

# **ACCUMIX CONCRETE LIMITED**

## **HEALTH AND SAFETY POLICY** **STATEMENT**

It is the company's intention that its work will be carried out in accordance with the relevant statutory provisions and all reasonably practical measures taken, to avoid risk to its employees or others who may be affected.

Management and Supervisory staff have the responsibility for implementing this policy throughout the company and must ensure that Health and Safety considerations are always given priority, in planning and day to day supervision of the work.

All employees and sub-contractors are expected to co-operate in carrying out this policy and must ensure that their own work, so far as is reasonably practical is carried out without risk to themselves or others.

The Directors of Accumix Concrete Limited have appointed Stephen Phillips, Managing Director of Accumix Concrete Limited, as having particular responsibility for health and safety and welfare and to whom, reference should be made in the event of any difficulty arising in the implementation of this policy. The operation of this policy will be monitored by the management and staff of the company.

The requirements of the Environmental Protection Act 1990, are to be complied with. Any effects on the local environment due to building operations and or any other works or engineering construction will be monitored and controlled where reasonably practical.

This Statement of the Company Policy will be displayed prominently at the company's offices.

**Signed**

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**Stephen Phillips**  
**MANAGING DIRECTOR**  
Accumix Concrete Limited

***Reviewed and issued 01/10/2007***

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## **DIRECTORS**

1. Prepare and keep up to date a Statement of the Company's Policy for Health and Safety and ensure that is brought to the notice of all employees.
2. Prepare instructions for the organisation and methods for carrying out the Company's Policy, to make sure each person is aware of their responsibilities and the means by which they carry them out.
3. Administer the Policy throughout the Company, by appointing an individual Director responsible.
4. Know the appropriate statutory requirements affecting the Company's operations.
5. Ensure that appropriate training is given to all staff as necessary.
6. Insist that sound working practices are observed as laid down by Codes Of Practice and that work is planned and carried out in accordance with the statutory provisions.
7. Ensure that tenders are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury, damage and wastage and that Health and Safety factors are considered in the selection of sub-contractors.
8. Institute reporting, investigations and costing of injury, damage and loss, promote analysis of investigations to discover trends and eliminate hazards.
9. Reprimand any member of the staff failing to discharge satisfactorily their responsibilities for Health and Safety.
10. Arrange for funds and facilities to meet requirements of the Company Policy.
11. Set a personal example when visiting sites by wearing appropriate protective clothing.
12. Ensure fire marshals are appointed, adequate fire prevention measures are in place, fire doors are kept closed where appropriate, fire prevention & fire fighting equipment is regularly inspected & maintained and emergency evacuations are practiced at least annually.
13. Ensure a full fire risk assessment is drawn up & regularly audited against & reviewed.

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## **OFFICE MANAGEMENT**

1. Read and understand the Company Policy for Health and Safety and ensure that it is brought to the notice of all employees under your control.
2. Ensure that the requirements of the Health and Safety at Work etc. Act 1974 and any other Acts and Regulations are complied with.
3. Ensure that all office machinery is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer.
4. Ensure that staff required to use office machinery are trained in its use and are not permitted to carry out any repairs unless authorised.
5. Ensure that offices are laid out and maintained to ensure safety of staff and visitors.
6. Arrange all necessary insurance and carry out any necessary reporting of incidents to Insurers.
7. Ensure that a Fire Risk Assessment is issued for the offices, and that all fire fighting equipment is maintained, fire exits kept clear and emergency evacuation drills organised on a regular basis.
8. Ensure that First Aid facilities are available.
9. Ensure that all accidents are reported in accordance with Company Policy.
10. Ensure that staff work safely and do not take unnecessary risks.
11. Ensure all necessary welfare provisions are provided and maintained.
12. Set a personal example.

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## **OFFICE WORK**

1. Read and understand the Company's Safety Policy and carry out your work in accordance with its requirements.
2. Ensure that the clothing and particularly, the footwear you wear at work is suitable from a safety viewpoint.

3. Do not try to use, repair or maintain any office equipment or machinery for which you have not received full instructions.
4. Report any defects in office equipment or machinery immediately to your Manager.
5. Find out from your Manager the position of the First Aid Box.
6. Ensure that you know the procedure in the event of a fire.
7. Report any accident or damage, however minor, to your Manager.
8. Ensure that corridors, office floors, doorways, etc. are kept clear and free from obstruction and fire hazards.
9. Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury.
10. Do not attempt to reach items on high shelves unless using steps or a properly designated hop-up: do not improvise or climb.
11. Suggest ways of eliminating hazards and improving working methods.
12. Do not smoke in the company's offices.
13. Warn new employees, particularly young people, of known hazards.

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#### **CONTRACTS MANAGEMENT**

1. Understand the Company Policy for Health and Safety.
2. Determine at planning stage, in accordance with current CDM regulations:
  - (a). The most appropriate and safest order & method of working.
  - (b). Allocation of responsibilities between this Company and others on site.
  - (c). Hazards arising from underground and overhead services.
  - (d). Welfare facilities required.
  - (e). Fire precautions.
3. Provide written instructions in unusual situations not covered by Company Policy to establish working methods and sequences, outline potential hazards at each stage and indicate precautions to be adopted.
4. Ensure, so far as is reasonably practicable, that works once started is:-
  - (a). Carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds.
  - (b). Carried out in accordance with the Construction Regulations and other appropriate statutory requirements.
5. Reprimand any member of site supervisory staff for failing to discharge safety responsibilities satisfactorily.
6. Set a personal example when visiting site by wearing appropriate protective clothing.
7. Carry out any necessary notifications to Local Authorities, Police, etc. as required by Company Policy.
8. Ensure that all plant sent to site is safe and fully efficient, is guarded and equipped with safety devices and has been tested and thoroughly examined in accordance with regulations.
9. Ensure that all plant operators are only employed on equipment that they are qualified to operate.
10. Ensure that all tests, through examinations and inspections of plant are carried out as required and that all necessary records are maintained.
11. Give advice to site supervision on the suitability or otherwise of plant for specified operations and ensure that any necessary safety instructions are issued with power tools or equipment.
12. Arrange for regular servicing and maintenance of all Company owned plant and ensure that defects are dealt with promptly.
13. Ensure that site management do not continue to use plant if defects which could affect its safety are reported.

