every opportunity to discuss health and safety issues with a senior officer of the company.
7. The company will ensure that all relevant safety and health training will be undertaken and that all the necessary information required to do a job safely will be forwarded to the appropriate parties. The company will ensure that sufficient resources are available to meet all reasonable health and safety requirements.
8. It is the function of management to provide all the necessary requirements in order to carry out work in a safe manner. However, no safety policy can function properly without the support and co-operation of all its employees. Therefore, the company reminds its employees that they have a legal duty not only to work in a safe manner, but also to co-operate in efforts to create safe and healthy working conditions.

Signed

Date:- 9th OCTOBER 2013

Mr. Robert McKnight

Director Responsible for Safety, Health and Welfare.

Environmental Policy Statement.

It is in the company's interest to have a planned approach towards prevention and reduction of waste and pollution, leading to a long term reduction of costs, as prevention and reduction are more desirable and economical than damage repair after the event.

The company will control its activities to avoid causing unnecessary and unacceptable risks or adverse effects on the environment, in line with the requirements of the **Health and Safety at Work etc. Act 1974 (HASWA), the Control of Substances Hazardous to Health Regulations (COSHH) and the Environmental Protection Act** as far as is reasonably practicable.

Responsibility for the environment is ranked equally with that for the health and safety of employees, the general public and others. Environmental awareness and individual responsibility will be developed amongst employees at all levels with full and effective consultation being encouraged. The company will continue to develop and improve standards by making use of available technology and developments, together with a waste recovery and recycling approach. Plant, vehicles and equipment will be maintained and operated to provide the maximum environmental protection as far as practicable.

Local community interests will be taken into account and positive communication with the community entered into where appropriate. Clients, employees, the general public and all other persons who may be affected will be made aware of any company activity which may affect the environment. Natural habitats and wildlife will be respected and where appropriate within the control of the company, maintenance, restoration or creation of habitats will be encouraged.

Environmental Action

Objectives outlined in the Environmental Policy will be monitored to ensure they are being met where ever reasonably practicable.

1. **Management** - at all levels will take individual responsibility to ensure that environmental issues are considered when making decisions or when planning or controlling work.
2. **Work Force** -all employees must understand their individual responsibilities for acting in accordance with the company environmental policy and the safety policy.
3. **Waste Reduction** -all employees must give careful consideration to the elimination and reduction of waste at every stage of the company operation. Where recycling or re-use of material is an economical advantage, this will be carried out.
4. **Complaints** -the company will continue to develop a system for handling complaints from individuals and organisations etc. and make every effort to provide an efficient and friendly route for communication.
5. **Development** -company management will supervise the implementation and further development of the company environmental policy.

Training & Information.

Sufficient and appropriate training is the key to the efficient operation of the company. The company does not see health and safety training as an activity undertaken just to meet the minimum requirements of health and safety law. Neither does it see health and safety training as a 'bolt-on' extra to skill or professional training, but as an integrated part of general skill training for the correct way of undertaking any work activity safely.

The company has therefore set out its **aims** to training as follows:-

- a) **Training that is both suitable and sufficient and cost effective.**

The cost of training and the degree of risk to be countered by the training will be taken into account when deciding if the training is justified.

- b) **Training will be prioritised to ensure that training, information and instruction for high risk activities and emergency procedures is undertaken before general skill training.**

The company objective is to ensure that all employees can carry out their duties with the least chance of harm occurring either to them or to other; or causing damage to property.

- c) **The more information, instruction and training received by the employee, the greater their level of competence and therefore the greater the opportunity to act as supervisors of their own work task.**

Records of all training are maintained by the company and an annual review of training needs is undertaken, from which a training plan can be developed.

All personnel attending the premises, including visitors, must report to the manager or foreman, and be made aware of the specific rules for that premises. The manager or foreman will ensure all persons undergo formal induction training, and will maintain accurate records.

All employees have access to the **PROPIPE LTD. Company Safety Policy Arrangements**, which contains details of relevant health and safety matters. This document is displayed on the notice board together with the other safety related documentation.

Monitoring and Review.

The company will ensure that an effective management structure will be put in place to affect appropriate control over its activities and to make sure these controls are sufficient to meet its needs. The controls include policy making, planning and policy implementation. It is also necessary to monitor and review the work activities and procedures to enable the company to maintain standards and manage risks to the best possible extent. To this end the company will carry out regular monitoring of its premises, and other activities, measuring its performance against known standards and accepted best practices.

Close monitoring of all work places and work practices will be undertaken to identify any unsafe practices or anything not complying with the company policy. Any person found not complying, or in breach of health and safety requirements, will be warned and disciplined according to the company disciplinary procedure. All failings will be rectified immediately.

The **managers and supervisors** are responsible for the day to day control of safety and are given full backing from the company regarding any actions they feel necessary to enforce site safety.

The **safety director and health and safety advisor (when requested)** will carry out regular safety inspections. The frequency of inspections will be dependent upon other commitments, the nature and complexity of the tasks being undertaken. During any inspection, identified problems or failings are highlighted, discussed and appropriate action taken.

Following safety inspections it will be the manager's responsibility to rectify the identified faults with immediate effect and not to allow the recommencement of stopped work until major hazards have been rectified.

The company will from time to time carry out a review of its safety performance to determine areas of weakness and actions required. The findings of the reviews, including changes to policy or company rules, will be disseminated to all relevant employees.

Chain of Responsibility.

1. The Safety Director is responsible for the safety policy being implemented, amended or updated as required. The company Health and Safety Advisor will assist the safety director in this task.
2. The Office Manager is responsible for office safety.
3. The Managers are responsible for ensuring the requirements of the company safety policy are effectively communicated to all site personnel.
4. All employees are responsible for ensuring that all aspects of the safety policy are complied with when undertaking work tasks on behalf of the company.
5. Employees are expected to involve themselves in safety matters and report any unsafe equipment or dangerous situations to their supervisors.
6. All functional management and specialist staff, advisers, etc. will be actively encouraged to provide all essential safety support to the mainline management team. Particular regard will be given to the introduction of better, safer systems of work for the benefit of all employees.
7. Anyone who may be affected by operations undertaken by the company will be kept fully informed and the requisite liaison between the parties will be effectively maintained.
8. All employees are issued with a copy of the company's safety policy statement and an extract of the duties and responsibilities applicable to them, as will all new starters with the company.
This requirement is normally fulfilled by displaying the Policy and relevant documentation on the premises notice boards
9. No safety policy can work without the full co-operation of all the employees of the company and the co-operation of all those working on behalf of the company. The safety policy cannot be forced onto employees without those employees having the right to forward criticism, comments, etc. about the safety policy.

In order to achieve a safety policy that can work in practice with the full approval of everyone concerned, the company regards employer/employee consultation and co-operation as essential.

General Safety Arrangements.

The company is involved in several activities, a number of which are on a day to day basis. A comprehensive list of common and special hazards involved with all aspects of work is included in the **PROPIPE LTD. Company Procedures (Arrangements)** section of the policy.

1. A comprehensive list of common and special hazards involved with all aspects of work is included in this policy. Where the arrangements for carrying out work which is not contained within this policy document, reference should be made to the company's Safety Manuals for guidance on the minimum standards to be achieved. All supervisors are to note that the company expects these minimum standards to be achieved.
2. In order to ensure safe systems of work on site, special attention must be given at the planning stage regarding any safety considerations that might arise on that particular task.
3. In the case of there having to be an emergency evacuation of the premises an assembly point will be organised by the management. All persons under the control of the company will be informed about the location of the assembly point and will meet at this point, and remain there, until such time as a thorough check has been completed to ensure that no-one is missing. All personnel will then be advised of further procedures before being allowed to leave the assembly point.
4. It is essential that a high level of housekeeping is maintained throughout the premises. There is a duty on everybody to ensure that all areas are kept tidy, unneeded equipment locked up or returned to the stores, waste removed, etc. Connected with this is the requirement to maintain a safe access too and egress from the premises. There must be adequate areas on the premises to provide safe walkways and these must not be obstructed with materials, rubbish, etc. Any emergency exits must be clearly marked and be kept free from obstruction.
5. Employees must not operate any plant, machinery or equipment unless he or she has either been fully trained on the working of the machine etc. and is fully conversant with all safety requirements and has reached the required statutory age.
6. The company will ensure that all employees are fully trained as required and are made aware of all the requirements with regard to health and safety matters.
7. Safety inspection of sites and premises will be undertaken by a number of persons:-
 - (a) **By Directors on designated safety inspection of the premises. They will report their findings directly to the person responsible for work area and the Health and Safety Advisor where applicable.**
 - (b) **By the Managers and Supervisors the safety inspection will form a vital part of any site/premises inspection.**
 - (c) **Visits will be undertaken by the Health and Safety Advisor where requested. The company, via the Managers and Supervisors, will ensure that any findings made by the Health and Safety Advisor will be dealt with quickly and effectively. The Health and Safety Advisor will suspend work operations where there is imminent danger to personnel.**

Section B. Individual Responsibilities.

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Directors and Safety Director.

Main Duties and Responsibilities.

1. To help formulate the company safety policy and organise all revisions to it.
2. To ensure that the contents of the policy are circulated as appropriate to all company employees.
3. To arrange for sufficient funds and resources to meet the requirements of the policy.
4. To ensure that all levels of staff receive appropriate and adequate training, and each employee has the opportunity to contribute to discussions on health and safety
5. To ensure health and safety issues are co-ordinated between the company and all employees working on premises to ensure safe working, in accordance with the Health and Safety Policy.
6. To ensure all employees discharge their duties and responsibilities satisfactorily and to take the necessary action if any employee fails in his or her duty.
7. To encourage all employees to work in a safe manner and at all times to set a good personal example.
8. To ensure the risk of injury and damage to the health of all persons affected by the company's operations, the prevention of fire, waste and damage to all property and plant is minimised by implementing procedures for risk assessments and by effective management of health and safety.
9. To provide and ensure preventative maintenance of plant, equipment and places of work that is safe when in use.
10. To arrange for procedures to be implemented for the carrying out of risk assessments and the formulations of safe working procedures; recording of these assessments and procedures and ensure that employees are made aware of them and to take whatever steps may be necessary to comply with them, including bringing the requirements of the health and safety policy to the notice of employees.
11. To ensure the provision in tenders and other preparatory procedures for adequate safe working methods for offsite working, welfare facilities, storage of materials and hazardous substances, waste disposal, co-ordination and co-operation between employers and safe access, etc.; and ensure adequate response to identified hazards.
12. To ensure that procedures are implemented so that employees' exposure to harmful substances is eliminated or reduced, in line with the **Control of Substances Hazardous to Health Regulations (COSHH)**
13. To monitor the effectiveness of this policy at all levels and bring into effect changes which are considered necessary.
14. To understand the main principles of the company safety policy and appreciate the duties and responsibilities given to each grade.

