

HEALTH & SAFETY POLICY

V & B FACILITIES AND BUILDING MAINTENANCE LTD

10 High Street

Caterham on the Hill

Surrey

CR3 5UA

HEALTH AND SAFETY POLICY

V&B FACILITIES AND PROPERTY MAINTENANCE LTD

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V&B FACILITIES AND PROPERTY MAINTENANCE LTD

10 HIGH STREET

CATERHAM ON THE HILL

SURREY CR3 5UA

PART 1 (page 1)

GENERAL STATEMENT OF COMPANY POLICY

FOR HEALTH AND SAFETY AT WORK

V&B FACILITITES AND BUILDING MAINTENANCE LTD

It is the company policy that all practicable steps will be taken to ensure the health & Safety of persons at work and to prevent damage to property.

It is the duty of all employees to conform to the company policy and safe systems at work and to accept and carry out their responsibilities, in their own interests and those of the company.

All employees with specific responsibilities for health and safety must ensure that they are adequately delegated in their absence.

All employees who authorise work to be carried out at any time must ensure that adequate risk assessment is carried out, that proper health and safety considerations have been taken into account and that a permit to work is in place explaining the scope of the work to the responsible person.

All current safety legislation and codes of practice will be complied with at all times, but all employees should also contribute towards making the work areas as safe as possible. All work methods should be periodically appraised by the Department Managers and supervisors to ensure that safe systems of work are in place and are being effectively monitored.

Refresher training will be carried out at least annually or whenever the nature of the work changes or in line with new legislation.

Anyone who considers that reasonable precautions are not being taken to protect health and safety in any area or activity within the company must report the matter to their manager or supervisor. If the matter is not resolved, they should then inform a member of the Health & Safety Committee.

The names of the committee members are displayed on company notice boards. The Board of Directors gives full backing to this policy and has appointed Mr V Barrett to be the person responsible for Health and Safety.

Welfare facilities are available to all staff at V&B Facilities and Building Maintenance Ltd, and should be enjoyed and respected by all staff. Smokers must use the designated smoking area.

A copy of this document will be given to every member of field staff. Sufficient copies will be supplied to all departments and sections to ensure that every member of staff can read it.

While this policy will be under constant review, it will be revised annually to ensure it complies with current legislation.

Signed.....

Date.....

Mr V G Barrett, Director responsible for Health & Safety on behalf of V&B Facilities and Building Maintenance Ltd. 10 High Street, Caterham on the Hill, Surrey, CR3 5UA.

PART 2 (page 1)

COMPANY ORGANISATION & ARRANGEMENTS

V&B FACILITIES AND BUILDING MAINTENANCE

2.1 INTRODUCTION

This section of the Health & Safety policy describes the structure of the Company and the way in which the policy is implemented and monitored to ensure a uniformly high standard of safety.

2.2 COMPANY STRUCTURE

The Company is V&B Facilities and Building Maintenance Ltd which is responsible for all employees based at High Street, and includes all field sales, installation and service staff. This Company operates under a board of directors.

2.3 SAFETY COMMITTEE

This will consist of two permanent members who will meet every three months. Minutes of the meeting will be published on notice boards and also circulated to field managers and supervisors. The members will consist of the Director appointed for Safety and the Office Manager. Other staff members may be asked to attend for specific problems that arise.

Due to the nature of the Company business Managers and Supervisors will act as the channel of communication between staff and the committee for any matter of general safety, welfare and environmental issues. Staff are free to contact any Committee Member direct, especially if they feel that any matter has not been resolved

The Committee will jointly ensure the following:

- **That there is an effective Health & Safety policy throughout the company.**
- **That the Policy is effective and monitored.**
- **That it is kept under review for changes, improvements and relevance to company activities.**
- **That an effective Fire and Evacuation policy is maintained and that evacuation supervisors and searches are appointed.**
- **That the evacuation of the building is regularly tested.**
- **Arrange periodic screening of VDU operators and workstation assessments.**
- **Annual safety training is carried out for all staff.**

2.4 PERSONNEL WITH COMPANY RESPONSIBILITY

2.4.1 THE PERSON WITH RESPONSIBILITY (MR V BARRETT)

Will ensure that an effective Health & Safety Policy operates throughout all departments in the Company.

Will ensure that senior management is encouraged to show leadership by good example and be enthusiastic advocates of the Safety policy.

Will ensure that the buildings and security to them are maintained.

Will make the resources available to meet the requirements of the Health & Safety policy and any regulations and codes and practice.

Will ensure that managers are aware of their responsibilities towards his/her employees and have Safe Systems for work in place, if necessary operate a Permit to Work System to be aware of the scope of works being done by sub-contractors within their area.

Will ensure that the building fire and evacuation procedures are kept up to date and are regularly tested.

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V&B Facilities and Building Maintenance Ltd

2.4.2 COMPANY PERSONNEL MANAGER (MR C HEDLEY)

Will ensure that statutory employment regulations are met and employment policy takes account of applicants psychological and physical suitability for their job

Will ensure the reporting of accidents under RIDDOR Regs takes place within the correct timescales.

Will ensure that adequate first aid cover is provided.

2.4.3 COMPANY HEALTH & SAFETY OFFICER (MR V BARRETT)

Will monitor changes in legislation and codes of practice and bring relevant aspects to the attention of managers who may be affected.

Will attend Health & Safety meetings to provide advice and assistance as required.

Will provide advice to all levels of management of safety matters and carry out research as necessary.

Will supervise an annual check of portable appliances and safety equipment held by the field staff.

Will co-ordinate risk assessment carried out throughout the Company.

Will carry out any investigation into accidents and dangerous occurrences that may be necessary and determine any changes to prevent recurrence.

Will analyse from accident and health statistics whether any action, changes in safety training or systems of work are necessary.

Will provide training on safety and fire precautions.

Will monitor safety throughout the company's activities to ensure that all staff complies with the policy laid down and prohibit any work activity found to be dangerous.

Will maintain subscriptions with the British Safety Council and Croners to ensure that the Company has expert advice.

2.4.4 THE PERSON WITH RESPONSIBILTY FOR HEALTH & SAFETY (MR. V.BARRETT)

Will evaluate risks within the company activities and ensure the liability to employees, visitors, contractors, customers and the public are adequately covered by insurance.

Will ensure that loss and damage risks to Company premises and property are suitably covered by insurance.

Will ensure that systems are set up and operated to safeguard computer records and loss resulting from accident or fire.

Will review insurance cover and loss records, Company and Managers to ensure that adverse trends are corrected.

2.5 EMPLOYEES OF V&B FACILITIES AND BUILDING MAINTENANCE LTD

The responsibility and duties in respect of Health & Safety are stated here in general terms. Specific responsibilities for field staff are detailed in Section4.

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V&B FACILITIES AND BUILDING MAINTENANCE LTD

2.5.1 MANAGERS

Must be aware that they are directly responsible for Health & Safety operations within there are of control and are therefore accountable for any accident within it.

Will ensure that their Staff receives induction and annual training on the Company Health & Safety Policy, current legislation, safe working methods, arrangements for safety within the company.

Will ensure that all sub-contractors either submit their Health & Safety policy for approval or sign a declaration that they have read and agree to work to the Safe Systems of Work, after carrying out suitable risk assessments, and these will be submitted the Health & Safety Officer.

Will ensure that there is no undue risk to any members of staff or the public during any work activity.

Will ensure that current resources are provided for any personal protective equipment necessary to carry out the work and review this should the nature of the work change.

Will provide assessment of any workstation used for visual display equipment within their department, whether newly created or after any changes, and review them regularly.

Will ensure that whenever new equipment is brought into service, the Provision and Use of Works Equipment Regs 1992 are complied with, (suitable, maintenance, information, training and E.C. conformity).

Will ensure safe assessment and the storage/transportation of any hazardous materials under the Control of Substances Hazardous to Health, the Chemicals (Hazardous information and packaging) Regs. and the Control of Waste Regs.

Will carry out periodic safety checks within their area of control to ensure the effectiveness of the Safety Policy and Safe Systems of Work.

Will ensure that their staff is competent for the tasks and have received the necessary training to perform it safely or to be working under supervision.

Will ensure that the supervisors operating under their control are fully aware of their safety responsibilities and are monitoring the effectiveness of the Safety Policy and Safe Systems of Work.

Will ensure that all Company equipments, tools, vehicles, personal protective equipment and portable appliances within their area of control, are adequately maintained and are available to their staff as required.

Will personally investigate any serious accident (reportable) or occurrence in collaboration with the Company Health & Safety officer with the objective of eliminating the causes and prevent repetition.