## OFFICE ADMINISTRATION

1. Read and understand the Company Policy for Health and Safety.
2. Ensure that all equipment or materials purchased by the Group are to the standards required by Company Policy.
3. Ensure that all suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required and that this information is passed to relevant supervision.
4. Set a personal example by wearing appropriate protective clothing, if required, to visit factory & sites.
5. Ensure that suppliers are informed of safe working loads of plant used for handling materials on site so that materials are delivered in suitable size loads.
6. Ensure that sub-contractors have received lists of responsibilities and Company Policy Statement in accordance with this Policy.
7. Rates negotiated for work carried out by sub-contractors must include all necessary safety precautions and, where appropriate, separate rates should be included for Health and Safety measures.
8. Report an unsafe practice observed when visiting factory or sites.

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## PLANT OPERATING

1. Read and understand the Company Safety Policy and carry out your work in accordance with its requirements.
2. Know the legal requirements affecting the use of your machine and ensure that the machine is used in accordance with those requirements.
3. Ensure that any defect in the machine is reported immediately to the Contracts Manager. Do not continue to operate the machine if the defect affects its safe use.
4. Make regular inspections of your machine for defects at least once a week.
5. Ask for, and use, ear protection to ensure that you do not suffer from gradual loss of hearing due to prolonged exposure of noise.
6. Never try to use the machine for work for which it was not designed. If in doubt, ask the Contracts Manager for advice.
7. Wear suitable safety footwear and protective clothing as you are exposed to the same hazards as others on the site when not in the cab of your machine.
8. Suggest ways to eliminate hazards or improve working methods.
9. Ensure when operating your machine that other persons are well clear, especially if reversing.
10. Ensure, if necessary, that you work with a Banksman and, if so, you are both sure before starting work of the meaning of signals which may be used.
11. Report all accidents or damage, however minor, to your Manager.
12. Prior to starting work, check with the Site Supervisor the location of any relevant services. Avoid working close to overhead power lines.

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## COMPANY VAN AND CAR DRIVING

1. Make regular inspections of your vehicle for obvious defects and ensure any defects noticed are rectified without delay.
2. Drive in a safe manner at all times and be particularly careful when driving on sites to consider the conditions of temporary access roads or roads that are under construction and being used for access purposes.
3. Ensure before reversing that there are no obstructions or people behind the vehicle.

4. Report all accidents or damage, however minor, to the Directors.
5. Ensure any traffic violations you are involved in which result in yourself being prosecuted are reported to the Directors.
6. Ensure your vehicle is serviced in accordance with the manufacturers requirements.
7. Check lights, tyres, oil, water, windscreen wipers and washer reservoir, etc. at least every week.
8. Do not drink alcohol or take medication which could affect driving ability before driving a vehicle.
9. Only use mobile phones when stationery with the engine switched off.

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### **SUB-CONTRACTORS**

1. All sub-contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure their own Company Policy is made available on site whilst work is carried out.
2. All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.
3. All plant or equipment brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
4. No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standard for industrial use, and in good condition.
5. Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to this Company's Site Representative.
6. Sub-contractor's employees must comply with any safety instructions given by this Company's Site Representative.
7. Any material or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with regulations and current recommendations and that information must be provided to any other person who may be affected on site.
8. Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials etc. cleared as work proceeds.
9. It is the Policy of this Company that all operatives, sub-contractors, visitors, etc. on the Company's sites will wear safety helmets at all times other than in areas specifically designated as "no risk" areas by site management.
10. A detailed Method Statement will be required from sub-contractors carrying our high risk activities, e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces etc. The Method Statement must be agreed with our Contracts Management before work begins and copies made available on site so that compliance with the agreed Method Statement can be maintained.

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### **MONITORING AND REVIEW OF COMPANY SAFETY POLICY**

All employees will be expected to bring to the notice of the Directors, any areas where the Company Policy on Health, Safety and Welfare appears to be inadequate. The suggestions will be passed to the Director responsible for safety for consideration.

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### **INCIDENT AND ILL HEALTH REPORTING**

1. All injuries or damage resulting from incidents on site or in other workplaces, however minor, will be reported by the Site Manager. This applies to injuries received by sub-contractors, members of the public, visitors, etc. as well as Company employees.
2. In the event of a fatal or major injury to any person or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, the local office of the Health and Safety Executive must be informed. In the case of an employee of another Company being killed or injured, this duty is placed on his/her employer. However, in order to ensure that this Group has fully complied with legal requirement, the Site Manager or Supervisor will notify the Health and Safety Executive.