Managers

1. To be aware of, and observe, the requirements of the company safety policy, the **Health and Safety at Work etc. Act 1974** and other statutory requirements, Approved Codes of Practice, Guidance Notes and safety procedures appropriate to the operations under their control, seeking guidance and assistance from the safety director and safety personnel as deemed necessary.
2. To ensure supervisors understand their duties and responsibilities under the company policy and to take all steps to ensure that these are carried out.
3. To determine at the planning stage, seeking advice from the Health and Safety Director/Advisor where necessary:-
 - i) **The most appropriate order and method of working.**
 - ii) **Allocation of responsibilities**
 - iii) **Consideration of all existing and potential hazards, including fire hazards, and methods deemed necessary to overcome any such hazards.**
 - iv) **Facilities for welfare and sanitation.**
 - v) **Check over work method statements and safety precautions before work commences.**
 - vi) **The appropriate development of necessary safety documentation and/or ensure this development is instigated.**
4. Carry out regular inspections, or as required by regulations, of operations under their control with particular reference to safety procedures. Keep records of each inspection as deemed necessary, ensuring that statutory registers and records, etc. are completed accurately as required by regulations and other instructions. Arrange for any remedial or improvement work to be carried out without delay.
5. To set a good personal example at all times.
6. To ensure that once work has commenced, it is carried out as planned, following the Company Procedures, complying with the requirements of the **Health and Safety at Work etc. Act 1974**, regulations made by virtue of the **Act**, and any other relevant legislation, codes of practice, etc.
7. To ensure the safety documentation is updated and managed as required during the work undertaken; and that all relevant information is issued to the Health and Safety Director/Advisor.
8. To arrange for procedures to be implemented for the carrying out of specific risk assessments and the formulations of safe working procedures required by the **COSHH Regulations** and the **Management of Health and Safety at Work Regulations**. Recording of these assessments and procedures and ensure that employees are made aware of them and take whatever steps may be necessary to comply with them.
Assist the supervisors in the preparation and implementation of assessments and safe working procedures.
9. To co-operate with the company in identifying training needs of individuals under their immediate control and, as necessary ensure the individuals are given the opportunity to undertake training.

Manager;

(continued)

10. To monitor the work activities against the **policy standards** and bring into effect any changes necessary that are within your immediate control. To bring to the attention of the safety director any failure to comply with policy standards that requires the safety director's action. Implement and maintain arrangements with employers to ensure that they observe adequate safety procedures and statutory regulations and to review any confusion concerning areas of responsibility.
11. To report ALL accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses" to the safety director as soon as possible after the occurrence. Assist the Health and Safety Director to establish the cause of ALL such incidents and thereafter ensure steps are taken to prevent recurrence and ensure employees and others are instructed accordingly.
12. Co-operate with the Health and Safety Director to ensure that company policy objectives and management procedures are properly co-ordinated and disseminated; and effective communication between the appropriate parties is maintained.
13. To ensure that all levels of staff receive appropriate and adequate training, and each employee has the opportunity to contribute to discussions on health and safety.
14. To ensure all employees discharge their duties and responsibilities satisfactorily and to take the necessary action if any employee fails in his or her duty.

Supervisors.

Responsible to the managers.

Main duties and responsibilities:-

1. Ensure they understand the company safety, health and welfare policy and assist in its implementation.
2. Make themselves aware of site rules and procedures and ensure that persons for whom they are responsible are aware of and adhere to these rules and procedures, etc.
3. Ensure that persons on site are adequately trained and fully aware of any hazards on the site.
4. Ensure that appropriate and sufficient protective clothing and equipment is available, maintained in a good condition, issued in accordance with company procedures and is used correctly.
5. Ensure that all defects on site are properly reported and rectified.
6. Continually develop safe practice to ensure safety on site at all times.
7. Ensure good housekeeping is maintained on site at all times.
8. Assist the manager to investigate all accidents, dangerous occurrences, near misses, etc. to discover the cause and to eliminate recurrence.
9. Accompany the safety director or manager and H.M. Inspectors on inspections and co-operate with them on safety matters.
10. Assist the manager in his duties as required.

Plant Operators.

Main responsibilities are to:-

1. Inspect their machine and equipment daily. Carry out agreed maintenance and maintain records.
2. Check the weight of any load to be lifted, taking into account the weight of any lifting gear required, and never exceed safe working loads.
3. Ensure that any load is properly secured before attempting to lift or move and that you have an unobstructed view.
4. Always drive smoothly and steadily and watch for obstructions.
5. Ensure that when a banksman/signaller is involved in the operation you can see the banksman/signaller clearly at all times and that he understands and gives you clear and proper signals.
6. Report any defects to your supervisor.
7. Co-operate with the company in meeting the policy objectives.
8. Carry out the duties of a plant operator following the training received.

Operatives & Employees.

1. Develop a personal concern for safety for themselves and for others and to co-operate with others in the provision of safe working conditions and the observance of the requirements of, safe working procedures, the **Health and Safety at Work etc. Act 1974**, and this policy.
2. Use the correct tools and equipment for the job; keep them in good working condition and use such equipment carefully and in accordance with any working instructions or training received.
3. Use and take care of safety equipment and protective clothing supplied, e.g. safety helmets, gloves, eye, ear and respiratory protection etc., provided by statutory regulations, conditions of employment or other instructions. Report any defect or loss of the equipment or clothing, to your immediate supervisor.
4. Avoid improvising which entails unnecessary risk and observe all specific warnings and instructions regarding the use of equipment or materials.
5. Do not proceed with work when a hazardous situation is foreseen or created which may involve injury to yourself or other persons or damage to property and equipment. Report to your immediate supervisor any defects in plant or equipment and hazardous situations that you believe may present danger.
6. Report ALL accidents, dangerous occurrences and near misses to the immediate supervisor.
7. Ensure that reference is made to the company's COSHH procedures and initial assessments prior to using any material or substance or carrying out any operation which falls within the scope of COSHH and which may cause harm or ill-health. Refer to your supervisor any substance or material not included in the COSHH data file.
8. Bring to the attention of your supervisor any deficiencies in personal ability, e.g. untrained to operate plant and equipment, or untrained to carry out workplace inspections, etc.
9. Do not engage in "horseplay" or other practical jokes that may lead to injury or an escalation of practical joking by other employees.
10. Employees are to carry out work activities in compliance with risk assessments; safety method statements; including company rules. Failure to carry out their duties and responsibilities in compliance with this policy may result in the company disciplinary procedures being invoked.
11. All employees are reminded that they have a duty under **Sections 7 and 8** of the **Health and Safety at Work etc. Act 1974** to take reasonable care of their own safety and the safety of others who may be affected by their actions or omissions and also co-operate with the company in its arrangements to perform or comply with statutory safety obligations which

includes adhering to the requirements of company safety documentation and this health, safety and welfare policy.

12. Employees must not consume alcohol or take drugs which may affect the performance of the employee whilst at work. **(See company policy on drug and alcohol abuse/misuse).**

Office Manager.

Main Responsibilities:-

1. Ensuring that the company's safety, health and welfare policy is effectively implemented by all employees under your immediate control.
2. To ensure that office welfare facilities are kept up to the required standards.
3. To ensure that arrangements for first-aid, as required by the **Health and Safety (First Aid) Regulations**, are available and that the location of equipment is known to employees, and that such equipment and provisions are kept complete. To ensure that proper care is taken of casualties and to establish a procedure to be followed in the event of serious injury including the means of obtaining medical and ambulance services.
4. To ensure fire fighting equipment is in place and in good working order.
5. To ensure that the building and external premises are adequately lit and are in a safe state of repair.
6. To ensure employees under your immediate control are aware of the correct kinetic or manual handling techniques, where applicable.
7. To ensure good housekeeping is maintained in all areas at all times.
8. In conjunction with the Health and Safety Director, ensure the emergency evacuation procedure from buildings is made known to all employees.
9. Report ALL accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses", to the Health and Safety Director as soon as possible after the occurrence. Assist in establishing the cause of ALL such incidents and thereafter carry out improvements to prevent recurrence and instruct employees and others accordingly.
10. Ensure that assessments of work stations are reviewed as necessary, seeking assistance from the Health and Safety Director/Advisor as required. Implement the controls agreed to ensure employees using the work station are not put at risk.

Office Based Employees.

Main Responsibilities:

1. Develop a personal concern for the safety, health and welfare of themselves and others and to co-operate with other persons in the provisions of safe working conditions and the observance of safe working procedures, the **Health and Safety at Work etc. Act 1974**, and any other applicable legislation and this policy.
2. Make themselves familiar with the Fire Action Plan procedures, escape routes, appropriate assembly points and the location and use of fire extinguishers.
3. Ensure the company smoking policy is observed.
4. Ensure access routes, corridors and escape doors are not obstructed by office furniture, cables or other items.
5. Use filing and storage equipment correctly and avoid overloading of work surfaces, trays, etc.
6. Practice good housekeeping, clearing away waste into proper receptacles.
7. To avoid possible damage use only electrical equipment after being instructed in their proper use by another competent employee.
8. Seek assistance when lifting heavy or awkward sized items, or when items are beyond your own personal ability. Ensure that you are aware of the correct methods of lifting.
9. Report ALL accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses", to the office manager as soon as possible after the occurrence. Assist in establishing the cause of ALL such incidents and thereafter follow the improvements agreed to prevent recurrence and instruct employees and others accordingly. Use first aid provisions correctly and ensure your immediate supervisor is informed of first aid replenishment requirements
10. If you are a work station user, use it as instructed to ensure you are not put at risk of injury or ill health.