Will ensure that any accident/near miss is reported without delay to the Personnel Manager.

2.5.2 SUPERVISORS

Will act in the capacity of safety representatives for their area of responsibility.

Must be aware of their direct responsibility to ensure that all operations under their control are performed in a safe manner and that this safety policy and safe systems of work are complied with.

Will by good example and direct contact with each employee under his control promote safe behaviour and safety awareness.

Will provide or arrange adequate supervision and training of each employee, suitable for their level of competence. This will emphasise potential hazards and the way in which the method of work take account of these.

Will ensure that good housekeeping is maintained.

Will regularly check Company equipment, vehicles, personal protective equipment and portable appliances and prevent any defective items from being used.

Will take immediate action on any safety hazard found or reported to him in his area, to prevent the risk of accident and will stop any work from proceeding that he considers being unsafe.

Will ensure that any accident, injury or incident is reported immediately to the Personnel Manager.

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V&B Facilities and Building Maintenance Ltd

2.5.3 Administration & Service Director (Mr V Barrett)

Will control all building works at the office and ensure that all Contractors have explained the scope of the work and that the safety of staff, members of the public and themselves have been fully taken into account.

Will satisfy himself that the contractor has sufficient information, instruction and training to complete the work safely.

Must be vigilant at all times looking for the hazards within the building, especially with regard to any subcontractor and ensure that any works is without risk to staff or members of the public.

Will report any dangerous act, omissions or conditions, either seen or reported to him, to the appropriate supervisor or manager immediately.

Will carry out a weekly safety check of the building and report any errors found to the appropriate supervisor or manager. And regularly check fixed electrical sockets and leads for electrical safety.

Will ensure that all plant and machinery is maintained at the agreed time scales and will inspect annually all other machinery/tools not covered by a shorter time limit.

Will report to meetings of the Health & Safety Committee to represent aspects of building, general matters of safety and ways of improvements.

2.5.4. FIRST AIDERS

Having received the appropriate training and having been appointed, will attend to an accident, illness or injury if it occurs, as a top priority.

Will give appropriate first aid within the limits of their training and will be responsible for calling the emergency services when required or referring to a Doctor or Hospital if necessary.

Will ensure that the Personnel Manager is informed and that entries are made in the accident book.

Will ensure that first aid supplies are maintained and that sufficient items are held in accordance with the regulations.

2.5.5 ALL EMPLOYEES

Must understand that they are obliged under the Health & Safety at Work Act to exercise reasonable care for the health and safety of himself and others who may be affected by his acts or omissions at work. Will co-operate with the Company, as far as necessary, to enable it to carry out its legal duties in health and safety matters. Will not intentionally or recklessly interfere with anything provided in the interest of health, safety and welfare.

Will report to his supervisor or manager any obviously unsafe occurrence, condition or act even if no damage or injury actually occurs.

Must report to the Personnel Manager any injury at work so that it is recorded in the accident book and reports made to the authorities if relevant. This includes any absence from work caused by or contributed to by an incident or injury at work (this also includes weekend or bank holidays that are prior to subsequent to the absence).

Shall comply with mandatory signs and notices and have regard to information and warning signs. This may require wearing protective equipment or not smoking except in the designated areas.

Will not obstruct any gangways or stairways and not attempt to carry items on the stairs without having one free hand to use the handrail.

Will not attempt to move heavy or awkward objects or equipment themselves, and to realise that the task must be properly assessed before the work begins.

Will ensure that they do not operate or work any equipment unless they are competent to do so either by training, experience or under supervision.

Will not indulge in horseplay or practical jokes and report any suspicious packages or persons (without interfering in any way).

Will not bring any electrical equipment onto site, without it being checked for electrical safety by maintenance. Must familiarise themselves with fire and emergency evacuation procedures at any site that they attend, (at Company Buildings, they are posted throughout the premises) and be prepared to act accordingly in the event of an incident.

**PART 2 (PAGE 5)
V & B FACILITIES AND BUILDING MAINTENANCE LTD**

ALL STAFF will attend annual training on fire precautions, further information is given in section 4 of this document.

The Control of Substances Hazardous to Health information in section 4 of this document will be complied with, and no new substances will be purchased, brought onto premises or used without an assessment being submitted to the Safety Director/Officer.

Will before starting work, ensure that the nature and scope of that work is brought to the attention of the head of department/site duty holder in accordance with section 4 (Safe Systems of Work) and permit to work is given.

A signature must be obtained by engineering staff on the job docket.

WARNING

An employee who contravenes safety rules or in any way recklessly endangers himself or others is liable to disciplinary action. Ignorance of safety rules is not an acceptable defence.

HEALTH & WELFARE

The Company is concerned for the general welfare of its employees and their families in order that they can perform their duties efficiently.

While managers and supervisors are encouraged to look out for signs of excessive stress, absence, lack of consideration, loss of interest or enthusiasm, irritability or inadequate achievement, they should also encourage employees to discuss any work related problems.

Employees are actively encouraged to discuss personal problems with the Personnel Manager such as medical, financial or family.

Eliminating or at least minimising smoking.

Avoiding being overweight.

Eating a balanced diet with a high fibre content.

Avoiding excessive alcohol, and the use of drugs, unless prescribed by a doctor.

Taking regular exercise.

Consulting their Doctor if any persistent medical problems occur, most conditions are effectively cured if diagnosed and treated early.

PART 3 (PAGE 1)
RULES FOR SUB-CONTRACTORS
V&B FACILITIES AND BUILDING MAINTENANCE LTD

All sub-contractors who carry out work on behalf of V&B Facilities and Building Maintenance Ltd must either submit their Health & Safety Policy for approval or sign a declaration that they have received a copy of this policy, and that they have read and understood it and they agree to work to the Safe System of Work. If the work falls outside the scope of this policy, then they are reminded that under the Management of Health & Safety Regs, they are required to carry out an assessment of risk and if significant, devise a safe system of work to cover this. (This applies equally to the self-employed).

All sub-contractors must comply fully with the requirements of the Statutory Acts, Regulations, Codes of Practice, Clients safe working procedures etc., which may be relevant.

Before starting work, they must explain the scope of the work to the duty-holder and obtain WRITTEN PERMISSION TO WORK. They are responsible for ensuring, so far as it is reasonably practical, that any work undertaken will not constitute a hazard or risk. This includes having sufficient information, instruction and training on the safe and proper use of any work equipment.

They will not bring onto the premises or use any substance that may be harmful without carrying out an assessment under the Control of Substances Hazardous to Health Regulations. They will have evaluated by Risk Assessment what Personal Protective Equipment is required and will provide it and use it when necessary.

Electrical equipment must comply with the Electricity at Work Regulations and should ensure that it is inspected at regular intervals, in particular portable appliances. Records of testing must be kept and produced if necessary. The use of 110 volt portable equipment with mains isolator transformer is mandatory on most sites. The use of any necessary main 240 volt items requires written permission.

STANDARD CONDITION FOR SUB-SONTRACTORS

I, the undersigned, hereby acknowledge receipt of V&B Facilities and Building Maintenance Ltd Health and Safety Manual on behalf of:

Company

Address.....

.....

In accepting these conditions, the Company undertakes to co-operate with V&B Facilities and Building Maintenance Ltd in the implementation of its' Policy and Safety Management Systems and procedures and recognise that the relevant statutory duties and obligations will apply to the execution of works.

Name (block capitals).....

Signed

Position in the Company.....

Please send a signed copy of this page, duly completed, to the Safety Officer, V&B Facilities and Building Maintenance Ltd.

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SAFETY AT WORK

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PART 4 (PAGE 1)

Health & Safety at Work etc. Act 1974

This act provides a comprehensive legislative framework to promote, stimulate and encourage high standards of health and safety at the workplace. Its ultimate aim is to promote safety awareness and effective safety standards in every organisation.

One of the main aims of the Act is to involve everyone, management, employees, the self employed, the employees' representative, the controllers of premises and the manufacturers of plant, equipment and materials in matters of health and safety. The Act also deals with the protection of the public, where they may be affected by the activities of people at work. The Act is an enabling measure, superimposed on existing health and safety legislation, (e.g. the Factories Act or the Construction Regulations). This earlier legislation will remain in force until it is progressively repealed or replaced by improved and revised Regulations and Approved Codes of Practice, issued under the Health & Safety at Work Act.

REGULATIONS AND APPROVED CODES OF PRACTICE

Regulations made under the Act impose a statutory duty and will be supplemented by approved Codes of Practice, which have a special legal status. These are not statutory requirements, but may be used as evidence that statutory requirements have been contravened in criminal proceedings.