3. An Accident Book that complies with current legislation & guidelines will be available at the office, to ensure any injured employee will have recorded details of his accident.
4. Where any injury to any employee, self-employed operative or person undergoing training (other than those reported as in Paragraph 2 above), results in the injured person being absent from work for more than 3 days, a Form 2508 will be sent to the Health and Safety Executive within 7 days of the incident if details have been received from site/workplaces in accordance with Paragraph 1 above.
5. If a medical certificate or other written diagnosis from a doctor has been received in respect of an employee who is absent from work and the disease diagnosed is on of those listed in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, and if the disease is reportable, complete and send Form F2508A to the Health and Safety Executive.
6. All fatalities, major injuries, reportable diseases, dangerous occurrences and other notifiable injuries will recorded in register F2509, or similar record as required. These records will be kept by Mr. SHAUN KELLY, who is responsible for ensuring that all details are entered and that records are kept for at least 3 years from the date of the last entry.
7. If a Form B176 is received from the DHSS in respect of a claim for Industrial Disablement Benefit, this will be completed by the Head Office and returned as required. A copy of the completed form will be kept for record purposes.

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### **PRELIMINARY PROCEDURES**

**a. TENDERING & PLANNING**

At tendering, negotiating and planning stages, the requirements of current CDM & other H&S regulations must be taken into account.

Any aspects of work not covered by this Policy must be planned by the site/workplace management and written procedures defined.

Pre-contract meetings will be held with clients, if particular Health and Safety matters require discussion.

**b. TRAINING**

All supervisory staff will receive training in their responsibilities as defined in this Policy. Training will be repeated regularly and whenever changing legislation or working methods require.

The operatives required to carry out key tasks (e.g. working on roofs, operating cherry pickers etc.) will be provided with necessary training.

All required operators will be provided with CSCS cards.

**c. SUB-CONTRACTORS**

The selection of sub-contractors will take into account their Safety Policy, accident record and previous performance with respect to accident and ill health prevention on site. All sub-contractors will receive a copy of the Company Policy Statement and a list of responsibilities with every order placed. The following paragraph will be inserted on all order to sub-contractors:

"Please see attached copy of our Company Policy Statement for Health, Safety and Welfare and list of responsibilities for sub-contractors on this Company's sites. Your acceptance of this order will be deemed to include acceptance of the requirements of our Policy.

Please contact the writer should you require further information on any matter in consideration with Health, Safety or Welfare".

**d. SUPPLIERS**

The following paragraph will be inserted on all orders to suppliers or hire companies, providing any article or substances for use at work:

"In accordance with Section 6 of the Health and Safety at Work Etc. Act 1974, we would be pleased to receive your confirmation that the article or substances to be supplied is, so far as is reasonably practicable, safe and without risk to health whilst being prepared for use, used, cleansed or maintained. Also, in accordance with the above, please supply details of any test or examinations carried out and full instructions for the safe use etc. of the article or substance.

Please note that we also must be informed of any updated information in respect of this article or substances in the future".

All information received from suppliers will be passed to site/workplace supervision for implementation or reference on site.

**e. NOTIFICATIONS**

The Director will notify relevant authorities as required by specific Policy sections, e.g. CDM regulations.

**f. PROTECTION OF PUBLIC**

All necessary measures required for the protection of the public will be allowed for and planned. In particular, taking into account the recommendations contained in Health and Safety Executive Guidance Note GS7, "Accidents to Children on Construction Sites".

**g. DOCUMENTATION**

The Director will ensure that a complete copy of the Group Policy for Health, Safety and Welfare is issued to the Supervisor for reference; also a copy of the current Employers' Liability Insurance Certificate is issued for display at Head Office.

The Site/Workplace Supervisor must ensure that all documentation supplied is displayed as necessary and that Regulation and Company Policy are available for reference as required.

**h. JOINT CONSULTATION**

In accordance with the Safety Representatives and Safety Committee Regulation 1977 and the Codes of Practice and Guidance Notes relating to these Regulations, every facility will be afforded to officially appointed Safety Representatives and Committees.

Procedures on sites or at workplaces regarding the functions of Safety Representatives and Committees shall be in accordance with The Management of Health and Safety at work regulations 1999.

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**PROCEDURE FOR NEW EMPLOYEES ENGAGED BY COMPANY OR TRANSFERRED TO SITE**

This procedure is to be carried out by the Site Supervisor of the gang where the new employee will be required to work.

1. Explain to the new employee what he/she will be required to do and to whom he/she will be directly responsible.
2. Show the new employee where the Company Safety Policy is kept, explain its purpose and ensure that the employee is aware of his/her responsibility.
3. Ascertain if the new employee has any disability or illness which could prevent him/her carrying out certain operations safely or require additional protective measures.
4. Show the new employee where copies of Regulations are kept.
5. Warn new employee of any potentially dangerous areas of operations on site or in the workplace.
6. Warn the new employee of any prohibited actions on site or in the workplace, e.g. entering specific areas without a safety helmet, operating plant unless authorised etc.
7. If there is any training or instruction required, inform management, e.g. abrasive wheels, cartridge tools, scaffold inspection etc.
8. Issue to the new employee any protective clothing or equipment necessary, e.g. safety helmet, goggles, ear defenders, wet weather clothing etc..
9. Show the new employee the location of the First Aid Box and explain the procedure in the event of an accident, in particular, the necessity to record all accidents, however trivial it may appear at the time.

**ADDITIONAL PROCEDURES FOR NEW EMPLOYEES UNDER 18 YEARS OLD**

1. Inform employees that they must not operate any plant (including dumpers), give signals to any crane driver, use any power tools or equipment unless being trained under the direct supervision of a competent person.
2. Ensure a suitable risk assessment is carried out & adequate supervision & training are provided.

## WELFARE AND FIRST AID

### STANDARDS REQUIRED

The Construction (Design & Management) Regulations 2007, specify minimum requirements for welfare facilities on sites.

The Workplace (Health, Safety and Welfare) Regulations, the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998 specify minimum standards for the workplace.

Staff are provided with high standards of canteen & toilet facilities at the company offices. Facilities on site are normally provided by the main contractor, or the Client.