Report to the office manager any change in your personal situation that will need to be taken into account by the company when assessing the risks associated with the work activity, e.g. illness, allergy, pregnancy etc.

Plant Manager/Buyer.

Main Responsibilities:

1. Ensure that all plant and equipment is safe and fully efficient; is guarded and equipped with safety devices to meet the industry and manufacturers standards; and is tested in accordance with current legislation.
2. Ensure that all repair and maintenance work carried out is done in a proper manner to maintain efficiency and safety; and that emergency repairs are dealt with promptly to ensure work safety and efficiency.
3. Attend promptly to all plant defects notified.
4. Confirm that hired plant and equipment is safe, and where appropriate, records of test and examination are available.
5. To understand the main principles of the company safety policy and appreciate the duties and responsibilities given to each grade.
6. Obtain Material Safety Data Sheets for products and materials purchased from suppliers and ensure these sheets are passed to the appropriate manager/supervisor.
7. Arrange for the fire extinguishers that are in place to be periodically inspected and maintained.
8. Ensure arrangements are in place for the periodic inspection, testing and maintenance of all portable electrical appliances, fixed units and building electrical systems, both permanent and temporary, as necessary to comply with the Electricity at Work Regulations and the IEE wiring code.
9. Ensure arrangements are in place for the periodic inspection, testing and maintenance of all fixed and portable gas appliances to ensure safe and efficient operation.

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Induction Procedure.

The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations require the company to provide information, instruction, training and supervision to all employees.

Induction training is intended to ensure new employees, including those with experience in the industry, are properly inducted on matters of health, safety and welfare and that this induction is conducted on a formal basis.

When the new employee arrives at his place of work for the first time, the person in charge of the place of work must ensure they are informed and instructed on all aspects detailed in the induction form before being given any work task.

Any previous safety training undertaken for PROPIPE LTD. employees, i.e. plant training, forklifts, abrasive wheels, etc. is recorded within the training matrix at the company head office. Details can be obtained from the Personnel Office.

The induction form is to be signed and dated by the new employee.

The induction process will identify and advise on issues such as fire detection/alarms, escape routes, muster point location, safety requirements, first aid facilities, welfare facilities, accident reporting and other topics at the company discretion.

New employees will be required to sign a declaration that they have had the induction and that they understand the requirements imposed on them by the induction and the company health safety and welfare policy.

Ladders and Step ladders.

Many fatal and major injury accidents occur as a result of falls from height. A large proportion of these incidents occur when persons are climbing or descending ladders. Ladders are best employed for short duration and light work only.

All ladder use must be controlled under a Risk Assessment basis. If a safer means of access is available, such as Tower Scaffolds or Podium Steps etc., then they should be used instead of a ladder /stepladder.

The measures that can be taken to prevent such accidents are basic and should not present a problem to company employees.

If ladders /stepladders are to be used ensure because there is no alternative means of access, the following controls need to be addressed and included within the Risk Assessment:

- ✓ **Work can be reached without stretching.**
- ✓ **The ladder can be fixed to prevent slipping**
- ✓ **A good handhold is available.**

Before use, ladders and step ladders must be inspected for defects such as:-

- ✓ **Missing, loose or defective rungs or treads.**
- ✓ **Rungs or treads relying for support solely on nails, spikes or similar fixings.**
- ✓ **An insecure tie rod.**
- ✓ **A defective stile or tie rod.**
- ✓ **A defective rope or fitting.**
- ✓ **Loose or missing bolts, fixings etc. securing back plate.**
- ✓ **Loose, cracked or defective back plate.**
- ✓ **Any sign of warping.**
- ✓ **Ladders and step ladders must not be painted in such a way that defects may be concealed. For protection, only clear varnish or wood preservative should be used.**

Ladders

Must be adequately footed during climbing and descending until such a time as the ladder is adequately tied, or released when stripping. All ladders must be sited on good, level ground, capable of withstanding the expected load.

Ensure the ladder is correctly angled to minimise the risk of slipping outwards (rule of thumb - one out

for every four up). Only one person at a time should be on the ladder, and climbing the ladder whilst carrying tools and/or equipment is prohibited under company policy unless proprietary pouches or belts are utilised.

The top step of a step ladder must not be worked from, unless it has been specifically designed for that purpose.

As a general rule of thumb your feet should not be on any step above three steps from the top step.

Accident & Incident Reporting Procedure.

All accidents, however minor, will be recorded in the **Accident Book**.

If the accident causes DEATH or MAJOR INJURY (the latter as defined by the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**) the following procedures must be followed:-

- i. The supervisor, or senior employee, will notify the Health and Safety Director immediately giving all relevant details available at the time.
- ii. The Health and Safety Director will contact the Health and Safety Executive and report the incident via the online website Riddor reporting process.
- iii. The Health and Safety Director along with the company Health and Safety Advisor will carry out the necessary investigations, compiling any reports required.
- iv. In the case of death, amputation or serious fractures, the manager, supervisor, or senior employee must ensure that nothing is touched at the scene of the accident before the full investigation is undertaken. With other accidents causing major injury the supervisor must obtain authority from the Health and Safety Director before continuing to work at the location of the accident.

If any employee is absent from work for more than SEVEN days following an accident at work, (not counting the day of the accident, but including Saturday and Sunday), the supervisor must inform the Health and Safety Director so that appropriate report forms can be completed and sent to the enforcing authority.

The company will forward the appropriate F2508 form for accidents to the Health and Safety Executive for any accident causing death, major injury or an accident which results in an employee being absent from work for more than SEVEN days.

The report is to be registered on line at the HSE website and appropriate links.

[hse.gov/uk](http://hse.gov.uk)

Any dangerous occurrences, as defined in RIDDOR, must be relayed to the Health and Safety Director who will complete and forward the appropriate F2508 form to the Health and Safety Executive.

Managers/ Supervisors should consult with the Health and Safety Director to determine whether or not an incident is reportable.

The Accident Book.

All accidents resulting in personal injury must be recorded in the company accident book. This is usually located in the "First Aid Wash Area" and contains information which must be recorded under law. The accident book will be regularly reviewed by senior management to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to an individual investigation by the manager of the circumstances surrounding each incident.

All near misses must also be reported to the Manager and Health and Safety Director as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

If an injury renders an employee unable to make an entry in the accident book, this should be completed by a witness or someone who is able to enter an account of the incident. The employee's account must be entered as soon as possible after the event. Employees must ensure that they are aware of the location of the accident book.

All accidents and near misses must be recorded, however minor. Unless the company is informed of these incidents, it will be unable to take remedial action.

Accident Reporting Procedure : Visitors/Contractors

Any non-employee, who is involved in an accident or near-miss incident whilst on company premises, must report the incident immediately to the manager. If the manager is not available, the visitor/contractor must obtain the assistance of another responsible person from the company to ensure that company procedure is adhered to.

All injuries must be reported in the accident book, however minor. Visitors and contractors who are unable to enter their own account into the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable. **It will be necessary for management to bring to the attention of visitors at the visit induction, the above requirement.**

Accident Reporting Procedure : Members of the Public

If an injury occurs to a member of the public on company premises or workplace under the control of the company, which results in their removal from site for hospital treatment, then this is notifiable to the local enforcing authority immediately and a form F2508 revised must be completed on line within 10 days.

If the injury is classed as a Major Injury then immediate notification must be undertaken. Ensure the details of the incident are reported to the Health and Safety Director so that the proper notification can be sent to the enforcing authority.

Accident and Incident Investigation Procedure.

A factual report, with objective conclusions and practical recommendations, can serve two purposes:

- (a) for senior management to re-assess risks in the light of the findings with the view to taking measures to prevent recurrence of a similar accident or incident.
- (b) for insurance company personnel to assess the likelihood of blame being allocated to a third party, with the view to further investigation of liability issues to facilitate the defence of liability claims.

Therefore, any factual report will not address issues of blame but will include sufficient details for senior management to decide whether or not further investigation by someone other than the health and safety team is justified.

The company may utilise one or more levels of investigation depending upon the incident and its outcome.

Investigation Levels

Level 3: Health and Safety Director:

- (a) any incident to be reported to the enforcement authority.
- (b) any incident involving the death of, or personal injury to, anyone doing anything with or in relation to any work activity undertaken by the company
- (c) any incident which a department manager or manager believes could have led to the death of, or personal injury to, any person.

Level 2: Manager:

- (a) any incident within the department manager's area of responsibility involving the failure of any part of the premises; or of any plant, equipment, tool or substance used as a means of production; or of any product manufactured by the company (including any material, component or spare part);
- (b) any incident within the workplaces under the department manager's control involving damage to company property.
- (c) any incident which any employee within the department manager's area of responsibility believes could have led to the death of, or injury, to any person
- (d) any incident which any employee within the department manager's area of responsibility believes could have led to the failure of any company property, or to damage to any company or personal property.

Level 1: Supervisor:

- (a) any incident requiring first-aid treatment, or following an entry into the accident report book.
- (b) any incident reported to a supervisor by an employee under his or her supervision which the employee believes indicates the presence of any danger to any company or personal property, or to any employee, contractor, visitor or neighbouring resident.

N.B. IMPORTANT.

The reporting of accidents must be done quickly and accurately. It is also important to learn from any mistakes that have been made. If any employee is unsure of any procedures, they **MUST** seek assistance from the **Health and Safety Director**.

Health and Welfare.

The company recognises and accepts its responsibilities in relation to health and welfare requirements and in particular the requirement to raise standards of welfare facilities.

The company will ensure that suitable and sufficient welfare facilities have been provided and made available for everyone to use.

The company will provide the following facilities, or arrange for the facilities to be provided:

- (2) Protection during inclement weather.
- (3) Storage of personal clothing where specialist working clothing is necessary.
- (4) Storage of protective clothing for specialist work activities.
- (5) Taking meals with seating accommodation and means for heating water.
- (6) Means of heating food, e.g. microwave oven.
- (7) Suitable and sufficient toilets.
- (8) Suitable and sufficient washing facilities, to include hot and cold, or warm water.

Drinking water will be provided and will be marked "**drinking water**" unless this is obvious.