HEALTH & SAFETY EXECUTIVE AND LOCAL AUTHORITY

An inspector can demand from an employee any information he thinks is necessary, and can ask the employee to sign a declaration of the truth of these answers. If an inspector should want to take samples, measurements, photographs, recording or do anything else to enable him to investigate a possible breach of safety law, he can demand the full co-operation of any person to afford him such facilities as he thinks is necessary.

RISK ASSESSMENT

The regulations are based on control through identifying hazards within the working environment, assessing the degree of risk and measures to reduce the risk where possible and practical. The Company will carry out an assessment through all departments every two years as a Company review BUT SHOULD THERE BE ANY CHANGE OF WORK THAT HAS NOT BEEN PREVIOUSLY ASSESSED, then a risk assessment (written on a Company Risk Assessment form), must be carried out before the work commences. The responsibility to carry it out lies with the department manager and IT MUST BE SUBMITTED TO THE SAFETY DIRECTOR AND SAFETY OFFICER. All assessments will be carefully considered to see if the Safe System of Work will be the responsibility of all supervisors and managers on a daily basis and the Safety Officer will regularly inspect all departments, including monthly field visits with engineering staff, reporting any failures or weakness of the system to the safety director.

DUTIES OF MANUFACTURERS, DESIGNERS, IMPORTERS & SUPPLIERS

A general duty is placed on any person who designs, manufactures, imports or supplies any article, materials or substances for use at work to ensure, so far as it is reasonably practicable. That such articles and substances are by design and construction, safe and without risk to health when properly used.

A general duty is placed on installers or erectors or articles for use at work to ensure, so far as it is reasonable practicable, that is it safe and without risk when it is properly used.

CONTROLLERS OF PREMISES

A general duty is placed on any person in control of premises to ensure, so far as it is reasonable practicable, that the premises are safe and without risk to health, that any plant or substance in or provided for use on the premises does not endanger people using them, and the emission of noxious or offensive substances is prevented.

THE WORKPLACE

Your workplace may be a construction site, a factory in production, a private house or in a public building, almost anywhere in fact where people live and work. The hazards you will need to guard against will not always be quite the same and sometimes may be very different. The rules and procedures (and the laws) which govern the work may also change with the location.

PART 4 (page 2)

SAFE ATTITUDES

People's attitudes govern what they do or fail to do. In most cases where someone is working with unsafe equipment or in an unsafe situation, somebody has allowed that state of affairs to come about by something they have done or failed to do. Anybody who sees a hazard and does nothing about it is contributing to the possibility of an accident. Safety doesn't just happen, it has to be organised and achieved like the work process of which it forms a part. The law states that both an employer and his employees have a responsibility. You will be responsible for the way you use equipment, how you do your job, the use you make of your training and also responsible for your own actions and the effect they have on others. You must not take that responsibility lightly.

RULES AND PROCEDURES, SAFE SYSTEMS AT WORK

What you must do, by law, is often included in the various systems of work and procedures laid down by your manager. They may be written down where risk assessment has shown that there is significant risk but often they are methods of work that are just the way the department operates – you will learn these from other workers as you do your job. They may go govern the issue and use of tools, protective clothing and equipment, reported procedures, emergency drills, access to restricted areas, and many other matters. Such rules are essential as they contribute to the efficiency and safety of the job.

Accidents can result from people failing to understand what they are told. Even where no danger results directly from a misunderstanding, mistakes are likely to be made and time will be wasted in correcting these.

Safe Systems of Work, as detailed in the appendices of this manual, Must be adhered to at all times. Further rules may be in force on customer's premises, which will either be communicated through supervisors, when previously notified to us, or from the site safety officers, safety representatives, or the duty holder. PERMISSION TO WORK MUST BE GIVEN AND A SIGNATURE OBTAINED ON THE JOB SHEET BEFORE STARTING WORK.

SAFE WORKING PRACTICE

Training will include an introduction to safety and will emphasise safety as one aspect of the job. Such training although not actually called "safety training" will nevertheless include training in safe working methods and practices. Practice safe working, quite apart from the dangers involved, unsafe methods are often inefficient ways of getting the job done and show a lack of skill and thought on the part of those who use them. For example, when using a ladder it is important to check that it is long enough for the job, is in sound condition and is properly erected and secured. It is good working practice to check each of these points, failure to do so may result in the job taking longer, or being less well done and may cause an accident.

TOOLS AND EQUIPMENT

Training in the proper use and care of tools and equipment is an aspect of learning to do the job. If the proper use and purpose of a tool or piece of equipment is understood, it will be easy to see why the

misuse soon makes it unfit for that purpose. It is no more in your interest to damage or misuse the tools of your trade, than it would be to damage your hands.

HAZARDOUS OPERATIONS

Some operations have been identified on risk assessment to be hazardous, particularly when working at heights. For example, due to the nature of our work on other people's premises, general guidance is given in this manual and customers own site rules will usually exist.

They may also restrict access to the area of operations. If your work involves or is likely to be affected by such operations, you should know what the rules say about your responsibilities.

ALWAYS discuss the nature of the work with the duty holder and the implications that it may have on their own operations. Re-Seek permission to work if the nature of the work changes...While noise is a hazard that will require the use of personal protective equipment on some sites, be aware of the implications of fire alarm sounder testing on other people. Where commissioning or faultfinding is being carried out, (other than brief checks being made), provisions must be made, to either protect others through the use of ear protection or wait until the premises are vacated, for prolonged operation of sounders.

PLAN AND ORGANISE YOUR WORK AND CONSIDER THE IMPLICATIONS FOR YOURSELF AND OTHERS, ESPECIALLY IF SOMETHING SHOULD GO WRONG.

PART 4 (PAGE 3)

PERSONAL PROTECTIVE EQUIPMENT

Even when every effort has been made to reduce or remove hazards at work, some elements of risk will remain. Provision for it has been made through the issue of protective clothing and equipment, know how to use it.

Further items may be needed to carry out special tasks and supervisors should arrange hire or purchase through their managers.

YOUR RESPONSIBILITIES

The Company will provide items of protective equipment and will make sure you know when and how to use them. It is your responsibility to use the equipment provided for your safety and to take care of it. Failure to do so may mean you are breaking not only company rules, but also the law and it could result in accident and injury to yourself and others. Shoes will be worn at all times by staff that have them. It is compulsory to wear safety helmets on construction sites.

PART 4 (PAGE 4)

LIFTING AND HANDLING LOADS

Incorrect lifting techniques can result in injury. A “load” need not necessarily be heavy to cause injury, which is often the result, not so much of lifting something too heavy as of lifting it in the wrong way, so that muscles and joints are strained. This is especially true in the case of the most common type of injury, injury of the back.

Injuries other than those resulting from strain can occur during lifting and carrying: for example they may be caused by tripping over an object, or striking an object with the load. These can be equally serious, but can generally be avoided by a little thought to the job before hand.

TYPES OF INJURY AND HOW TO PREVENT THEM

CUTS AND ABRASIONS are caused by rough surfaces and jagged edges, by splinters and sharp or pointed projections. Gloves will usually be sufficient for protection, but the load should be checked to make sure of this, since large or heavy loads may involve body contact as well.

FEET AND HANDS should be positioned so the load cannot trap them.

STRAINS TO MUSCLES AND JOINTS may be the result of lifting a load which is too heavy, or by lifting incorrectly. Sudden and awkward movements such as twisting or jerking during a lift can put severe strain on muscles.

INJURY TO THE BACK

“Stoop lifting” lifting from a standing position increases the chance of **Back injury**. The stress on a round back can be up to 6 times greater than if the spine is kept straight.

PART4 (PAGE 5)

PREPARING TO LIFT

Before lifting or handling any load ask yourself the following question:-

- **What has to be moved?**
- **Where from and where to?**
- **Will assistance be required?**

A load which seems light enough to carry at first will become progressively heavier the further you have to carry it. Apart from the risk of strain, it is generally inefficient to carry a load over any great distance. Before lifting and carrying, make sure that the route is clear of obstacles and the place where the load is to be deposited is not obstructed.

THE LOAD

The weight a person can lift will vary according to age, physique and condition, and whether one is used to lifting and handling heavy loads. Compact loads of up to 30Kg (66lbs) can be carried safely by the average male worker providing proper methods are used, In general, if there is a feeling of strain when raising load you should ask for assistance. WEIGHT IS NOT THE ONLY FACTOR WHICH MAKES THINGS DIFFICULT TO LIFT AND CARRY. The size and shape can make an object awkward to handle. Loads which require the arms to be

extended in front of the body, place more strain on the back and stomach than compact objects carried close to the body. The absence of handholds or natural points can make it difficult to raise and carry the object. In all such cases assistance from other people or the use of handling aids such as a sack barrow, trolleys or hoists will be required.