The Health and Safety (First Aid) Regulations 1981 together with Approved Code Of Practice and Guidance Note specify the First Aid equipment, facilities and personnel required, depending on the type of work and numbers of personnel affected at each site or workplace.

Staff are provided with first aid facilities at the company's head offices & first aid kits are carried in their vehicles.

### PLANNING PROCEDURES

All work will be tendered or negotiated for taking into account the requirements of the above regulations.

The Contracts/Workplace Manager will establish the shared Welfare and First Aid requirements before work starts, taking into account sub-contractors requirements if applicable.

*or*

The Site Supervisor will arrange with the main contractor before Company employees are sent to site that all necessary Welfare and First Aid arrangements are provided and ensure that Certificate of Shared Welfare Facilities (F2202) has been received from the Contractor.

*or*

All sub-contractors will be expected to provide facilities in accordance with the regulations for their employees. These will be provided and maintained to the satisfaction of our Management.

### SUPERVISION

The Workplace Supervisor will ensure that all planned Welfare and First Aid facilities are provided and that they are maintained to the required standards.

*or*

The Site Supervisor will report to management any deficiencies in facilities provided by main contractor.

The Site Management will issue Certificate of Shared Welfare Facilities (F2202) to any sub-contractor to whom facilities are provided and will keep the register available for inspection on site.

### SPECIAL WELFARE ARRANGEMENTS

Where short term work to be carried out on a site where the provision of huts or mobile units is not reasonably practicable, the minimum of equipment to be carried in vehicles is:

- (a). Drinking water container.
- (b). Hand cleanser in dispenser.
- (c). Paper towels or other suitable means of drying hands.
- (d). Storage facilities for protective clothing.
- (e). Adequate First Aid equipment.

Before work commences, the Contracts Manager/Supervisor must make arrangements for the use by operatives of convenient sanitary facilities throughout the duration of the work.

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### COMPANY OFFICES

1. The offices and office facilities will be provided and maintained in accordance with the Workplace (Health, Safety and Welfare) Regulations, the management of Health and Safety at Work Regulations 1999 and the Health and Safety (Display and Screen equipment) Regulations 1992.

2. Fire precautions shall be provided in accordance with the Regulatory Reform (Fire Safety) Order 2006 and management of Health and Safety at Work Regulations 1999.
3. The Managing Director will ensure that a procedure is drawn up to be followed in the event of fire and that key personnel are given training in the procedures and use of fire fighting equipment. Fire drills will be organised at 12 monthly intervals, date of drill and comments to be recorded.
4. All fire extinguishers will be provided in accordance with the latest British Standard and will be serviced and maintained at regular intervals as recommended by the manufacturer.
5. The Director will ensure that all office machinery is sited and maintained correctly and is serviced in accordance with the manufacturer's recommendations.
6. All staff required to use office machinery will be given training and instruction in its use.
7. All accesses, stairways, fire exits, etc. will be kept clear of all materials and well lit.
8. Proper facilities will be provided for office staff required to reach items from high shelving.
9. Offices will be planned to avoid trailing cables on floors to office equipment.
10. All fire alarms will be checked weekly and test recorded.
11. All fire exits will be checked at the start of each day by the Director or nominated person.

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### **OVERHEAD ELECTRICITY CABLES**

#### **STANDARDS REQUIRED**

Construction (Design & Management) Regulations 2007,

Electricity at Work Regulations 1989

Health and Safety Executive Guidance Note GS6, "Avoidance of Danger from Overhead Electric Lines" gives guidance on the precautions to be taken and will be complied with on sites or is expected to be complied with on sites on which employees are required to work.

BS 7121 Part 1 1989 (and Part 2 1991).

Copies of the Regulations will be available for reference by employees on site.

#### **PLANNING PROCEDURES**

At tender or negotiation stage, the existence of any overhead cables will be noted and allowed for in accordance with the above standards.

At pre-contract stage, the Directors will arrange for any necessary diversions or confirm safe distances, clearances, precautions etc. with the Electricity Board.

**or**

Before employees are sent to site, the Directors will ensure that the main contractor has complied with the above standards.

All sub-contractors likely to be affected will be informed of any overhead cables on the site.

#### **SUPERVISION**

The Site Supervisor will ensure that the necessary protection is erected in accordance with the above standards.

The protection provided will be checked by the Site Supervisor or other responsible appointed person at regular intervals and maintained.

Appropriate action must be taken against any person (s) who disregard or damage protection provided.

## **SAFE SYSTEM OF WORK**

The main hazards are contact with the cables by plant or vehicles or by operatives handling long objects, e.g. scaffold tube, cladding sheet, ladder etc.

The fact that electricity can "arc" across gaps, must always be taken into account.

Where work directly beneath, blasting or other unusual activity near cables has to be carried out, the cables may need to be made dead and a Permit To Work system operated.

In certain situations, capacitated or induced AC voltages can be created in fences and pipelines which run parallel to overhead cables which carry a voltage of more than 30 kv.

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## **SITE TIDINESS**

### **STANDARDS REQUIRED**

A number of Regulations deal with the need for workplaces and access to be kept clear of debris and other materials. Some examples are:

Construction (Design & Management) Regulations 2007,

The Health and Safety at Work etc. Act 1974, requires that employers shall ensure that a safe working place and safe accesses are provided for their employees so far as is reasonably practicable (Section 2), employers have a duty to ensure that their work does not affect others so far as is reasonably practicable (Section 3) and persons having control of premises have a duty to ensure that the premises are maintained in a safe condition and that all means of access are safe, so far as is reasonably practicable for persons who are not their employees, but are required to use the premises (Section 4).