Mess room accommodation size and required facilities, will take account of the number of personnel likely to use the facilities at any one time. Phased lunch breaks may be required dependant on the number of employees.

All facilities provided will be kept in a clean and orderly condition and must not be used for the deposit or storage of materials or plant. **Managers are responsible for making the daily arrangements for ensuring facilities meet the policy objectives.**

"No Smoking" rules apply in all facilities and company premises.

See smoking policy under Separate section of this policy.

Washing Facilities.

Adequate washing facilities which will include:

- **Wash basins.**
- **Soap and towels or dryers.**
- **Hot and cold (or warm) water, which shall be running water.**
- **Washing facilities must be near any mess room or toilet unit on site. They must be kept in a clean and serviceable condition.**

Sanitary Conveniences.

The company shall provide a suitable and sufficient number of toilet..

Every convenience will be kept in a clean and serviceable condition. The site supervisor shall be responsible for ensuring that toilet units are cleaned on a regular basis.

All facilities must be respected and must not be misused or abused. They are provided for the comfort of all personnel and one act of misuse could affect the comfort of others. Those found causing damage or misusing the facilities; will be subject to disciplinary action.

First Aid.

PROPIPE LTD. will make adequate assessments of the first aid requirements. The assessment will assist the company in deciding the number of first aiders and appointed persons, and the amount of first aid equipment required.

There will be at least one trained first aider or appointed person and one first aid container, which conforms to the requirements of the **Health and Safety (First-Aid) Regulations**, kept readily available for every person employed there.

Each container will be clearly identifiable, by a white cross on a green background, and its location made known to all persons. The person in charge of the place of work, when carrying out safety induction training, shall ensure the location of the box and name of the first-aider is known to the person being inducted.

Every container will be checked frequently and replenished as necessary to ensure that they are fully stocked. The first-aider, or appointed person, will be given the responsibility of checking the contents on a weekly basis and for arranging the replenishment of the contents.

A competent person will take charge of the container and take the essential steps necessary in the event of an accident. The competent person will be the person trained in First Aid, or the Appointed Person, trained in emergency aid.

First Aid containers must hold a sufficient quantity of suitable first aid materials.

Suggested Minimum Contents:

1. **One leaflet giving general guidance on first aid and details of the contents.**
2. **Twenty individually wrapped sterile adhesive dressings (assorted sizes)**
3. **Two sterile eye pads, with attachments.**
4. **Six individually wrapped, sterile, unmedicated wound dressings. (medium).**
5. **Two individually wrapped, sterile, unmedicated wound dressings. (large).**
6. **Three individually wrapped, sterile, unmedicated wound dressings. (extra large).**
7. **Six individually wrapped triangular bandages.**
8. **Six safety pins.**
9. **Disposable, protective gloves.**

Additional First Aid Material and Equipment

Where the first aid assessment identifies the need for additional materials or equipment, such as scissors, individually wrapped moist wipes, adhesive tape etc. these items may also be kept in the first aid container, or stored separately if necessary, provided they are readily available for use when required.

Where mains tap water is not readily available for eye irrigation, sterile water or saline solution (0.9%) in sealed, disposable containers must be provided. Open or partially used solution must be discarded immediately and replaced with sealed, sterile units. Sealed units should not be used beyond their expiry date. Managers/Supervisors are responsible for arranging the provision of the units, as necessary.

Under no circumstances must medication of any description be kept in the first aid containers (including painkillers, antiseptic creams and lotions, disinfectants etc.)

Visitors and Public Safety

The company recognises and accepts its obligations to safeguard visitors during work activities and to ensure the health and safety of the public who may be exposed to danger as a result of the work activity.

The company has developed the following arrangements to enable the company to effectively discharge its duties under the **Health and Safety at Work etc. Act 1974**, and has assigned all managers the overall responsibility of implementation.

Information and Communication

Any special arrangements required by visitors or public to be ascertained, where practicable, before arrival to the premises. This may include special access requirements, or language arrangements. Safety signs may need to be in a language easily understood by those who are targeted. Special needs of the visually impaired must also be considered by the managers.

Induction

The visitor is to be given the appropriate safety induction to ensure the safety of the visitor while on the premises or site. Where it is necessary for the visitor to enter the work area, or other risk area, the induction must address the identified hazards and risks that the visitor is likely to be exposed too. The manager of the premises is to ensure inductions are undertaken.

Supervision

Adequate supervision must be maintained while visitors are on the premises or site. This includes the safe handling, use and transportation of materials and substances that may present a danger to visitors.

Visitors must also be adequately supervised to ensure they cannot stray into hazardous areas. Physical barriers may be required to prevent unauthorised access to hazardous areas, or to prevent members of the public being exposed to hazards. These barriers shall be provided as appropriate.

It should be recognised that the standard of protection required to exclude or to protect children is expected to be much higher than that required for adults, even if the children are trespassers. Suitable risk assessments will be carried out by the managers, or supervisor and the precautions necessary to prevent public or visitor exposure to danger must be identified. The supervisor in charge of the premises or works must ensure the preventative and protective measures necessary to safeguard the public and visitor are implemented.

Personal protective equipment

Visitors will be required to use any personal protective equipment that is necessary to safeguard their health and safety.

Control of Substances Hazardous to Health (COSHH)

As the company undertakes many operations which involve the use of substances that may be hazardous to health these regulations are of particular relevance.

The company will do all that it can reasonably do to comply with the above regulations, including:-

1. Making a written assessment of the risks to determine the action needed to meet the requirements of the regulations.
2. Adequate control of exposure which must be achieved by means other than the use of personal protective equipment (PPE) as far as is reasonably practicable.
3. Provision of approved respiratory protective equipment (RPE) when necessary.
4. Provision of suitable protective clothing and equipment when necessary.
5. Control measures to be properly used and maintained.
6. Where necessary, outside bodies specialising in analytical and related monitoring services will be used.
7. The provision of the necessary instruction, information and training.
8. Monitoring and health surveillance procedures where necessary for protecting the health of workers.
9. Provision of suitable approved hygiene facilities.
10. Provision of practical means to prevent exposure of the public to hazardous substances.
11. Contracting the services of other specialist companies or individuals as necessary, in order to comply with appropriate regulations, Approved Codes of Practice, Guidance Notes, European/British Standards, etc.

The company will endeavour to provide sufficient information to employees and others who may be exposed to any risk generated by the use of substances or as a result of work activities.

Up to date product information will be obtained from suppliers and this will be utilised to produce COSHH assessments which will be made available to all employees.

Purchasing Personnel.

Purchasing personnel shall be responsible for obtaining all relevant information relating to the safety and health requirements of any product. This information is normally in the form of a Material and /or Product Safety Data Sheet, or Hazard Data Sheet. These information sheets are to be passed onto the department managers/supervisors.

Control of Substances Hazardous to Health (COSHH)

(continued)

Managers.

To assess the information provided by suppliers and to assist in the production of the COSHH assessments on appropriate forms.

Supervisors.

To assist with the production of COSHH assessments and ensure their availability and correct use on site.

To ensure all personnel understand the controls indicated on the assessments and that the correct work methods are being applied.

To ensure any PPE being used is of the correct type and being used correctly.

Local Purchases.

It is the responsibility of the supervisors who make local purchases to obtain all the necessary safety and health information from the supplier, or check the COSHH assessment file to ensure sufficient information is available on site to enable the product to be used safely.

Training.

All employees who are required to use hazardous materials or products will be given appropriate instruction and/or training to enable them to safely use the material or product. The supervisor will ensure that the person using the product has been given the necessary health and safety information.

Noise at Work Regulations.

Wherever necessary the requirements of the above regulations will be fully complied with. A brief summary of the regulations is listed below.

REGULATION 4

The **lower exposure action values** are:-

- a) daily/weekly personal noise exposure of **80dB(A-weighted)**
- b) a peak sound pressure of **135dB (C-weighted)**

The **upper exposure action values** are:-

- a) daily/weekly personal noise exposure of **85dB(A-weighted)**
- b) a peak sound pressure of **137dB (C-weighted)**

The **exposure limit values** are:-

- a) daily/weekly personal noise exposure of **87dB(A-weighted)**
- b) a peak sound pressure of **140dB (C-weighted)**

REGULATION 5

Where employees are exposed to noise above a lower exposure action value the employer must produce an assessment of the risk from that noise. The assessment must identify needs to be taken to meet the requirements of these regulations.

REGULATION 6

Employers must ensure risk from exposure to noise is either eliminated at source or, where this is not reasonably practicable, reduce to as low a level as is reasonably practicable.

REGULATION 7

Without prejudice to Regulation 6 ear protection must be **made available** to any employee who is exposed to noise at or above the **lower exposure action value**.

Without prejudice to Regulation 6 ear protection **must be provided** to any employee who is exposed to noise at or above the **upper exposure action value**.

This area must be designated a Hearing Protection Zone.

REGULATION 8

Requires employers to maintain anything, other than personal hearing protectors, by virtue of this regulation.

Employees to make full and proper use of hearing protectors provided for their use.

REGULATION 9

Provide suitable health surveillance if the risk assessments requires.

REGULATION 10

Employers to provide employees with suitable information instruction and training where exposure to noise is likely to be above the **lower exposure action value**.

Practical Solutions to Reducing Noise and Exposure.

Operate plant and equipment with engine covers closed.

Specify quieter plant when hiring or buying, and ask for noise information to be sent with the item.. The buyer should consult with the Health and Safety Director on the noise policy of the company before purchasing plant items.

Make sure acoustic jackets are fitted where required.

Stop vibration of plant covers and guards.

Repair leaking air lines.

Position generators, compressors etc. away from open doorways and from against solid walls so that noise is not transmitted into the building or reflected back into the work area. If possible the plant should be positioned so that a noise barrier, such as a wall, fence etc., is between it and the place of work.

Reduce the number of employees at risk of exposure by preplanning. Put other employees to work away from the noisy task area until it is complete.

Where disc cutters have to be used, ensure cutting is done away from other workers, and if possible within or behind acoustic type enclosures.

Place static plant as far away as possible from the majority of the work force. If it is 20 metres away it will be less noisy to the ear than if it was only 10 metres away. More importantly the noise levels will have been reduced in intensity by a considerable amount.

Only when it is not reasonably practicable to engineer the noise reduction, is the provision of hearing protection to be considered.