NOTE; THE PERSON CARRYING THE LOAD SHOULD ALWAYS BE ABLE TO SEE OVER OR AROUND IT.

THE KINETIC METHOD OF LIFTING

The Kinetic method of lifting enables the worker to make full use of the body's own weight to initiate the lift. The natural shaped of the spine is maintained throughout (although the body may be bent forward the spine should remain straight) and the lift is powered by the strong muscles in the legs and thighs.

It is important to begin with the correct posture, the various parts of the body should be correctly positioned before commencing the lift.

The following six points should be noted:

- 1 FEET are placed approximately 18inches width apart with one foot slightly forward, in the direction of the movement. This provides good balance and a secure basis for the lift.**
- 2 KNEES should be slightly bent (but not fully bent as in a squat).**
- 3 BACK must be straight although the body may be inclined forward.**
- 4 ARMS should be as close to the body as possible. The further the arms are extended the greater the strain. Elbows too should be kept in.**
- 5 GRIP must be firm and secure.**
- 6 HEAD should be erect with the chin in.**

LIFTING

Approach the load squarely, facing the intended direction of travel.

Grip the load at the corner nearest the body and, (with the other hand) the corner furthest away, the load can then be lifted by straightening

the legs, so that the body and load move upwards together in one easy movement. Look directly ahead, not down at the load while straightening up, and keep the back straight, this will ensure a smooth, natural movement without jerking or straining.

When the load is near to an individual's maximum lifting capacity, it will be necessary to lean back on the hips slightly (to counterbalance the load) before straightening up. Keeping the load well into the body, carry it to the place where it is to be set down. When turning, avoid twisting from the waist –turn the whole body in one movement.

LOWERING THE LOAD

Make sure the area is clear of obstructions. Bend at the knees to a semi-squatting position, keep the back and head erect by looking straight ahead, not down at the load. It may be helpful to rest the elbows on the thighs during the final stage of lowering.

PART 4 (PAGE 6)

TEAM LIFTING

When large, heavy or awkward loads have to be raised and carried manually, you ask for assistance. Since two or more people are involved, one person should give directions so that the team acts together in lifting, carrying and lowering the load. This co-ordination of effort is important in ensuring no individual takes more than his share of the weight.

LIFTING AIDS

Lifting aids are used to reduce the risk of strain or injury, and to apply effort more efficiently. Think about what has to be done and the best way to do it. Choose the most suitable method of doing the job safely.

HANDLES AND STRAPS

Some objects have handles or straps for lifting provided. It is as well not to rely entirely on these, especially if expensive or fragile equipment is involved. One arm should be used to give additional support to the load whenever possible.

PUSHING AND PULLING

It is not always necessary to lift a load in order to move, and sometimes it is best not to. Depending on the nature of the object, it

may be possible to roll, pull or push it into the required position, although effort needs to be applied properly to avoid the risk of injury. When pushing or pulling a load, get as close as possible, leaning against it with elbows tucked in and the back straight, ready to use the muscles of the legs to move the load. The feet should be positioned one in front of the other and some 12-18 inches apart, with the rear foot turned slightly outwards to maintain balance. Keeping the trunk erect, push or pull steadily on the load. Avoid jerking or tugging movements which are likely to produce strained muscles.

LEVERS

The principle of leverage allows a greater weight to be shifted than could be managed by applying a direct effort to the load. A block is positioned as near the load as possible to act as a pivot or fulcrum for the lever, the top of which is placed under the load. The body weight is used to push down on the lever to raise the load. Skid rollers or blocks can then be placed under the load in preparation for further movement.

STACKING

Load should not be lifted above shoulder height. If it is possible to lift and stack with the elbows tucked into the sides of the body, use a platform to stand on. Always make sure that the stack is stable before adding further items. If necessary make a further stack beside it, and so on.

LIFTING PLATFORMS

The purpose of a lifting or loading platform is to allow the load to be raised in two stages, first onto the platform and then to the height required. In effect it reduces the height of the lift and thus the risk of strain. This is especially useful when the operation has to be repeated a number of times, as in stacking. It is also the most efficient and safest way to raise a load onto the shoulder, since the shoulder can be

brought to the level of the load (remember to bend at the hips and knees) and the thigh and leg muscles are then used to power the lift.

BARROWS AND TROLLEYS

These are the best means of moving heavy or bulky loads, loads which have to be taken some distance or loads which would otherwise require several trips. There are many types of barrows and trolleys, the various types being designed for particular types of load or ground conditions.

Four -wheeled platform trolleys are placed under the loaded pallet. They are widely used (like fork-life trucks) in stores where materials are constantly being moved. With any kind of trolley, especially a heavily loaded trolley, it is important to remember that momentum (speed) is more easily gained than lost.

Two-wheeled barrows and trolleys are usually pushed rather than pulled. It is not always easy to see uneven ground and small obstacles in the path ahead. Neither type of barrow is inherently stable, needing to be constantly balanced by the person pushing the barrow, care is needed to avoid overturning the load.

PART4 (PAGE 7)

FIRE PREVENTION AND CONTROL

Action on the outbreak of fire:-

- 1 Raise the alarm(operate the nearest call point on the fire alarm, SHOUT FIRE)**
- 2 Turn off all machinery and power**
- 3 Close doors and windows, but do not lock them**
- 4 Try to deal with fire safely, but do not risk becoming trapped**
- 5 If not involved in fire-fighting, leave calmly using the nearest emergency exit**
- 6 Go to the assemble point and be accounted for**
- 7 Never use the lift in a fire, always use the stairs**

PREVENTING FIRES

COMBUSTIBLE REFUSE

Any rubbish which burn is “combustible refuse”, including rags soaked with oil, paint or spirits, scraps of wood, paper, packaging and other materials. These are a fire risk and should not be allowed to pile up in odd corners, especially not in buildings. Cloths and rags soaked with

flammable substances should be placed in metal bins (with lids) Kept for the purpose. Other refuse should be removed to collection points as soon as possible.

HEATING APPLIANCES

Because they, provide heat they can also be the cause of fires. Clothing and anything else, which might catch fire, should be kept well away from heaters.

FLAMMABLE GASES AND VAPOURS

Because they can ignite with a spark, concentrations of gases and vapours are extremely dangerous. It is extremely important that areas where these are being used are well ventilated and no tools producing sparks or flames are used.

FLAME-PRODUCING EQUIPMENT

The important thing is to check (before beginning the job) for combustible materials, which might be ignited by the equipment, to work carefully, and to check that nothing is left smouldering when the job is finished.

NATURE OF FIRE

A fire will continue to burn as long as three factors are present in the combination.

FUEL Any substance (liquid, solid or gas) will burn given oxygen and a high enough temperature.

HEAT Every fuel will begin to burn at a certain temperature. It is called the “minimum ignition temperature” and varies depending on the fuel.

OXYGEN usually exists in sufficient quantities in air to keep a fire burning.

Solids and liquids give off vapour when heated and it is this vapour which ignites. Some liquids, however, do not have to be heated-they give off vapour at normal room temperature (15 degrees C) petrol and white spirits are common examples.

Isolating or removing any one of these factors from the combination will extinguish the fire. There are three basic ways of achieving this:-

- **Starving the fire of fuel by removing the element.**
- **Smothering-i.e. isolating the fire from the supply of oxygen by blanketing it with foam, sand etc.**
- **Cooling-using water to lower the temperature.**

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Removing any one of these factors will extinguish the fire.....

ELECTRICAL EQUIPMENT

The most common cause of fire is electrical equipment is misuse for neglect. Circuits are often overloaded by using too many pieces of equipment or wrongly rated fuses, causing overheating which may in turn lead to fire. Equipment which is constantly in use, particularly portable equipment such as power tools, can become damaged or worn in ways that increase the risk of electrical faults and fires.

Cables are especially vulnerable to damage, if the sheath is split the insulation and conductors will be exposed.

OTHER CAUSES OF FIRE

Carelessly discarding cigarette ends and matches caused fires on building sites as elsewhere. Throwing hot ashes, caustic materials and flammable substances into waste bins or onto rubbish dumps can also start fires.

TYPES OF FIRES EXTINGUISHING AGENTS

- **WATER (red)** Suitable for wood, paper and cloth. Very effective at cooling, aim jet at base of fire. **DO NOT USE ON ELECTRICAL FIRES OR BURNING LIQUIDS.**
- **FOAM (cream)** Suitable for smothering flammable liquids. **DO NOT USE ON ELECTRICAL FIRES.**
- **POWDER (blue)** Suitable for any fire, particularly flammable liquids, beware re-ignition.
- **CARBON DIOXIDE (black)** Suitable for any fire, beware windy conditions.
- **BCF HALON (grey)** Suitable for any fires, particularly for electrical fires & electronic equipment.