The Work at Height Regulations require that the methods of access and working where there is a risk of falling must be assessed for risk, and the method of least risk be applied. Wherever harnesses are to be worn, they must be inspected regularly, attached to adequate fixed points, and the personnel using them be adequately trained.

In addition to the statutory requirements, some of which are outlined above, a tidy site and workplace results in increased efficiency and better public relations. Therefore, tidiness is to receive priority on the Company sites and in Company workplaces.

### **PLANNING PROCEDURES**

All work will be tendered for or negotiated taking into account the labour requirement and plant required to comply with the above standards.

The Directors will ensure that before the site commences, access routes are planned, deliveries are programmed to ensure that excess materials are not stored on site, storage areas are defined, compounds are planned and sub-contractors are made aware of the Company requirements with regard to storage, clearing up, tidiness, etc.

The Directors will ensure that before Company employees are sent to site under the overall control of another contractors, arrangements are made for storage and that safe accesses and places of work will be available for employees to carry out their work safely.

### **SUPERVISION**

The Site Supervisor will ensure that all sub-contractors and operatives are made aware of the need to maintain the site in a tidy condition throughout the contract.

The Site Supervisor will ensure that stacking areas are prepared and that materials are called off in quantities which will not create difficulties on site.

When working as a sub-contractor, the Site Supervisor will ensure that working areas and accesses on site where employees are required to work are safe. Where difficulties are experienced, the Director must be informed, to discuss improvements with the main contractor.

The Supervisor will ensure that all waste materials are cleared and disposed of safely as work proceeds. All materials delivered to site for use by this Company will be stored safely ensuring that accesses are not obstructed.

All openings in roofs must be securely covered or be clearly marked, to show that there is an opening below.

Debris and materials must not be thrown or dropped from scaffolds or buildings unless a chute is provided or other suitable safe method used.

The Site Supervisor will arrange for sufficient labour and plant to enable clearing up and maintenance of safe accesses, cleaning of Welfare facilities etc, to be carried out in accordance with these standards.

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## **PLANT HIRE COMPANY/PLANT DEPARTMENT**

### **STANDARDS REQUIRED**

The following Regulations contain requirements to be complied with in the provision and maintenance of plant to sites:

Lifting Operations and Lifting Equipment Regulations 1998.

Construction (Design & Management) Regulations 2007,

Provision and Use Of Work Equipment Regulations 1998.

The Electricity Regulations 1989.

The Health and Safety at Work etc. Act 1974, Section 6.

The Construction Plant and Equipment (Harmonisation of Noise Emission Standards) Regulations 1985.

Guidance Note GS8 from the Health and Safety Commission, "Articles and Substances for Use at Work", gives guidance for suppliers, erectors and installers etc. Various Codes of Practice and British Standards apply to specific items of plant and will be referred to as necessary.

### **PLANNING PROCEDURES**

The Director/Plant Hirer will request information from site to ensure that plant to be supplied is suitable for the work intended. If required, a site visit or meeting will be arranged, to discuss provision of plant and conditions on site.

The Directors will ensure that all Company owned plant available for issue to site is in good order and has been fitted with all necessary safety devices, noise measures and guards and that any necessary testing and thorough examination is carried out at the prescribed intervals.

The Directors will arrange a schedule of maintenance and servicing for all plant in accordance with manufacturer's recommendations.

The Directors will ensure that any plant operator has received sufficient training and experience to competently operate the item of plant hired out and to carry out any appropriate inspections and routine maintenance. Where appropriate, the operator should possess an Operator's Certificate under the FCEC/CITB Plant Operator's Registration Scheme.

### **SUPERVISION**

The Directors will ensure that any defect reported from site or noted at regular servicing or maintenance, is attended to as soon as possible. Where defect could affect safe use of plant, instructions will be issued for use of plant to stop immediately.

### **SAFE SYSTEM OF WORK**

Where any machine supplied to site with an operator, arrangements must be made with the hirer for the provision of Welfare facilities and First Aid equipment for the use of the operator.

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## **PLANT ON SITE**

### **STANDARDS REQUIRED**

The following Regulations requirements to be complied with in the provision, maintenance, operation and use of plant on site:

Provision and use of Work Equipment Regulations 1998.

Construction (Design & Management) Regulations 2007,

Provision and use of Work Equipment Regulations 1992.

Construction (Lifting Operations) Regulations 1961:

Lifting appliances in general.

Construction Plant and Equipment (Harmonisation of Noise Emission Standards) Regulations 1985.

Health and Safety Guidance Notes contain a number of specific recommendations in the plant and machinery series (prefix PM). These will be referred to where applicable.

Other Guidance Notes also contain recommendations which affect the use of plant on site. In particular, GS7, "Accidents to Children on Construction Sites", which refers to the need to ensure plant and vehicles with moving parts are effectively immobilised when left unattended.

GS6, "Avoidance of Danger from Overhead Electrical Lines".

British Standards are published on various items of plant, methods of guarding, etc.

These and all other British Standards will be referred to and complied with whenever relevant.

### **PLANNING PROCEDURES**

All work will be tendered for or negotiated in accordance with the above standards.

The Directors will take all aspects of the work into account to ensure that sufficient information provided to hire company.

The Directors will ensure that competent operators and banksmen are provided or that, where necessary, full training and instruction is arranged. Where appropriate, only operators holding a current Operator's Certificate under the FCEC/CITB Plant Operator's Registration Scheme will be permitted to operate plant on site.

The Directors will ensure that a planned servicing schedule is prepared for all Company plant.

## **SUPERVISION**

The Site Supervisor will ensure that plant delivered to site is in good order and fitted with any necessary safety devices and guards.