Employees should be instructed that noise reduction measures will be taken seriously and that they have a part to play in ensuring the success of that policy.

Fire Precautions.

Workshop

Fire Prevention Plan.

A Fire Prevention Plan will be developed by senior management, which will include the following:

1. Responsibilities and organisation regarding fire safety.
2. Specific precautions, fire detection methods and warning alarms required.
3. Hot work requirements, including the issue of Hot Work Permits.
4. Smoking restrictions.
5. Evacuation plan and procedures for summoning the emergency services.
6. Establishing escape routes and assembly points.
7. Identifying the type, number and location of fire fighting equipment.
8. Access for emergency services and facilities.
9. Testing of the emergency procedures, including fire drills.
10. Security measures to reduce the risk of arson.
11. Material storage, waste storage and removal.
12. Training (Induction) (Fire Marshal) etc.

Fire Precautions (continued)

Fire Prevention Plan.

The manager or supervisor will:

1. Where necessary, ensure the Hot Work Permit system is operated correctly.
2. Maintain a daily record of all site personnel and visitors so that in the event of a fire, the number of persons at the assembly point can be verified.
3. Carry out weekly checks of all escape routes, fire fighting equipment, fire detection devices and alarms. Records of the checks will be maintained.
4. Liaise with the fire brigade, when required.
5. Liaise with security personnel, where employed.
6. Regularly monitor the works to ensure changing conditions do not render the Fire Prevention Plan irrelevant or unworkable, and instigate all necessary revisions and updates as necessary.
7. During an emergency, or on hearing the alarm, ensure the site is safely evacuated and all personnel report to the assembly point.
8. Ensure the procedures and standards set out in the Fire Prevention Plan are clearly understood by all site personnel, visitors etc. by carrying out thorough induction training.
9. At all times promote a fire safe working environment.

Areas of specific risk will include:

- Offices and accommodation units.
- Electrical supply points, tools and equipment.
- LPG storage areas.
- HFL Storage
- Waste storage and disposal areas.

Fire Precautions (continued)

Part of the workshop procedure and Fire Prevention Plan will be to ensure an adequate number of suitable fire extinguishers will be readily available at all times. Fire extinguishers will be selected to ensure they meet the requirements of the specific risks to be encountered.

TYPES OF EXTINGUISHERS.

| | |
|----------------|---|
| WATER TYPES. | Suitable for use on Wood, Paper, Coal and Textile fires. Not to be used on electrical equipment or where the water could come into contact with electrical equipment. |
| FOAM TYPES. | Suitable for use on flammable liquids: Oil, Grease, Paint, etc. Should not be used on electrical fires. |
| DRY POWDER. | Suitable for use on live electrical apparatus or flammable liquids. |
| CARBON DIOXIDE | Suitable for use on live electrical apparatus. |

Fire extinguishers or appliances must be checked weekly for serviceability. All Hot Work (including welding, burning, cutting etc.) must always be protected with fire extinguishers.

Additional visual checks for signs of fire must be made at the end of each operation, and at least one hour after hot work has been completed.

Fire Action and Signs

Each manager/supervisor is required to assess the requirements for fire action notices, emergency exit notices and other general safety signage. All notices and signs must comply with the **Health and Safety (Signs and Signals) Regulations**.

Managers/Supervisors must arrange for the testing of the arrangements in place for emergency evacuation of any building. The manager/supervisors will need to consider the risks to personnel from the work environment when deciding the appropriate time for testing the arrangements.

Fire Precautions **(Offices)**

The Office Manager will make an adequate assessment of the fire precaution requirements for the offices and workshops. The assessment will assist the company in deciding the procedures and equipment required. Procedures will include:

1. Rubbish and other combustible waste must be cleared from work places, offices and rest areas daily. The office manager is responsible for making the necessary arrangements for daily cleaning of the facilities.
2. Electric points must not be overloaded with numerous items of electrical equipment. Appliances and equipment should be turned off when not in use.
3. All persons must observe the smoking policy operating throughout the company offices and workshops.
4. Any substance or material that may be a fire hazard must be stored and disposed of correctly, including cleaning fluids, photocopier ink etc.
5. Employees must only use the equipment and appliances they have been adequately trained, and are authorised, to use.
6. All personnel must be aware of, and co-operate with, fire drills and other evacuation planning and follow the company procedures on the discovery of a fire.
7. The correct type of fire extinguishers must be immediately available and ready for use at all times.
8. Fire extinguishers or appliances must be checked regularly and the safety director must ensure the upkeep of the annual planned maintenance scheme.

TYPES OF EXTINGUISHERS.

WATER TYPES.

Suitable for use on Wood, Paper and Textile fires. Not to be used on electrical equipment or where the water could come into contact with electrical equipment.

FOAM TYPES.

Suitable for use on flammable liquids: Oil, Grease, Paint, etc. Should not be used on electrical fires.

DRY POWDER.

Suitable for use on live electrical apparatus or flammable liquids.

CARBON DIOXIDE.

Suitable for use on live electrical apparatus.

Fire Action and Signs

The Health and Safety Director is required to assess the requirements for fire action notices, emergency exit notices and other general safety signage. All notices and signs must comply with the **Health and Safety (Signs and Signals) Regulations**.

Arrangements must be in place for the testing of the arrangements for emergency evacuation of any building. The risks to personnel from the work environment will need to be considered when deciding the appropriate time for testing the arrangements (fire drills).

Electrical Safety.

(Permanent Installations and Temporary Site Installations)

General

The company recognises its duties under the **Health and Safety at Work etc. Act 1974 and the Electricity at Work Regulations** to maintain plant and equipment that is safe to use, when used correctly.

Many factors can influence and affect electrical installations and equipment therefore, it is vital to ensure they are adequately maintained by inspection, and testing as necessary.

All electrical work will be carried out in accordance with "**The Electricity at Work Regulations**".

Permanent Installations & Portable Electrical Apparatus.

Fixed, permanent installations into offices etc. will be inspected, and tested where necessary, at intervals of five years. The work will be carried out by professionally qualified electricians who will issue inspection and test certificates, which will be retained in the company records.

All installation, repair and maintenance work on permanent installations will be carried out by competent electricians and fully comply with the I.E.E. Wiring Code of Practice, which has now been adopted as a European Standard.

The office manager should request a completion hand over certificate from the electricians on completion of testing of installations in the company offices.

All company owned equipment, including extension cables will be regularly inspected by the company's appointed electrical inspector for signs of wear and damage. Any necessary repairs will be carried out by competent persons. Where necessary, portable equipment will undergo electrical testing to ensure continued safe use.

Damaged or Defective Electrical Equipment.

Employees must report faulty equipment to their supervisor as soon as the fault is noted. A tag or label, stating the suspected nature of the fault, should be attached to the power lead of the equipment, with the equipment immediately removed from use and sent for repair.

All repairs will be carried out by the company's appointed electrical personnel, who will also inspect, and where necessary test, the repaired equipment before it is reissued for use.

Equipment must not be removed from any repair area unless it is by the competent electricians.

The repairer of the electrical equipment must maintain the appropriate log/record of maintenance and make the records available to the company.

Personal Protective Equipment and Clothing

(PPE)

The company will provide all direct employees with the necessary protective equipment and clothing as required by regulations, and as identified by risk assessments. Employees are reminded of their statutory duty to use the equipment and clothing in the correct manner, and to take care of it, reporting its loss or damage to it immediately. Disciplinary action may be taken against employees who fail to take care of the equipment and clothing, or fail to use the equipment/clothing once it is provided.

Head Protection

Safety helmets will be provided to all direct employees who work on or visit construction sites. These must be worn in accordance with company policy.

Eye Protection

Eye protection will be provided as necessary or when identified by the risk assessment. The type provided will largely depend upon the work activity, but should be worn when as the risk assessment dictates.

Hearing Protection.

Ear protection will be provided to employees who are exposed to levels of noise which may cause hearing loss and which cannot be reduced by other means. Special attention must be given to young persons. A detailed risk assessment of noise exposure will be required.

Managers, supervisors and employees will probably know when the noise levels are too high, but as a rough guide if you find it necessary to raise your voice to be heard when only 2 metres apart, then the noise level is above 80 dB(A) and protection should be worn. If you have to raise your voice to be heard when only one metre apart, then the noise level is above 85dB(A) and protection MUST be provided by the supervisor and be worn by the employee.

Hand Protection

Gloves to protect the hands from either hazardous substances or during handling operations will be provided when identified during the COSHH or risk assessment. Typical activities where gloves must be worn are during the handling of heavy, sharp or rough objects.

Respiratory Protection.

Respiratory protection will be provided as indicated required by relevant COSHH assessments. Respiratory protection must be used and maintained as the manufactures recommendation. In certain circumstance FACE FIT test and training must be undertaken prior to use.

Wet Weather Clothing.

Where employees are expected to carry out work in inclement weather, protective clothing will be provided.

Personal Protective Equipment and Clothing **(continued)**

Footwear.

Safety footwear will be provided free of charge to employees where it has clearly been identified as required in the risk assessment. Employees are again reminded that they must take care of the equipment provided. The company does not have an endless supply of funds to continually provide replacement equipment and clothing which has been lost or damaged as a result of the employee's negligence. Where negligence is found, disciplinary action will be taken.

Employees may select a better quality style of safety footwear, but they may only do so if they agree that the difference in price between the company range and the employee selection will be deducted from their wages.

Only safety boots providing ankle protection will be provided. The company will not purchase training safety shoes or other types of safety shoes as standard issue unless the nature of the work demands an alternative type.

Issue and Recording.

The company may utilise "Safety Clothing and Equipment Issue Registers" to record the issue, return and replacement of equipment and clothing to employees. Employees are expected to co-operate with the company to reduce wastage and misuse of such items that are issued, Where the issue registers are being used employees are expected to fully comply with the procedure for their use.

Risk Assessments and Safety Method Statements

Regulation 3 of The Management of Health and Safety at Work Regulations requires all employers to assess the risks to workers and any others who may be affected by their undertaking.

The risk assessment would normally involve identifying the hazards present in any operations and evaluate the extent of the risks involved, existing controls, precautions etc. being taken into account.