BURNING CLOTHING

You can use a fire extinguisher but would normally smother the person with a fire blanket or a coat and get the person down on the ground to get flames away from the face and hair. Wrap the blanket around them and leave it until medical attention arrives. The blanket should be left in place while medical assistance is sought.

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ACCESS EQUIPMENT

Most fieldwork will involve working at height at sometime. This will require using steps and occasionally ladders, our Safe System of Work requires that when working above two metres, they should either be footed or secured. Further advice on their use is given below.

LADDERS, STEPS AND TRESTLES

Most tradesmen need to use ladders or steps in their work. Because ladders are familiar and widely used, they are often neglected and misused. The injuries suffered in a fall from a ladder, even from only a few feet, can be quite serious and result in permanent disability. It is very important that the equipment should be sound and fit for the job, and that the correct procedures are following in erecting and using it. The main types of ladders are:-

EXTENSION LADDERS- This consists of two or three sections coupled together which extend by sliding over or inside each other and then

secures with a latch. The ladder may extend by means of a rope or a pulley. The law states that ladders and steps must be in good repair and strong enough for the job. If rungs or treads are damaged or missing, the ladder must not be used. Neither may the equipment be painted or treated in any way that hides damage or faults. Before using a ladder make sure it is in sound condition. The following point should be checked:-

- **Damaged or worn stiles-particularly at heads and feet,**
- **Broken, missing, loose or worn rungs and treads**
- **Mud or grease on rungs.**

- **Rungs or treads supported by nails or spikes etc.**
- **Decayed timber, corrosion of fittings.**
- **Insecure tie-rods.**
- **Warping, sagging or distortion-check that the ladder stands firmly.**
- **Condition of ropes, cords, pulleys, latches and other fittings.**

STEP LADDERS-are free standing (i.e. they do not have to lean against a wall) and have flat rectangular treads which give a secure footing. They are mainly used to reach walls and ceilings. Checks include:-

- **Steps, hinges and fixings should be sound and secure.**
- **Retaining cords should be of equal length and in good condition.**
- **They should be stable when open and should stand on a level base.**

ALUMINIUM LADDERS-These are lighter to carry than timber ladders, are strong and will not warp, but should not be used near electrical equipment or an electrical supply as there is the possibility of an electrical shock. Their lightness also makes them prone to slipping.

DO NOT USE UNSAFE LADDERS AND STEPS. If equipment is unsafe to use, report the damage or faults. DON'T leave it to someone else to discover and report-this only wastes their time and increases the risk of unsafe equipment being used.

PART 4 (PAGE 10)

CARRYING LADDERS

Short ladders can be carried by one person. Rest them against the shoulder and grasp the rung just below normal reach to raise the foot of the ladder clear off the ground. Use the other hand to steady the ladder by grasping the stile furthest from the shoulder.

Long ladders should be carried horizontally on the shoulders by two people, one at either end, holding the upper stile.

When carrying a ladder care should be taken in rounding corners or passing between or under obstacles. If the ladder is being carried in an upright position, special care should be taken in the vicinity of overhead power lines to ensure the top of the ladder is well clear of any cables.

ERECTING AND LOWERING LADDERS

A ladder is erected as follows:

Firstly lay the ladder on the ground with the foot towards the base of the structure it is to be set against. One person should stand at the front of the ladder with one foot place on the bottom rung to brace it against movement. The second man should position himself at the head of the ladder and taking hold of the top rung, raise it over his head. Grasping the ladder rung by rung, he should move towards the foot, raising the ladder as he goes. The anchorman grasps the stiles as they come within reach and draws the ladder towards him.

This sequence is reversed when lowering the ladder.

One person can raise a short ladder by placing the foot against a wall or fixture and pushing it upright from the head.

Extension ladders with long sections are raised one section at a time. The sections must overlap by at least the number of rungs shown below:-

- **Ladder length up to 4.8m - 2 rung overlap**
- **Ladder length up to 6m - 3 rung overlap**
- **Ladder length over 6m - 4 rung overlap**

Ladders must not be extended by lashing or splicing them together.

SETTING UP A LADDER

When setting up a ladder, it is essential that it should be set on firm level ground. Under no circumstances should bricks (or other materials) be used to “pack up” under one or both stiles or to compensate for uneven or sloping ground. Such methods can move or fail and the ladder will become unbalanced.

Other points to note in setting up a ladder are:-

- **The ladder should be set in a position where it cannot be struck or dislodged and will not be a hazard. If it has to be placed in an exposed position it should be guarded with barriers.**
- **It should be secured at the top if possible and also at the foot by lashing to a stake to prevent it from slipping or falling sideways.**
- **Alternatively the ladder may be steadied by someone holding the stiles and placing one foot on the bottom rung. Ladders over 6m (20ft) high may have to be lashed at the mid-point to prevent them from swaying. Lashing should be taken around the stiles not the rungs. Ties may be used in place of lashings.**

- **The angle at which the ladder is set against a structure should be in proportion 1 out of 4 up (or 75 degrees), setting the ladder further in or out than this is unsafe.**
- **The ladder must not rest against (or be lashed to) any fragile surface or against fittings such as gutters and drainpipes, bracing boards may be used for windows and other openings.**
- **It must extend at least 1m (3ft 3ins) or five rungs above the landing place (which may be a roof or working platform etc).**

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USE OF LADDERS

Ladders must be long enough for the job and the correct type. They should also be suited for the purpose for which they are to be used. Some jobs cannot be done safely whilst maintaining a secure footing on the ladder-for example those which require considerable movement of the body or involve supporting heavy equipment or materials. It is not safe, either, to perform tasks which require the use of both hands. In work of this type, a working platform of some kind is both more efficient and safer.

Over-reaching while working on a ladder can lead to a loss of balance. Thighs and hips should be kept between the stiles. If the work area cannot be reached, the ladder must be moved. A ladder must not be re-positioned by “jumping” it while standing on the rungs.

The working position should not be less than five rungs from the top, if it is not possible to reach the work from this position, obtain a longer ladder. Both hands should be free for holding onto the ladder while

climbing or coming down. Tools and materials can be carried in a shoulder bag or on a special belt, or can be hoisted up afterwards. Tools not in use may be hooked onto or secured to the ladder. Whatever method is used it is essential to make sure they cannot fall or be dislodged onto people beneath. Footwear should give a good grip and only one person should be on the same ladder at any one time.

USE OF STEPS

All four legs of a step ladder should rest firmly and squarely on the ground. They will do this providing the floor or ground on which they stand is level and the steps themselves are not worn or damaged in such a way as to prevent them standing squarely on the floor. Steps should be at right angles to work whenever possible.

The top of the steps must not be used unless constructed as a platform with a secure handhold, otherwise the knees should be below the top of the steps.

WORKING PLATFORM

The law requires that such platforms should be suitable for the type of work, provide security for the operative, and be secure and safe for other people passing below or close to the scaffold.

If the platform is more than 2m (6ft 6ins) above the ground, it must be close boarded and be fitted with guard rails and toe boards (including stop ends). If materials are stacked on the platform above the height of the toe board, a suitable barrier (such as a brick guard) must be erected to prevent materials from falling off.

Care must be taken to see that a working platform and its scaffold are not overloaded.

HYDRAULIC AND POWERED ACCESS TOWERS

Some sites have these types of equipment and engineers will sometimes need to make use of them to gain access to high smoke

detection. A supervisor must make sure that instruction has been given on the full use of these particular types of equipment, particularly on the operating limits, stability and the requirements of outriggers. Unless they are working under the supervision of a competent trained operator, they will sign to confirm that the instruction has been given and understood.

SCAFFOLDING

Before making use of any scaffolding, the site agent should be informed. The engineer should ensure that it has been inspected and a certificate given. Note that this only valid for one week.

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SAFE DRIVING

Safe driving is a career; a safe driver is someone who wants to be safe, by constantly maintaining and improving his/her attitude, knowledge, actions and judgement. Set an example to others whether driving for pleasure or work, drive the SAFE ROAD, practice skilful defensive driving at all times.

REST and LACK OF SLEEP slow reactions. Due to the nature of our work, travelling at irregular hours and call outs put us particularly at risk. Take breaks on long journeys and break the monotony, which takes the edge off your driving skills and dulls your alertness. Stop, walk around, have a hot drink, and if that does not help, STAY OFF THE ROAD.