The defects noted will be reported to Directors or hire company immediately.

The Site Supervisor will ensure that only authorised and, where appropriate, certificated operators are permitted to operate any item of plant. Where any doubt of the competency of an operator exists, the Site Supervisor will report to the Directors or hire company immediately.

No young person (under 18 years old) is permitted to operate any item of plant or act as banksman, unless being trained and under direct supervision.

All plant will be properly secured and immobilised at the end of each day.

All necessary testing and thorough examination certificates will be requested and checked by the Site Supervisor and all items of plant requiring weekly inspections by operator or other competent person will have the inspection recorded in the site register, regardless of any register kept by the operator or plant hire company.

The Supervisor will ensure that any necessary preparatory work required to enable plant to be installed or used correctly, is carried out in accordance with specific requirements.

The Site Supervisor will ensure that any defect notified by the plant operator during operations on the site is reported immediately for repair and that where defects could affect safety on site, the item of plant is not used until the repairs are carried out.

The site supervision will not ask or permit the plant operator to carry out work with the machine for which it was not intended, unless specific advice has been obtained from the manufacturers of the machine on the proposed use.

## **SAFE SYSTEM OF WORK**

Hazards with the use of plant arise out of:

Unskilled operation.

Incorrect use.

Poor maintenance.

Reversing unsupervised.

Defects in machine unchecked.

Noise (see separate section).

All banksmen, supervisory staff and operatives required to enter earth moving areas will be provided with high visibility waistcoats or belts.

Plant operators must not drink alcohol, during the working day or shift.

All personnel required to enter areas where lifting appliances are in use, (e.g. cranes, excavators, piling frames, etc.) will be provided with safety helmets and will be required to wear them as directed by site supervision.

Children must not be permitted to enter working areas, whilst plant is in use and all necessary measures required to avoid hazards to children on site outside working hours must be taken, particularly if it is not possible to fully fence the site.

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## **TRANSPORT ON SITE**

### **STANDARDS REQUIRED**

All transport on site, including dumpers, tipper lorries, tractors, tankers, etc. will be provided, maintained, operated and used in accordance with the Provision and Use Of Work Equipment Regulations 1999.

The Road Traffic Acts and associated legislation will also apply when transport is required to be used on public roads.

Health and Safety Executive publications, "Safe Working with Small Dumpers" and "Transport Kills", gives information on the precautions and procedures required to prevent accidents.

## **PLANNING PROCEDURES**

All work will be tendered for or negotiated in accordance with the above standards.

The Directors will arrange for suitable transport to be provided, taking into account the work to be carried out and the above standards.

Where necessary, discussions will take place between the Construction Manager and the Local Highway Authority, Police, etc. on road crossings, traffic management etc.

Temporary access roads, fuel storage, maintenance facilities, etc. for transport on site will be planned.

A planned maintenance schedule will be prepared by the Directors, for all transport vehicles on site.

Training will be arranged for all transport drivers (including dumpers). Where appropriate, only drivers who possess a certificate under the FCEC/CITB Plant Operator's Registration Scheme will be permitted to drive vehicles on site.

## **SUPERVISION**

The Site Supervisor will ensure that all site transport, when delivered to site is in good order and fitted with all necessary safety devices, notices and guards. Any defect must be reported to the Directors or hire company and the machine must not be used until the defect is rectified.

The Site Supervisor will ensure that only authorised licensed drivers are permitted to operate any site transport. Where any doubt of competency of any operator exists, the Site Supervisor will report to the Directors or hire company, immediately.

No young person (under 18 years old), is permitted to operate any transport or act as banksman, unless being trained under direct supervision.

Any necessary preparatory work required to ensure transport is used safely on site, e.g. access road, traffic control measures, etc. will be carried out in accordance with planned requirements.

The Site Supervisor must ensure that any defect notified to him by the transport driver during operations on site, is reported immediately for repair and that where the defect could affect safety on site, the item of transport must not be used until repairs are carried out.

## **SAFE SYSTEM OF WORK**

Hazard with use of transport on site arises out of:

In correct use.

Speeding.

Poor maintenance (i.e. lack of checking water, oil, fuel, lights, tyres and brakes daily).

Reversing unsupervised.

Carrying of passengers where no proper seat is provided.

Undue care when refuelling.

Overloading or insecure loads.

Incorrect or improper towing.

All banksmen, supervisory staff and operatives required to enter certain areas as designated by management, will be provided with high visibility waistcoats or belts.

Transport drivers must not consume any intoxicating liquids or drugs, during the working day or shift.

All authorised dumper drivers will be given a copy of Health and Safety Executive Care IND (G) 16 (C), "Safe Working with Small Dumpers".

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## **COMPRESSED AIR POWER TOOLS**

### **STANDARDS REQUIRED**

The following Regulations apply to the use of compressed air equipment on site:

Provision and Use of Work Equipment Regulations 1998.

Construction (Design & Management) Regulations 2007.

Personal Protective Equipment at Work Regulations 1992.

Health and Safety Executive Guidance Note PM17, "Pneumatic Nailing and Stapling Tools", gives advice on precautions required with this equipment. Various safety publications give advice on the safe use of compressed air tools and equipment and these recommendations will be applied on Group sites.

#### **PLANNING PROCEDURES**

At tender or negotiations stage, the above standards will be taken into account.

The Directors will ensure that any compressor and compressed air tools which are purchased or hired for use on site or in the workplace, are in accordance with the above standards and are selected in accordance with the Company Policy on noise.

#### **SUPERVISION**

The Site Supervisor will ensure that any compressor or compressed air tools provided for use are fitted with all necessary guards and safety devices (jockey wheel, brake, engine cover stays, etc.) and noise control measures and that instructions are given to operatives in the correct use of the equipment to reduce noise, injuries, damage etc.