Risk assessments are carried out for all PROPIPE LTD. general activities, including manual handling, the assessments are held in a file and displayed on relevant notice boards.

Where more specific risk assessments are required, they will be identified by the manager and supervisors, and developed with the assistance of the Health and Safety Department as/where necessary.

Specific assessments for particular hazardous operations are drawn up as appropriate, before the operation begins all persons affected, or likely to be affected, by the risks detailed in the assessment, are to be made aware of its requirements together with any necessary control measures.

It is a condition of employment that control measures must be adhered to, including the wearing of all identified PPE.

Any contravention of these instructions will result in disciplinary procedures.

Safety Method Statements.

The natural progression from risk assessments for high risk activities is for safety method statements to be developed. These method statements are to be developed by the managers, assisted by the respective supervisors, where the work activity is being undertaken by PROPIPE LTD.

The method statement will form part of the overall safety system of work which can be defined as a formal procedure which allows a specific task to be carried out safely, after a systematic examination of the task has identified and eliminated all the associated hazards, or at least minimised the risk to an acceptable level. There is a need for the manager, supervisors, to consider the following elements of the system of work:-

Task Assessment

Hazard Identification

Safe Methods Of Work Defined

System Implementation

System Monitoring

Each element will further subdivide and expand, e.g. What? Who? Where? How?

To ensure that where appropriate the work has been considered in detail, properly planned and properly thought out, ASK

Who does this?

What do they do?

What hazards exist for them and others?

Is the risk significant?

What precautions must be taken?

Are there checks needed for precautions?

Who provides these?

Is training required?

All safety method statements for high risk activities should, where appropriate, be submitted to the safety department for vetting at least 7 days prior to the planned start of the work activity.

Manual Handling Of Loads.

Risk Assessment.

1. Except under special circumstances, no manual handling assessment will be required for loads of 20KG or under.
2. For loads over 20kg and where there is a foreseeable risk of any injury to employees, the manager must carry out an assessment of any risk.
3. Employees involved in the manual handling operation must be informed of the risk and of the control measures required to be taken by them.
4. For work activities where weights may be variable, such as the unloading of vehicles, employees must be advised on how to assess the manual handling risks involved and the control measures to be adopted. The managers and supervisors are responsible for ensuring that employees have sufficient understanding of the risks of injury when handling loads of variable weight, or unpredictable loads.
5. The following list of weights gives the suggested action required to enable manual handling operations to be carried out safely.
6. Mechanical handling must always be considered BEFORE any manual handling operations are carried out.

| | <u>LOAD</u> | <u>ACTION</u> |
|---------|--------------|---|
| 20kg | (50lbs) | Within the capability of persons with no known medical condition. |
| 20-34kg | (50-75lbs) | Training required to be able to assess any lifting problems. |
| 34-50kg | (75-112lbs) | Training required on specific techniques – including shape and design criteria. |
| 50-90kg | (112-200lbs) | Within the capability of 2 well trained persons in an ideal environment. |
| 90kg | (200lbs) | Mechanical handling usually required. |

7. When carrying out manual handling assessments, the criteria shown overleaf must be considered.

Manual Handling. (continued)

CRITERIA TO BE CONSIDERED

The Tasks

Do they involve:

- * holding loads away from the truck?
- * twisting?
- * stooping?
- * large vertical movements?
- * strenuous pushing or pulling?
- * long distances?
- * unpredictable movement of loads?
- * repetitive handling?
- * insufficient rest or recovery?
- * a work rate imposed by an activity?

The Loads

Are they:

- * heavy?
- * bulky/unwieldy?
- * difficult to grasp?
- * intrinsically harmful?
(sharp/hot/cold)

The Working Environment

Are there:

- * constraints on posture?
- * poor floors/ground conditions?
- * variations in levels?
- * hot/cold/humid conditions?
- * strong air movements?
- * strong air movements?
- * poor visibility conditions?

Individual Capability & Other Factors

- * unusual capability?
- * requirements?
- * any health conditions,
back problems, etc

Lifting Practice.

DO NOT RISK INJURY BY ATTEMPTING TO LIFT HEAVY LOADS. ALWAYS SEEK ASSISTANCE.

The following precautions MUST be taken when lifting:-

1. Stand firmly - close to load. Feet about 304mm (12") apart with one foot slightly ahead of the other.
2. With the back straight - bend the knees.
3. Obtain a firm diagonal grip. Keep load close to body.
4. Lift up by straightening legs and move off.
5. When lowering load, keep the back straight, bend legs.
6. Avoid trapping fingers by placing the load askew on suitable packing. Wear gloves whenever possible. These will not prevent you trapping your fingers, but they do reduce the severity of the injury if you do.

Management and Control of Waste.

1. It is necessary to control all waste from the work operations, record it and ensure its correct transfer and disposal in accordance with the **Environmental Protection Act** and regulations supporting it.
2. Propipe Ltd. will have appointed a waste controller who will be responsible for controlling and monitoring the waste produced by the company, organising skips and other receptacles, ensuring the correct waste transfer notes for carriage are issued and that records are kept.
3. All waste produced will be disposed of in accordance with EPA and regulations. This may involve separating waste into categories, i.e. general product waste, food waste, etc. Different waste products may require removal by different waste carriers. Generally solid inert materials can be treated as general waste and disposed of in a single load. However, liquids, semisolids, powders etc., must be disposed of separately.
4. It is not permitted to bury or burn any waste, strict control is required to prevent the burning of rubbish and waste.
5. Food waste must be separated from all other forms of waste. It must not be placed in bags or other containers which can be easily broken into by vermin.
6. Skips should be covered to prevent accidental escape of waste during transport.

Alcohol and Drug Abuse/Misuse.

The company is concerned to provide a safe and healthy working environment. It recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work. The policy, which applies to all employees, aims to:

- a) Promote the health and well-being of employees and to minimise problems at work arising from the effects of alcohol or drugs.
- 2) Identify employees with possible problems relating to the effects of alcohol or drugs at an early stage.
- 3) Offer employees, known to have alcohol or drug-related problems affecting their work, referral to an appropriate source for diagnosis and treatment if necessary.

The consumption of alcohol or drugs will not be permitted at work, storage of the same at work is also prohibited. Anyone found to be not complying with the above, will be disciplined in line with company procedures, which may result in termination of employment.

Employees Must Not:

1. Report, or attempt to report, for work at any time when under the influence of alcohol or drug of abuse.
2. Consume any drug of abuse or alcohol whilst at work.
3. Be in possession of any drug of abuse whilst at work.

Employees Must:

1. Inform your immediate supervisor if you are charged by the police in connection with any alcohol or drug related offence.
2. Attend any medical or eyesight test required by the company.

Employment of Young Persons.

The company may, from time to time, employ "young persons". These we define as persons under the age of 18 years old.

In recognising that such persons may not in general possess the same level of understanding of risk in the "workplace" as experienced employees, greater care will be exercised when allocating work tasks. Work tasks that present a particular risk to young persons, such as:- harmful exposure to toxic agents; physical activities which are beyond the capabilities of the young person; extremes of heat and cold; excessive noise and vibration, are of particular relevance. The manager and supervisors are to ensure a suitable and appropriate risk assessment is compiled before allocating work tasks to employed young persons. A higher standard of supervision will also be required, to ensure young persons can not endanger themselves or others.

To meet the requirements of "**The Health and Safety (Young Persons) Regulations**" the company will, before employing young persons, review any existing risk assessments appropriate to the employment of young persons, together with developing new risk assessments as necessary.

Disabled Persons.

Summary of Duties

The **Health and Safety at Work etc. Act 1974** requires employers to exercise a general duty of care towards all their employees (s.2). Most disabled employees neither need nor seek safety systems beyond those in place for the work force generally. The company will consult with the Employment Medical Advisory Service of the Health and Safety Executive for advice on health and safety concerns relating to individual employees where complex problems arise.

In practice, the company's duty of care extends to ensuring that disabled people are not exposed to workplace environments that are hazardous as a consequence of the particular disability (such as requiring a deaf person to work in a situation where reacting to sound is an important factor in personal safety).

The company will therefore give special attention to the integration of a disabled employee within the overall work force. Although health and safety standards are never compromised by employing disabled people, there may be a requirement to provide information or instigate training for other staff to ensure that both routine and emergency procedures work effectively.

Employees registered with the Employment Service as disabled are, where appropriate, entitled to personal equipment and/or workplace adaptations which facilitate the work undertaken.

Record Keeping

The company will keep records of disabled persons in the work force and records of any special equipment provided or workplace adaptations made for the benefit of disabled persons. Any training provided to disabled persons will also be recorded.

Working Alone.

The company will, so far as is reasonably practicable, ensure all operatives/employees who are required to work alone or unsupervised for significant periods of time, are protected from risks to their health and safety. Measures will also be taken to ensure other persons who may be affected by the work are also protected.

An assessment of the risks will be undertaken, by virtue of **regulation 3 of the Management of Health and Safety at Work Regulations**, to identify the hazards and to determine whether or not the work can be carried out safely by unaccompanied persons.

Consideration will be given to:

1. the remoteness or isolation of the place of work.
2. means of communication e.g. two way radio, portable telephone, regular visits by a competent person, other means of summoning assistance or raising the alarm.
3. violence or criminal activity by third parties and other interference.
4. foreseeable "worst case" scenario, including the provision for the treatment of injuries e.g. first aid kit and availability of a first aider.
5. employee suitability, including training requirements, experience, medical fitness, etc.
6. suitability and quality of tools, plant and equipment.
7. availability and quality of personal protective equipment required.
8. levels of supervision required before operatives / employees are deemed to be competent to carry out the work, and level of supervision can be relaxed.

Any personnel who may be required to work alone, or unsupervised, will be given the necessary information, instruction, training and supervision to enable them to identify the hazards and appreciate the risks involved.

All employees are required to co-operate with these procedures to ensure safe working and must report any concerns to their supervisor immediately.

Transport, Vehicles, Plant and Equipment.

Operations in the workshop necessitates a range of mechanically propelled vehicles, plant and equipment.