DRUGS AND ALCOHOL, these are both potential killers on the road. As well as being an offence to drive under the influence, the Company does not condone this type of behaviour.

Keep your CAR IN SHAPE by maintaining it fully. It must be clearly understood that it is the drivers responsibility to ensure that the

vehicle in his/her care is in a clean, safe and roadworthy conditions at all times. Check oil and water levels before each journey and tyre treads and pressure weekly. If repairs are necessary, make them now. DRIVE DEFENSIVELY and anticipate the worst. Ask yourself what would happen if? Practice thinking of all possible accident situations and how you would cope with them. Soon your reflexes will be conditioned to react if a dangerous situation occurs.

SAFETY IS A STATE OF MIND, WHEN DRIVING YOU MUST CONCENTRATE AT ALL TIMES

Remember that it is a legal requirement that the driver and all passengers must wear seatbelts.

DRIVE COURTEOUSLY as good manners can do much to alleviate stress and chances of an accident.

SET AN EXAMPLE.....BE PATIENT.....BE POLITE

DRIVE AS THOUGH YOUR LIFE AND THE LIVES OF OTHERS DEPENDS ON IT....IT DOES

GENERAL INFORMATION

The insurance covers the use of the Company business and the social, domestic and pleasure purposes by the employee.

In the event of the Police requiring the insurance document to be produced, it should be arranged for it to be produced at the local Police Station.

IN THE EVENT OF AN ACCIDENT, notify the office within 24 hours and complete an insurance claim form with 48 hours. Do not proceed with any repairs without permission.

SECURITY of the vehicle is your responsibility; make sure that it is always locked when unattended. Put all equipment out of sight and remove valuable equipment overnight. Drivers must make their own arrangements for cover for personal effects.

PART 4 (PAGE 13)

ELECTRICITY AT WORK REGULATIONS 1989

A BRIEF REMINDER OF ABSOLUTE REGS.

REG 4 – PROTECTIVE EQUIPMENT

Any protective equipment to be suitable properly installed and well maintained.

REG 5 – STRENGTH AND CAPABILITY OF ELECTRICAL EQUIPMENT

Safe working limits and may not be exceeded so as to give rise to danger. Make allowances for faults, power fluctuations, heat etc.

REG 8 – EARTHING OR OTHER SUITABLE PRECAUTIONS

Any conductor/metal casing must be prevented from becoming live or charges by earthing or other, so as to prevent danger.

REG 9 – INTEGRITY OR REFERENCED CONDUCTORS

If a circuit can be broken from earth or other reference and reasonable give rise to danger, suitable precautions must be taken.

REG 10 – CONNECTIONS

Every joint must be mechanically and electrically suitable to prevent danger.

REG 11 – PROTECTION FROM EXCESS CURRENT

Suitable fuses or circuit breakers must be provided against faults, overloads or shorts.

REG 12-ISOLATORS

Means of cutting off (switching) and isolation (disconnection) must be provided.

REG 13 – WORKING ON EQUIPMENT MADE DEAD

Precautions need to be made to prevent the equipment becoming live or charged.

REG 14 – WORK ON OR NEAR LIVE CONDUCTORS

Conductors must be insulated, it is unreasonable to assume they may be dead and, need insulating if working on or near them live. Protective equipment must be used.

REG 15 – WORKING SPACE, ACCESS AND LIGHTING

The above must be provided to prevent hazard.

REG 16 – COMPETENCY TO PREVENT DANGER AND INJURY

The operative must have the technical knowledge and expertise to be under supervision. This may include adequate knowledge of electricity, experience of electrical work, experience and

understanding of the system, the hazards and precautions, the ability to know when it is safe to continue work.

Make sure that:-

- **You only use suitable electrical fittings for the application**
- **Circuit breakers and fuses are correctly rated**
- **Access to electrical danger is prevented-always replace unattended covers**
- **Test earth leakage breakers**
- **Unplug power tools before adjusting or cleaning**
- **Make sure all portable appliances are tested and labelled**
- **Do not use suspect or faulty equipment**
- **Beware of static damage to sensitive equipment**

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C.O.S.H.H. (CONTROL OF SUBSTANCES HARAZARDOUS TO HEALTH)

HAZARDOUS SUBSTANCES IN THE WORKPLACE

The regulations lay down the essential requirements for the control of substances that could be encountered at work. They may be chemicals used for cleaning or lubrication, battery electrolyte or correction fluid for photocopier toner. This will also apply to ozone created by operating a copier in an unventilated area.

THE REGUALTIONS COVER VIRTUALLY ALL SUBSTANCES HAZARDOUS TO HEALTH. ONLY ASBESTOS, LEAD, MATERIALS PRODUCING IONISING RADIATION AND SUBSTANCES BELOW GROUND IN MINES, WHICH ALL HAVE THEIR OWN LEGISLATION, ARE EXCLUDED.

THE REGULATIONS SET OUT ESSENTIAL MEASURES THAT EMPLOYERS (AND SOMETIMES EMPLOYEES) HAVE TO TAKE. FAILURE TO COMPLY WITH C.O.S.H.H., IN ADDITION TO EXPOSING EMPLOYEES TO RISK, CONSTITUTES AN OFFENCE AND IS SUBJECT TO PENALTIES UNDER THE HEALTH AND SAFETY AT WORK ACT 1974.

No member of staff will purchase or use any product, substance or chemical that is likely to be included as a hazard to health unless an assessment has been carried out.

A summary of the controls currently in use on existing substances follows. Departmental managers will contact the Safety Officer if they wish to add to it. An information sheet from the Supplier will be required under these regulations.

AEROSOLS

Normal service use will not constitute a hazard. Should the requirements be excessive or continuous, then you must discuss that with the Safety Officer. Assessment assumes normal intermittent use.

STORAGE must be in a rigid enclosed container in the vehicle to prevent other stores falling on top. This is also for containment of any burst cans and the containers must be kept out of direct sunlight. Supervisors are to check the safe transportation of these products.

HEAT exposure is the greatest hazard of aerosols, such as heat from the sun in vehicles or by spraying the aerosol on to or near to hot items or naked flames. The cans are likely to burst under pressure at a temperature of above 50 degrees C. The propellants are inflammable and heat can cause the chemicals to decompose and become toxic.

DO NOT expose to heat, sunlight or naked flames, and do not puncture or incinerate the cans. **DO NOT SMOKE** when using these products.

VENTILATION is of prime importance, always use the product sparingly to avoid inhaling the fumes. **DO NOT** use in confined spaces. Excessive inhalation can lead to dizziness or even unconsciousness.

These products can cause eye and skin irritation. **BEFORE USE- READ THE LABEL- IF IN DOUBT CONTACT YOUR SUPERVISOR.**

Data sheets can be obtained from the Safety Officer.

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HYDRAULIC OILS

The above can cause dermatitis and oil acne, especially if the skin is sensitive. It is recommended to use a barrier cream as well as gloves to prevent any contact. **THINK** before breaking any hydraulic joints, **IS IT UNDER PRESSURE?** If so you will contaminate yourself, your clothes and the premises. **THINK PRESSURE.**

PRINT ROOM AMMONIA

Fumes should not be allowed to build up-the smell indicates the odour for safe working. Eye irrigation is available, be sure that you can locate and use it in case of an accident.

METHYLATED AND WHITE SPIRITS, ADHESIVES, PAINTS OR VARNISH

These are inflammable and explosive and must not be allowed to come into contact with sources of ignition. DO NOT SMOKE and ensure plenty of ventilation. Their use is to be strictly limited to minor occasional application. Wear disposable gloves when adhesives are being used especially “superglue”.

ACCIDENTS WITH CHEMICALS

EYES	Irrigate with water, rolling the eyes. SEEK MEDICAL ATTENTION.
SKIN	Remove any contaminated clothing, and wash with water, and then soap and water. Seek medical attention if severe. If sensitive then use a barrier cream before risk of contact.
INHALATION	Requires Fresh air, recovery position if Unconscious, Medical aid if severe
INGESTION	Reduce the risks by being extra vigilant, do Not heat, drink or smoke near chemicals, Wash hands before food breaks. Do not Induced vomiting if caustics involved-give plenty of milk or water to drink. ALWAYS SEEK MEDICAL ATTENTION.

REFRESH YOUR MEMORY AND READ THE INSTRUCTIONS AGAIN

DISPOSE OF SPILLAGES PROPERLY

PLAN CAREFULLY AND AVOID ALL ACCIDENTS

N.B. The above list is not exhaustive and you must be alert to any exposure to hazardous substances or processes in the cause of your work.