The Site Supervisor will ensure that all necessary safety equipment, e.g. eye protection, hearing protection, is available and provided for use, as required.

The Site/Workplace Supervisor will ensure that any defects in the compressor, hoses or tools is reported immediately to the Director or hire company.

The Company will encourage all operatives to wear suitable protective footwear when using compressed air equipment, breakers, rammers etc.

Compressed air will not be used to blow down clothing etc. and disciplinary action will be taken against any operative seen directing a live compressed air hose at any other person.

#### **SAFE SYSTEMS OF WORK**

When moving compressors on site, care must be taken to ensure that the jockey wheel or towing arm stand is not damaged.

When changing tools connected to compressed air lines, not fitted with automatic cut-off valves, air must be turned off at source (lines must not just be folded and held or tied).

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### **PROTECTIVE CLOTHING AND EQUIPMENT**

#### **STANDARDS REQUIRED**

The following Regulations have specific requirements for the provision, maintenance and use of protective clothing and equipment:

Construction (Design & Management) Regulations 2007.

The Control of Asbestos at Work Regulations 2002 - protective overalls, respiratory equipment, breathing apparatus.

Personal Protective Equipment at Work Regulations 1992 - provision of goggles, safety glasses, welding protective screens, etc.

Workplace (Health, Safety and Welfare) Regulations 1992 - provision of ear defenders.

Control of Lead at Work Regulations 2002 - provision of protective overalls, respirators, breathing apparatus, etc.

Personal Protective Equipment at work Regulations 1992 - provision of goggles, safety glasses, welding protective screens, etc.

Working Rule 23 of the National Joint Council for the Building Industry and Rule XVIII B of the Civil Engineering Construction Conciliation Board Working Rule Agreements deal with the wearing of safety helmets on construction sites.

The Health and Safety Executive has issued a statement that they intend prosecuting companies who do not issue safety helmets to employees at risk and prosecuting employees who do not wear safety helmets in risk areas.

All safety equipment purchased for use on Company sites/workplaces will be in accordance with the appropriate British Standard.

#### **PLANNING PROCEDURES**

All work will be tendered for or negotiated in accordance with the above standards.

Before work starts, the Directors will ensure that any special protective clothing or equipment required is ordered and available for use on site and that sub-contractors are made aware of the Company Policy on the wearing of safety helmets.

#### **SUPERVISION**

The Site Supervisor will ensure that adequate supplies of all necessary protective clothing or equipment are available on site/workplace for issue as required and that when issued to employees, a record is kept in the Safety Equipment and Protective Clothing Issue Register.

The Site Supervisor will ensure that before employees are set to work, that any necessary protective clothing is provided.

Any person on site/workplace observed carrying out any process which requires the use of protective clothing or equipment, will be informed of statutory of Company Policy requirements and instructed not to continue working until protective clothing or equipment is obtained. This applies to any sub-contractors as well as direct employees.

The Supervisor will ensure that the protective clothing or equipment is suitable for the specific process for which it is provided.

All supervisory and management staff will set a good example in the wearing of safety helmets, protective footwear, etc. and will use all necessary protective clothing and equipment where required.

#### **SAFE SYSTEMS OF WORK**

All operatives are required to wear suitable footwear whilst at work on sites.

A safety footwear scheme is operated by the Company .

It is the policy of this Company, that all management, supervisory staff, visitors, sub-contractors and employees shall wear safety helmets whilst on Customer sites, unless otherwise specified. Normal disciplinary proceedings will be used against employees not complying with this requirement.

All plant operators employed by the Company, will be issued with appropriate hearing protection and instructed in its maintenance and use.

All electrical equipment used by company employees is normally battery powered. Any mains operated equipment would be PAT tested prior to use unless less than 3 months old.

All persons issued with protective clothing or equipment must immediately report to supervision any loss or defect in the equipment.

All staff are trained for working at height, and are provided with up to date protective equipment. All harnesses and associated equipment are inspected prior to each occasion of use by operator, by the management at 6 monthly intervals, and independently at 12 monthly intervals.

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### **MANUAL HANDLING AND LIFTING**

#### **STANDARDS REQUIRED**

The following Regulations apply to the manual handling or lifting of materials.

Construction (Design & Management) Regulations 2007.

Manual Handling Operations Regulations 1992.

Provision and Use Of Work Equipment Regulations 1992.

The Workplace (Health, Safety and Welfare) Regulations, the management of Health and Safety at Work Regulations 1997 and the Health and Safety (Display Screen Equipment) Regulations 1992.

These Regulations state "A person shall not be employed to lift, carry or move any load so heavy as to be likely to cause injury to him".

Guidance on the recommendations regarding handling and lifting are contained in Health and Safety at Work series booklet No. 1, "Lifting and Carrying".

### **PLANNING PROCEDURES**

All work will be tendered for or negotiated, taking into account the above standards.

The Directors will ensure that materials are handled as far as possible, by machine. Where the use of a machine is impracticable, sufficient labour must be available to handle any heavy or awkward loads and instructions must be issued to site on the handling of these loads.

All supervisory staff will be given training in the correct methods of handling and lifting loads as part of their normal site safety training.

### **SUPERVISION**

Supervisory staff will instruct any operative in the correct handling and lifting of loads as required.

Supervisory staff will ensure that a supply of suitable gloves are available from issue as required, for the handling of materials which could cause injuries to the hands.

The Company encourage the wearing of safety footwear and supervisory staff will caution any employee or sub-contractor wearing unsuitable footwear.