In order to comply with the **Health and Safety at Work etc. Act 1974, the Provision and Use of Work Equipment Regulations, the Lifting Operations and Lifting Equipment Regulations**, the following rules must be observed :

1. No person under the age of 18 years is allowed to drive any vehicle unless under the direct supervision of a person competent to drive or operate that plant or vehicle.
2. It is forbidden for any person, other than the driver, to ride on any vehicle not constructed for the carriage of passengers. A notice to this effect should be displayed on all such vehicles.
3. Only trained, competent persons who are in possession of a current driving licence for that vehicle are allowed to drive site transport.
4. All drivers or operators should carry out a daily inspection of their vehicle or item of plant. Essential checks should include brakes, steering, oil and water, tyre pressures, etc. Where the company uses inspection checklists these should be completed and returned for filing. All defects must be reported to the driver's/operator's supervisor immediately.
5. If a serious defect renders the vehicle dangerous then that vehicle or item of plant must be removed from service immediately. The driver/operator is responsible for reporting the defect to the supervisor.
6. Vehicle engines are not to be left running and keys removed whilst unattended .
7. Periodic maintenance and servicing must be carried out on a mileage or hours basis, in accordance with the manufacturer's/supplier's/company instructions.
8. Persons are not allowed to remain on any plant/vehicle whilst it is being mechanically loaded with loose materials.
9. Persons are not permitted to mount or dismount moving vehicles.
10. Where the risk of mobile plant overturning is significant, the vehicles should be stabilised to prevent rolling or fitted with an appropriate roll-over protection structure (ROPS) and where there is a significant risk from falling material, which could endanger the operator, vehicles should be fitted with a falling object protection system (FOPS)
11. Where visibility is restricted, visibility aids and/or signallers must be considered.
12. Systems designed to prevent the operator, driver or passengers from being ejected, or falling, from vehicles must be considered. Restraining systems, in the form of full body seat belts, designed systems or lap belts, must be used when they are fitted.

Company Vehicles.

All company vehicles must be used in compliance with the **Health and Safety at Work etc. Act 1974, Road Traffic Legislation and the Highway Code** and the requirements of this policy.

1. Vehicles must be adequately maintained and serviced in accordance with the manufacturer's instructions.
2. Transportation of personnel, materials and equipment will be planned to ensure the vehicle and driver are capable and competent to perform the task.
3. COSHH assessments will be available for any substances to be transported.
4. Transport routes will be established and traffic rules adhered to.
5. Materials and loads will be evenly distributed and adequately secured.
6. Only authorised, suitably insured drivers, holding a current licence for the type of vehicle to be driven, will be permitted to drive company vehicles.
7. Drivers will be issued with adequate information, instruction and training on all hazardous materials to be carried.
8. All accidents involving damage to vehicles, property or third parties must be reported immediately to the driver's supervisor.
9. Materials and equipment must not be transported in the rear, passenger carrying, section of a dual-purpose vehicle unless the material or equipment is stowed away in purpose made lockers or boxes to prevent injury, or damage, in the event of an accident, or the driver having to brake sharply.

Forklift Trucks (FLT)

The company will ensure that when forklift trucks are used, the **Health and Safety at Work etc. Act 1974, the Provision and Use of Work Equipment Regulations, the Lifting Operations and Lifting Equipment Regulations** and all other statutory requirements are complied with.

In order to comply with the above, operators must co-operate with the company in meeting the policy objectives, and health and safety requirements, carry out the duties of a plant operator following the training received, appropriate to the work circumstances.

1. No person under the age of 18 years is allowed to operate any FLT unless under the direct supervision of a person competent to operate the machine.
2. It is forbidden for any person, other than the operator, to ride on any FLT. A notice to this effect should be displayed on all such vehicles.
3. Only fully trained and competent persons are allowed to operate the FLT.
4. All operators should carry out a daily inspection of the vehicle. Essential checks should include brakes, steering, oil and water, tyre pressures, audible warning, etc. All defects must be reported to the operator's supervisor immediately.
5. If a serious defect renders the FLT dangerous then that vehicle must be removed from service immediately. The operator is responsible for reporting the defect to the site manager.
6. FLT engines are not to be left running whilst unattended.
7. Periodic maintenance and servicing must be carried out on a mileage or hours basis, in accordance with the manufacturer's / supplier's / company instructions.
8. Palletised loads must be checked for security before carriage.
9. The vehicle must not be driven at excessive speeds.
10. Persons are not permitted to mount or dismount moving vehicles.
11. The FLT must not be overloaded.
12. A copy of the FLT Test and Thorough Examination Certificate and operator training certificate must be available prior to putting the FLT into operation.

Safe Use of Skips.

All relevant statutory requirements, including the **Department of Transport Code of Practice, the Environmental Protection Act (Duty of Care) Regulations** and the provisions of this policy will, so far as is reasonably practicable, be met.

1. All contractual arrangements must be clarified to ensure duties and responsibilities under the Duty of Care Regulations are understood and met.
2. Provision of skips will be planned to comply with the above requirements.
3. Whenever possible skips will be sited on firm level ground, with safe access provided where necessary.
4. The siting of skips must not obstruct, or restrict, traffic routes.
5. Fires in skips are prohibited.
6. All lugs and lifting equipment will be checked prior to lifting.
7. Safe working loads must not be exceeded.
8. Close monitoring of transfer notes will be undertaken to ensure the provisions of the control of waste section of this policy is met and that accurate records are maintained.

Traffic Routes.

1. All sites and workplaces will be organised and planned to ensure, so far as is reasonably practicable, pedestrians and vehicles can move safely without risk to health or safety.
2. An adequate number of routes with suitable dimensions (headroom & width) will be organised, to allow safe movement of pedestrians and traffic.
3. Traffic routes will be suitably indicated by signs.
4. Restrictions (vehicular or pedestrian) will be clearly indicated, including speed restrictions, overhead electric cables, obstructions, etc.
5. All necessary steps will be taken to ensure all traffic routes are suitable for the personnel and vehicles intended to use them and that pedestrians and/or vehicles can use the routes without causing danger.
6. Sufficient clearance and separation must be maintained between pedestrians and vehicles where they use the same traffic routes.
7. Provision will be made to ensure separation between vehicle routes and all pedestrian doors, gates etc. leading onto it.
8. Where separation of vehicles and pedestrians is not reasonably practicable, the company will ensure effective arrangements are provided for warning all pedestrians liable to be struck, crushed or trapped by any vehicle.
9. Steep gradients and sharp bends are avoided where practical.
10. Minimise the need for reversing operations as far as possible, by utilising one way systems and turning points.

Air Receivers, Pressure Systems, Compressors and Pneumatic Tools.

The company will, so far as is reasonably practicable, ensure the **Health and Safety at Work etc. Act 1974, Provision and Use of Work equipment Regulations, the Pressure Systems & Transportable Gas Containers Regulations**, all other relevant regulations, Codes of Practice and policy objectives will be complied with.

1. Prior to use of any compressor, pneumatic tool or equipment, COSHH, noise and risk assessments will be undertaken and the relevant control measures passed on to all persons involved.
2. The manager must ensure the written planned maintenance system for compressors and pressure systems is maintained to the standards set out in the manufacturer's recommendations, including the thorough examination and cleaning.
3. All air receivers will be identified by individual serial and plant numbers and be fitted with pressure gauges, safety valves and drainage points.
4. Access for cleaning and maintenance must be kept clear at all times.
5. All necessary PPE must be worn, as identified in the assessments indicated in item 1. above, or as directed by management and supervisors.
6. All safe working pressures must be identified and not exceeded.
7. Air hoses must be the correct size for the job and the length of the hose kept as short as possible. Hoses must also be kept free from leaks, corrosive substances and protected against damage from traffic.
8. All connections must be properly clamped and checked and must not be over-tightened.
9. Tools must be kept clean and properly lubricated, air line filters and lubricators must be kept in a good, serviceable and efficient condition.
10. Where a fault occurs in an air line, the main air supply must be shut off and any tool cleared of air before investigating.
11. Compressed air is delivered at high pressure and, if it enters the body, can rupture internal organs and cause death. Therefore horseplay, under any circumstances, is expressly forbidden under company policy.

Metalwork Machines.

These machines are deemed to be work equipment and therefore the requirements of the **Provision and Use of Work Equipment Regulations** must be observed.

1. The cutting parts of any such machine must be guarded to the greatest extent possible. Guards must not be adjusted while the blade is in motion, but must be maintained in good order.
2. Every machine must be provided with an efficient means of stopping it and such means must be readily accessible.
3. The area in which a machine is being used be it portable or fixed must be kept clear of waste off-cuts and must not be allowed to become slippery, where practicable.
4. Any person employed to work a metalwork machine must be trained to operate the machine properly and must be shown the dangers of the machine and the purpose of any devices used with it. In addition, no person under 18 is allowed to use a metalwork machine unless they have undergone an approved training course, or are under constant supervision by a competent instructor whilst undergoing training.
5. Every employed person whilst using a metalwork machine must use and keep adjusted the guards of the machine and make use of any aids as appropriate.
6. Every metalwork machine must be adequately lit. Site supervisors should arrange for adequate lighting to be made available as appropriate.
7. Where excessive noise is produced by metalwork machines hearing protectors must be provided for the operator. Most machines will produce noise levels in excess of those laid down by the Noise at Work Regulations. Hearing protection should therefore be worn for the duration of the use of the machine, irrespective of the length of time. Young persons (those under 18 years old) are not to operate any metalwork machine unless a risk assessment has been carried out on the noise risks; and suitable measures taken to reduce the risk of exposure to excess noise.

Abrasive Wheels.

1. No person must operate these machines, or mount an abrasive wheel, unless they have been trained in accordance with the **Provision and Use of Work Equipment Regulations** and has been duly appointed by the company to undertake that duty.
2. No abrasive wheel is to be fitted other than to the correct spindle.
3. Dressing a wheel by any means, other than with a dressing tool is strictly forbidden. (Bench and pedestal machines).
4. When using abrasive wheels, especially on portable equipment, be careful not to damage or crack the wheel and make sure the guard is in position.
5. Always when using an abrasive wheel, wear suitable approved eye and hearing protection (respiratory protection will also be necessary when dust suppression measures are not utilised)
6. Use blotters (labels to both sides of the wheel or disc on portable machines) supplied with the wheels.
7. Make sure that the wheel hole, threaded or plain, fits the machine spindle properly and that flanges are clean, flat and of the proper type for the wheel you are mounting.
8. Do not use excessive pressure when mounting the wheel between flanges. Tighten the nut only enough to hold the wheel firmly.
9. Do not mount more than one wheel on a single spindle unless the machine is designed specially to take more than one disc/wheel.
10. Do not use a grinding wheel that has a related speed less than the speed of the grinder.