PART 4 (PAGE 16)

COSHH-DO YOU KNOW ALL YOU NEED TO KNOW?

Under COSHH or the Control of Substances Hazardous to Health Regulations 1998, all persons at work need to know the safety precautions to take so as not to endanger themselves or others through exposure to substances hazardous to health. Below are four general classifications of risk-know the appropriate symbol, their meaning and their safety precautions.

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<p>TOXIC/VERY TOXIC</p> <p>May cause a serious Health risk or even Death if inhaled, ingested or if it penetrates the skin.</p>	<ol style="list-style-type: none"> 1. Wear suitable protective clothing Gloves and Eye/Face protection 2. After contact with skin, wash immediately with plenty of water 3. In case of contact with eyes, rinse immediately with plenty of water and seek medical advice. 4. In case of accident or you feel unwell, seek medical advice immediately.
<p>CORROSIVE</p> <p>May on contact cause destruction of living tissue, or burns.</p>	<ol style="list-style-type: none"> 1. Wear suitable gloves/face protection. 2. Take off immediately all contaminated clothing. 3. In case of contact with skin, wash immediately with plenty of water. 4. In case of contact with eyes, rinse immediately (for 15 minutes) with plenty of water and seek medical advice.
<p>HARMFUL</p> <p>May cause limited health risk if inhaled or ingested or if it penetrates the skin.</p>	<ol style="list-style-type: none"> 1. Do not breathe vapour/spray/dust. 2. Avoid contact with skin. 3. Wash thoroughly before you eat drink or smoke. 4. In case of contact with eyes rinse immediately with plenty of water and seek medical advice.

<p>IRRITANT</p> <p>May cause inflammation and irritation on repeated or prolonged contact with the skin, or if inhaled.</p>	<ol style="list-style-type: none">1. In case of contact with eyes rinse immediately with plenty of water and Seek medical advice.2. In case of contact with skin, wash immediately with plenty of water.3. Do not breathe vapour/spray/dust.
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Part 4 (page 18)

SAFE SYSTEM OF WORKING (ENGINEERING)

1. Before starting work you must:

- a) Obtain permission to work from the Duty holder (or site agent if a construction site).**

DUTY HOLDER: A person holding the authority at the customer premises to permit you to carry out your planned works having been informed, by you, what the scope of these works will be. This permission will apply particularly when:

- **Disconnecting important alarm or signalling equipment**
- **Working out of sight in lofts, or cellars**

b) Prominently display your “ENGINEER AT WORK” plaque(s)

c) Assess the correct safety clothing to be worn for the job, overalls, helmet, gloves, shoes, goggles, harness, ear defenders etc. and wear it.

2. Attempt to work on isolated equipment. If this is not possible, take all reasonable precautions whilst working above 50v. See “Electrical Section”.

3. Do not under any circumstances, carry out unauthorised modifications. Modifications must be presented in writing to the Service Manager for consideration and permission to proceed.

4. Upon completion of work:

a) Reinstate all safety devices

b) Carry out full operational test

c) Clean up the work area

d) Remove your “ENGINEER AT WORK PLAQUE(S)”

e) Obtain necessary signatures

APPENDICES TO SAFE WORKING PRACTICE

1. ELECTRICAL

a) Isolated working: This method is ALWAYS preferable

b) Live working; May only be carried out if:

1) All reasonable safe measures are taken, as follows:

- **Does the Duty Holder know where and on what you are working?**
- **Do you know where the isolator is? Can you reach it?**
- **Can anyone else reach it?**
- **You are reminded that the equipment is live!**

2) You are competent to perform the task.

3) All measuring devices and leads are correctly rated, insulated and in safe calibrated working order.

4) All other non-essential persons are restricted from the immediate area.

5) No opened or uncovered equipment will be left unattended.

6) Ensure either sufficient space from live terminals or erect a safety barrier.

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C. Isolation, over Current Leakage, Protection.

1) Is the Isolator adjacent, identified and accessible?

2) Is the equipment correctly fused, protected?

3) Does the RCCD work? Have you tested it?

- 4) Have you indicated why the equipment is isolated?**
- 5) Is your ENGINEER AT WORK plaque(s) displayed?**
- 6) If equipment is out of order and will require further visits all electrical services should be isolated to prevent customer use. OUT OF ORDER notices should be prominently displayed.**

2. Lighting, access and other hazards

- a. Is the lighting adequate at the point of work? If not, take immediate action to provide some.**
- b. Is the maximum available access being utilised?**
- c. If access is restricted, what precautions can you take?**
- d. Is the Duty Holder aware of your presence when you are not visible to him/her?**
- e. What other hazards are there present, water, steam, gas, heat, cold, chemicals, oil and sharps? Do you know what to do about them?**
- f. Is your personal jewellery, including your wristwatch safe to work in? If not remove it.**
- g. Keep the access to and the work area tidy at ALL TIMES. Stack equipment neatly.**
- h. Do not enter confined spaces without checking which hazards could be present and taking the appropriate precautions.**

3. Earthing and connections

- A. Is the earth bonding/strapping secure ,intact and less than 0.5 ohms?**
- B. Will the earth lead support a 25 amp test?**

- C. If you have removed any covers, have earth straps been replaced afterwards?**
- D. Are all the leads, terminals etc., clean tight and free from corrosion?**
- E. Are all the cable and connectors mechanically suitable for the task?**

4. Mechanical

- A. LIFTING. Safe lifting practices as described in the LIFTING AND HANDLING LOADS SECTION of the SAFETY AT WORK must be adhered to at all times. If you do not have copies, request them from your Area Manager.**
- B. Working at other than floor level**
 - **When using ladders, step ups, hoists, scaffold, staging etc., you must ensure that the equipment is in a safe working condition, correctly assembled and only used for its designed purpose.**
 - **When working in or near a shaft or unguarded drop of greater than 2m, a safety harness will be worn and securely attached**
 - **Any access equipment/towers etc., to only be supervised by trained operator.**
- C. Ladders**

Must be footed or secured if above 2 metres or if being worked from.

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D. Aerial or Roof Working

You must not gain access to a roof without first taking all precautions to prevent you from falling more than 2 metres.

- 1) Assess all the risks before starting work.**

- 2) Confirm that safe access to the roof is available.**
- 3) Decide whether edge protections (i.e. guard railings) are necessary.**
- 4) Prevent any tools or materials from falling onto persons or property below.**
- 5) Do not venture onto any fragile surfaces (i.e. asbestos sheeting) without the correct equipment (crawling boards etc.,)**
- 6) Do not use any defective, damaged or dangerous equipment.**

E. Storage

Equipment, tools, spares, etc, must be safely stored in containers, if necessary, both in your vehicle, place of work and if kept at home. Consideration must be given to all Manufacturers instructions especially where dangerous chemicals exist. REMEMBER a transit damaged spare is a useless spare.

F. Actions and Reactions

Consider the result of any action you may take in moving, removing, disassembling or opening any piece of equipment before you carry out that action.

If you need to remotely operate a stair lift or shut fire doors on magnetic retainers, you may need the site to supervise, in order that the area is kept clear.

G. Fixings

Ensure that all items have been removed are replaced upon completion. Ensure that support fixings are adequate for their task, secure and are in good condition.

H. Welding, Burning, Heating, Brazing or Cutting

Before starting work:

- **You, as the operator of the equipment on site, are responsible for fire safety and for ensuring that the necessary precautions are taken.**
- **You must obtain the permission of the Duty Holder at each site to begin work.**
- **You must be aware of the location of the site's fire alarms and fire fighting equipment. Remember that both electric and gas welding can very easily activate smoke detectors. You must liaise with the site Duty Holder to ensure that there is no accidental tripping to the fire alarm.**
- **You must examine all property in the vicinity including, where reasonable, on the other side of any wall or partition, to ensure that no combustible material is in danger of ignition either directly or by conducted heat.**
- **Where practicable all combustible material in the immediate vicinity of the work should be moved to a safe distance. If this is not possible then the combustible material should be covered and fully protected by overlapping sheets or screens of non-combustible material (e.g. fire blanket).**
- **Ensure adequate ventilation**
- **Do not subject any cylinders to excessive shock, rough usage or high temperatures.**

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During the progress of the work:

- **Whenever possible you should arrange for a second person to be available to watch over the operation and ensure that there is no outbreak of fire.**

- **You must ensure that a suitable fire extinguisher is available to hand for immediate use.**
- **The operation of any heat related equipment must be carried out strictly in accordance with the manufacturer's instructions and no lighted equipment shall ever be left unattended.**
- **Gas cylinders not required for immediate use shall be kept outside the building in which the work is taking place and in any case at least 15 metres from the point of application of heat.**
- **Beware "Arc Eye", always use approved filters and skin protection (sunburn effect).**

After Casing work:

After the use of the equipment a thorough examination of the vicinity of the work should be carried out to ensure that there is no risk of fire. At least 15 minutes must be left between final operations using heat, and your departure from site.