The supervision will not require any operative, particularly a young person, to lift without assistance a load which is likely to cause injury.

### **SAFE SYSTEMS OF WORK**

The main injuries associated with manual handling and lifting are:

Back strain, slipped disc.

Hernias.

Lacerations, crushing of hands or fingers.

Tenosynovitis, heat conditions.

Bruised or broken toes or feet.

Various sprains, strains etc.

The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physical build etc.

Where loads have to be manually handled, the need to ensure that accesses are safe is especially important.

The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

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### **HEALTH HAZARDS**

#### **STANDARDS REQUIRED**

A number of Regulations impose requirements for the safe handling and use of substances which are known to be a risk to health, e.g.

The Control of Asbestos at Work Regulations 2002.

The Control of Lead at Work Regulations 2002.

The Construction (General Provisions) Regulations 1996.

Control of Substances Hazardous to Health Regulations 2002 as amended.

Construction (Design & Management) Regulations 2007 - requirements for ensuring hygiene measures are provided on site.

A wide range of Guidance Notes and advisory literature is available of the precautions required with various substances and all recommendations will be applied as required.

EH18, "Toxic Substances, A Precautionary Policy".

EH26, "Occupational Skin Diseases Health and Safety Precautions".

EH40, "Occupational Exposure Limits". (Note: This is updated annually).

EH41, "Monitoring Strategies for Toxic Substances".

EH44, "Dust in the Workplace : General Provisions of Protection".

### **PLANNING PROCEDURES**

All work will be tendered for or negotiated, taking into account the above standards.

The Directors will ensure that before work starts on site, information is obtained on any material or substances to be used or likely to be encountered, which could be a hazard to the health of operatives and that this information is included in the attached Product Health and Data Summary Sheet (see Safe System of Work).

If possible, arrangements should be made for an alternative, less hazardous material to be specified.

Any necessary protective clothing, equipment, enclosures, extraction equipment, hygiene facilities, medical examinations, etc. must be planned before work commences.

All operatives engaged in any process involving the use of handling of any hazardous substance, must be given full instructions and any necessary training in the health hazards and precautions, use of protective clothing, equipment, hygiene measures, etc. as required.

### **SUPERVISION**

The Site Supervisor will ensure that all procedures planned to handle or use any hazardous substances are carried out fully and that any protective clothing, equipment or hygiene measures are provided and maintained as required.

Any necessary air sampling, medical examinations, testing, etc. will be carried out as required and records will be kept on site during the operations.

All measures necessary to protect other workers and the general public from any substance hazardous to health, will be provided and maintained.

### **SAFE SYSTEMS OF WORK**

Health hazards from substances can be divided into the following categories:

External contact - corrosive, skin absorption, dermatitis, etc., e.g. cement, acids, epoxy resins, etc.

Inhalation - gases, fumes, dusts, vapours.

Ingestion - swallowing.

The following general precautions apply to the handling, transporting and use of all substances. Special precautions relating to specific products are given on the attached tables or separate Policy sections.

Almost all chemical materials are potentially dangerous. Although they may find their way into day to day use, it is usually a very diluted or otherwise modified form. The following general rules should always apply:

1. Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided. Wear protective equipment and clothing supplied. Always observe good industrial hygiene practice.
2. Do not swallow materials or use in areas where food is being consumed. Smoking is also prohibited during application and curing.
3. Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will be provided if appropriate.
4. Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams.

5. Store all products in ventilated areas, away from extremes of temperatures and environment.
6. Clean all spillages instantly and dispose of waste and used containers properly.
7. Except for transport in closed packages, materials must be handled only by authorised personnel.
8. Ensure the correct equipment for handling the products is available.
9. If any person handling the materials shows the symptoms which may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought, without delay.
10. Read the data sheet, container labels and detailed Health and Safety information, before using any products.

A Product Health and Safety Data Summary Sheet has been completed for the proposed range of materials, products, etc. to be used on site.

The completed sheet should be issued to all supervisory personnel and brought to the notice of all operatives, sub-contractors, etc. who may be affected by the use of the material, products, etc.

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## **WORKING AT HEIGHT**

### **REGULATION**

Working at height is controlled by the Work at Height Regulations 2005

### **SUPERVISION**

The Site Supervisor will ensure that all work at height is planned in such a way as to ensure the safety of all those working at height, and protect other persons below.

All equipment used for working at height is regularly inspected, and old or faulty equipment disposed of.

All persons working at height will be trained for the work they do & the equipment they use. All work at height is supported by a suitable risk assessment.

Access to work at height is normally provided & controlled by the Client.

It is not a normal requirement for site staff to use ladders for anything other than the access provided by the site management. Should ladders be erected and/ or used by site staff, they would be used for access only, and would be tied off or footed in accordance with best practice. A suitable risk assessment would be drawn up.

### **SAFE SYSTEMS OF WORK**

1. All new work is carried out in accordance with manufacturer's instructions & training
2. All inspection work is carried out in accordance with training.
3. All personnel are trained to work at height and to work with equipment provided..
4. External work at height is only carried out if weather conditions permit.
5. At all times, personnel working at height wear restraining systems appropriate to the task, attached to fixed strong points.
6. Where there is risk of deploying a harness in freefall, adequate rescue plans shall be identified and put into effect.

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## **FIRE SAFETY**

### **REGULATION**

Fire Safety is controlled by the Regulatory Reform (Fire Safety) order 2005

### **SUPERVISION & SAFE SYSTEMS OF WORK**

No hot work is carried out in the vicinity of flammable materials, or where it is likely to cause a hazard.

All fire safety instructions and preventive measures issued by the site supervision will be followed by Accumix Concrete Limited Staff.