Lifting Equipment.

The Lifting Operations and Lifting Equipment Regulations (LOLER) apply to all types of lifting equipment and accessories (lifting gear) Lifting equipment is also work equipment and therefore must comply with the requirements of the **Provision and Use of Work Equipment Regulations (PUWER)**.

1. Lifting equipment must be operated and maintained to comply with established and mandatory standards.
2. All lifting gear must have current examination and inspection records.
3. Only authorised and suitably trained persons shall act as banksmen/signallers and shall use the signals prescribed in The Health and Safety (Safety Signs and Signals) Regulations.
4. Only lifting equipment and accessories that are within their respective inspection period may be used.
5. Only authorised and trained persons shall operate two way radios.
6. During lifts the operator must not allow anyone to ride the load, hook or chains.
7. Ensure correct rigging and know the correct weight of the load.
8. Loads must be correctly balanced prior to lifting.
9. All operators and banksmen/signallers must be aware of all obstacles within the lifting radius and must check before each movement.
10. Weekly inspections of the crane and lifting equipment must be undertaken and recorded by a competent person.

Accessories For Lifting Loads.

Safety Check List.

1. All hooks used for lifting must be fitted with a safety catch or be shaped to prevent the load coming off the hook.
2. The chains or slings must be the correct type and length for the required lift.
3. Do not attempt to shorten chains or slings by tying knots in them.
4. Timber or sacking "bights" must be used when slinging material which is liable to slip (i.e. steel).
5. The weight of the material to be lifted must be ascertained and this must be within the safe working loads (SWL) marked on the chain. On some multi-leg chains the SWL is stated with all legs in use. If only some of the legs are being used the SWL will be less than that stated on the equipment.
6. Do not stand under loads, and warn personnel when loads are being slewed.

Vibration.

Several operations require the use of hand held power tools including abrasive wheels grinders, drills etc. The vibration produced by this type of equipment can have an adverse effect on the upper limbs, and in particular the nerves and muscles of the hands and fingers of the people operating them. In the long term this may lead to permanent damage known as Hand Arm Vibration Syndrome (HAVS) The best known of these conditions being vibration white finger (VWF) which is caused by damage to the blood circulation.

A regular vibration maximum exposure level of 2.5 m/s² (daily average) is recommended by the HSE. Above this level a programme of preventative measures and health surveillance should be introduced.

An assessment of the hazards created by the use of this type of equipment must be undertaken to prevent, or where this is not reasonably practicable, reduce and control the risks from the vibration. These assessments will be undertaken by the manager and supervisor, with assistance from the Health and Safety Director, as necessary.

Manufacturer's or supplier's information should be used as guidance, and low vibration plant and equipment should be specified and used wherever practicable.

Control Measures should include :

1. Identifying, and making use of, alternative plant and equipment, such as low vibration tools.
2. All personnel must be issued with and wear appropriate PPE, including gloves.
3. Ensure workers keep their hands warm and maintain a good flow of blood to the hands and fingers.
4. Organise breaks to ensure long periods of uninterrupted exposure to vibration do not occur.
5. Ensuring the correct tool is used for the job and that all tools are correctly balanced, have no worn or defective parts and all blades and cutters are sharp.
6. Ensure means of providing hot food and drinks are available for operatives and employees.

Supervisors must ensure the control measures are clearly understood by all relevant personnel, and that they are strictly adhered to.

Dust.

Assessment and control of dust emissions is the responsibility of the supervisors.

The supervisors will ensure that all activities creating a dust problem, particularly in sensitive areas, or dust which is likely to affect the work force or others, are suspended until adequate dust suppression measures can be taken.

Regular monitoring of dust emissions will be undertaken.

Simple operations such as sweeping up can also benefit from damping down with a light mist/spray of water.

SMOKING

SMOKE-FREE (PREMISES AND ENFORCEMENT)REGULATIONS SMOKE-FREE (SIGNS) REGULATIONS

The above regulation came into force on the 1st. July 2007 and places restrictions on management and individuals regarding smoking in enclosed public places and workplaces.

The Company will enforce these regulations throughout all its offices, workplaces and vehicles.

The following notes briefly summarise the legal requirements placed on management and individuals.

If you require any further guidance or instruction please contact the Safety Department.

- Smoking is to be prohibited in all enclosed/substantially enclosed public places and workplaces. This includes site offices, welfare/mess facilities, store rooms etc. and all company vehicles.
- Signage will be required at every entrance to office, canteen, welfare facilities, etc. (including buildings under construction). Signage will also need to be displayed in company vehicles.

A Sign is required at each entrance to a smoke free premises (including buildings under construction) which is A5 size, displays the no smoking symbol and contains the words

“NO SMOKING. IT IS AGAINST THE LAW TO SMOKE IN THESE PREMISES”

A sign is required to each compartment of every vehicle which is a no smoking symbol,

Consisting of a graphical representation of a single burning cigarette, enclosed in a red circle of at least 70mm in diameter with a red bar across it.

- During the construction process (ie on construction sites) we will impose the smoking policy during the full construction process as the construction site is deemed a workplace covered by the legislation. Smoking will be allowed in designated areas.
- Company Vehicles:- Operators/drivers are responsible for ensuring compliance. The driver/operator is responsible for others travelling within the company vehicle. Failure to comply could result in a personal fine of £200 if taken to court or a fixed penalty fine of £50 if paid within 29 days.
- If individuals are found smoking within a non-smoking area it could result in a personal fine of £200 if taken to court or a fixed penalty fine of £50 if paid within 29 days.

WORKING AT HEIGHT

The Working at Height Regulation 2005 came into force on the 6th April 2005.

Working at height is one of the biggest killers in the industry.

It requires everyone to assess working at height regardless of working height.

The 2m rule for Guarding against falls etc is no longer a consideration, if you can fall from any height and there is a risk of injury you should guard against it.

Every employer shall ensure that working at height is properly planned, supervised and carried out in a safe manner.

All working at height will only be undertaken by trained operatives.

Working at height should be avoided as far as reasonably practicable.

All working at height should be controlled by an adequate risk assessment/method statement. Assess requirements, avoid if possible, prevent falls and reduce fall height.

Plan for emergency and rescue.

When selecting work equipment for WAH give collective measure priority over personal protection.

Fragile surfaces should be guarded or covered and adequate signage installed prior to work commencing.

Suitable procedures/guarding must be in place to prevent injury to people below from falling objects, tools or material.

Working at height areas should be clearly identified and secured against unauthorised access.

All work equipment should be inspected and recorded on a regular basis as required by the regulation. See regulation 8, Schedules 2-6.

Spraying Two Pack Paints & Lacquers

Additional assessment of the risks will be required when the work to take place is spraying with two pack paints and lacquers as the catalyst, or hardener, contains an isocyanate pre-polymer and free monomeric isocyanate.

Serious inhalation health hazards from the isocyanate vapours and from finely dispersed aerosol mist droplets, containing active isocyanate, may occur.

Serious consideration must be given to the operators spraying two pack systems, and other persons in the immediate vicinity, wearing adequate respiratory protection as identified under the COSHH Assessments.

Spraying of such systems must take place within the confines of the spray booths where the vapours and droplets can be trapped and discharged to atmosphere by the exhaust ventilation system.

Spray Booths and Exhaust Ventilation System

1. The spray booths will be maintained to ensure vapour and mist is effectively prevented from entering the workshop.
2. Smoking, naked lights, motor vehicles and any other form of ignition medium, will be excluded from the exhaust ventilation discharge point. Notices to this effect will be prominently displayed.
3. The air flow into the booths will be maintained from behind the workpiece to ensure vapours, overspray, etc, is carried away from the operators, towards the ventilation fans.
4. Fan blades and filters will be inspected at regular intervals, with cleaning and replacement taking place as necessary.
5. To effectively remove vapours and residue from the exhaust ventilation system, the fans will be left running for several minutes after spraying is complete.
6. So far as is reasonably practicable, electrical equipment will be excluded from the spray booths. Where this is unavoidable, the electrical equipment, including lighting, will be robustly constructed and be incapable of igniting a flammable or explosive mixture of vapour and air.
7. Smoking and naked lights are strictly prohibited in the vicinity of the spray booths and all other spraying operations. Notices to this effect must be prominently displayed in the finishing shop.
8. A high level of cleanliness will be maintained in the finishing shop at all times, particularly to ensure flammable deposits and residue cannot accumulate.

Local Exhaust Ventilation (LEV)

Thorough examination and testing of the local exhaust ventilation (LEV) systems will be carried out to ensure compliance with the **Control of Substances Hazardous to Health Regulations**.

The examinations and tests will be carried out at least once every 12 months to ensure the exposure of employees to substances hazardous to health is prevented, or where this is not reasonably practicable, adequately reduced and controlled.

Accurate records of the examinations and test results will be maintained and kept for at least five years.

The works manager is responsible for monitoring of the systems and ensuring the guidelines are adhered to.

The ventilation systems have been installed to extract air from the work environment and to introduce clean air into the workplace, in order to remove pollutants, including dusts, solvents and lacquers, etc, and to convey the pollutants to a safe collection and discharge point.

The conveying velocity within the ducting will be maintained to ensure the particles removed are not deposited within the duct work. The capture velocities at the faces of the extraction points will be maintained to ensure maximum efficiency.

Machine operators and operatives must ensure all extraction hoods are correctly positioned as close to the source as possible during all operations, and that all slide plates are used correctly.

Regular visual inspections of all extraction systems will be undertaken to detect signs of deterioration including damage, corrosion and blockages. The production manager is responsible for ensuring the visual inspections are carried out.

Cleaning and maintenance of the LEV system, including the collection units, must only be carried out under the strict control of the production engineer, employing a safe system of work. The safe system of work will be a written, pre-planned schedule of work, including an assessment of the risks, which has been approved by the Production Manager.