Grinding

You should also take every precaution to ensure that no fire or damage is caused by either sparks or heat transference when carrying out grinding operations.

5. Tools

- a) The correct tools must always be utilised.**
- b) Tools will be inspected frequently by Supervisors for conditions and safety**

6. Water

- a) Care must be taken to isolate all equipment before disconnection or breaking any connections**
- b) Equipment must be fully tested before leaving site**

7. Oil

- a) Systems must be depressured before any connections, seals, plugs etc., are broken or removed. A complete pressure test must be carried out at the end of all works.**
- b) Spillages should be avoided but safely cleared away if any occur.**

8. Temperature

- a) Remember that much equipment can have extremes of temperatures as their norm. Respect this fact and act accordingly.**
- b) Do not adjust temperatures away from manufacturer's recommendations, either up or down.**

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9. Chemicals

- a) Always read the instructions on the container and obey them. If none are available, request further information. Failing that do not use it.**

- b) Be aware of the consequences of accidental splashes or spillages and the measure to take.**
- c) Ensure adequate ventilation.**
- d) Beware of naked flames or incandescent materials even in the near vicinity. Many “ozone friendly” aerosols are butane/propane propelled.**
- e) Remember that Lead/Acid Batteries are generating hydrogen gas and every care should be taken to ventilate the area before making any electrical tests that may generate a spark.**
- f) DO NOT SMOKE at any time whilst testing batteries,**
- g) Care should be taken when handling hydrometers and topping up bottles, so that no cross-contamination can take place.**
- h) Chemicals should only be carried in your vehicle when required for a specific job.**
- i) Personal Protective equipment must be worn if the job requires it.**
- j) Protective glasses must be worn whenever work includes the use of chemicals.**

10. Competence

- 1) Are you competent to perform the task?**
- 2) Do you require further training?**
- 3) Do you need your Supervisor’s assistance?**
- 4) Have you all the necessary drawings and information?**
- 5) Are you certified where necessary?**
- 6) Would a refresher course help?**
- 7) Have you the necessary equipment for the task?**

- 8) Have you fully considered the consequent hazards to yourself and/or others if you perform the task poorly?**
- 9) Are you physically able to perform the task alone?**
- 10) If you are in any doubt-ASK.**

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SAFETY AT WORK-ACCIDENT REPORTING

PURPOSE

To ensure that all accidents and near misses are reported for the maintenance of mandatory accidents records, future preventive action and reported of serious accidents to Health & Safety Executive or Local Authority.

- 1) All accidents are to be reported to the Personnel Manager immediately, and entered in the accident records.**
- 2) A serious miss such as a fire, explosion, collapse of access equipment or building, even if no injury is sustained, must be reported to the Personnel manager.**
- 3) The severity of the injury/availability for work must also be subsequently reported to the Personnel manager so that notifiable injuries and absence of more than three days (including Saturday and Sunday) are communicated to the relevant authorities.**
- 4) Any accident involving a visitor must also be reported to his employer.**

ACCIDENT INVESTIGATION

The Personnel Manager will contact the Safety officer in all accident cases so that they can decide if an investigation is required for legal or insurance purposes or whether it has highlighted any failure in the system. Any investigation will then be jointly carried out with the Supervisor or Manager depending on the severity.

These regulations may affect engineering staff working on the following construction sites when:

- **Work lasts for more than 30 days**
- **Involves more than 500 person days of work**
- **Involves 5 or more people on site at any one time**

Due to the nature of the work that we carry out, it will only affect a small proportion of the work.

Five key parties have specific responsibilities under the regulations:

- 1) The Client**
- 2) The Designer**
- 3) The Planning Supervisor**
- 4) The Principle Contractor**
- 5) The Contractors (including the self employed)**

As a contractor, V&B Facilities and Building Maintenance Services Ltd must co-operate with the Principal Contractor and provide relevant information on the Health & Safety tasks created by our work and how they will be controlled.

We must play our part to work together with the others on site to achieve a high standard of health and safety and welfare.

The Principal contractor also has duties to check on the provision of information and training, as well as consultation on safety.

Company Managers to supply any information as required.

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MANAGING YOUR WASTE BY LAW

The duty of care now, in force means that Waste Management responsibilities have been radically transformed and it is a criminal offence to fail to hold and dispose of controlled waste safely.

The Company is required to protect and store waste so that it does not pose a risk to the environment or members of the public. The regulations cover “controlled waste”, household, commercial or industrial waste. However, some dangerous or difficult wastes are subject to the Control of Pollution (special waste) regulations 1980, as well as the duty of care. Special problems or potential hazards with the waste should be included in description of waste to be transferred (see below).

You must complete, sign and keep a transfer note, which will include a description of the waste along with quantity of waste, how it is packed and any special problem there may be. You should keep both the transfer note and the description for 2 years.

TRANSFER NOTE (DUTY OF CARE OF CONTROLLED WASTE)

Company: V&B Facilities and Building Maintenance Ltd.

**10 High Street
Caterham on the Hill
Surrey CR3 5UA**

Description of waste:

Special precautions:

**Type of container: Skip.... Sack.... Drum.... Carton..... Other....
(insert quantity-specify other)**

Address from which waste is to be transferred:

.....
.....
.....

**Signed.....Name..... (Block
capitals)**

COMPANY COLLECTING THE WASTE

Name of Company:

Address:
.....

**Status: Waste Collection Authority-Reg. Waste Carrier-Licensed
Waste Disposal Manager. (delete as appropriate)**

Reg/License No: issued by

**Signed.....name.....9block
capitals)**

Date.....

EQUAL OPPORTUNITIES

WHAT EQUAL OPPORTUNITIES ARE

Policy Statement

V&B Facilities and Building Maintenance Ltd are committed to the principle of Equal Opportunities in employment. We oppose any form of less or more favourable treatment being accorded to employees or job applicants on the basis of their sex, sexual orientation, marital status, age, ethnic origin, race, religion, colour, nationality or disability.

To ensure that a positive climate exists, V&B Facilities and Building Maintenance Ltd, expects each individual employee to promote the spirit of Equal Opportunities by avoiding discrimination and treating other employees on their merits.

This means a workplace where:

- **People's differences are recognised, accepted and valued.**
- **The only acceptable form of discrimination is on the basis of ability.**

Equal Opportunities are available to all:

- **In their jobs**
- **In their career development**
- **In their terms and conditions of employment**

Facilities are available to enable staff to take advantage of their opportunities. All staff believes the practice of Equal opportunities is the right thing to do.

Equal Opportunities are simply part of the way we do things.

WHAT EQUAL OPPORTUNITIES ARE NOT

Equal Opportunities mean improving the quality of judgements made and actions taken by removing bias, prejudice and stereotyping from them. Equal Opportunities do not involve the introduction of any new or different prejudices that would have a damaging impact of different groups of individuals.

- **Lowering standards**
- **A politically motivated campaign**
- **An attack on men**
- **Pretending everyone is the same**
- **Using the word “Person” where “Man” or “Woman” is what you mean**
- **Giving people unfair advantages because they belong to a minority group. This would be positive discrimination and would be illegal**

DISCRIMINATION

What is Discrimination and why is it wrong?

Discrimination in the context of Equal Opportunities means:

- **To use inappropriate, biased or prejudiced criteria**
- **To chose on the basis of subjective or irrelevant judgements which result in unfair treatment**

It follows that discrimination is wrong and must be eliminated for two reasons:

- **It is unfair to those individuals and/or groups who are being discriminated against**
- **It is against the interests of those who discriminate as it cuts down the choices available, thereby excluding what could be the best option available**

Kinds of Discrimination

The Law recognises two types of discrimination:

Direct Discrimination-occurs when people are treated less favourably because of prejudice against the particular group to which they belong e.g. "I never employ women, because they always leave to have babies".

Indirect Discrimination: Occurs when conditions are set with which a particular group finds it harder to comply than other groups. This is a far more common form of discrimination; largely because people can practice it without saying they are doing so.

An example of this would be in a job advertisement setting age limits between 18 and 28 years for both sexes without good reason. This could be held to be discriminatory against women because fewer women might be able to comply due to family commitments.

What to do about Discrimination?

Ensure in your own actions and in the actions of others in your area of responsibility that, not only is discrimination of both types avoided, but also that positive action is taken to ensure that Equal Opportunities are achieved in practice.