



**r.** rullion<sup>™</sup>  
we place  
you first.

Health and Safety  
handbook

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Policy Statement

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## Introduction and summary of contents

This booklet is designed as a guide to provide generic health, safety and welfare information for all contracted workers supplied to clients of the Rullion Group of Companies regardless of industry sector; this includes associated problem areas and best practice approaches/principles in dealing with issues. It is designed to help raise your awareness of potential hazards that could lead to an accident or ill health in the workplace and provide you with general best practice principles on safe systems of work.

Some guidance will only be relevant to specific industries and the booklet has been structured accordingly so you can select the areas relevant to you. As well as reading this booklet carefully it is imperative for your own health and safety in the workplace that you always identify and adhere to your host client's site rules on Health and Safety, and their policies and procedures on safe systems of work, to ensure you are not putting yourself or others at unnecessary risk.

You must never be afraid to ask questions of your host if you are unsure about any substances, equipment or systems of work that affect you. Your work allocation, supervision and environment will be controlled, directed and monitored at all times by the host client or their nominated site representatives.

## Policy statement

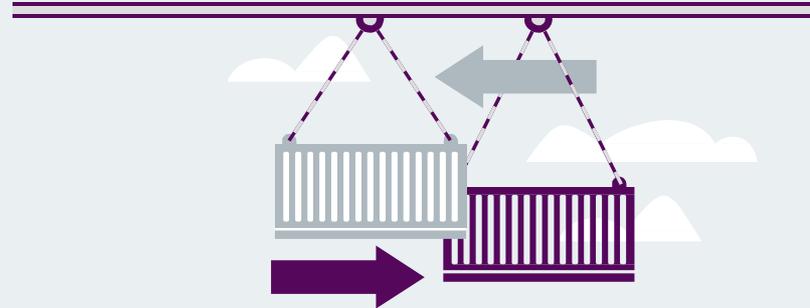
The Health and Safety of Workers supplied under contracts for services is of the utmost importance.

We are committed to ensuring the highest standards of Health and Safety, which are reasonably practicable to attain, for all Workers supplied under contracts for services.

Appropriate preventative and protective measures are carried out following consultation with our clients and Health and Safety checks. This objective can only be achieved with the co-operation of all Workers supplied under contracts for services and our clients with regard to Health and Safety issues.

## Section 1

Health and Safety information common to all Industrial, Commercial or Construction workers





## 1. Your legal Health and Safety responsibilities

You have a legal obligation with regards to your own health and safety and that of others. It is important that you know exactly where your personal responsibilities lie.

Under the Health and Safety at Work Act 1974 personal responsibility is set out as follows:

1. You have a duty to take reasonable care of your own health and safety and that of others who may be affected by what you do or do not do.
2. You have a duty to co-operate with your employer on health and safety matters.
3. You have a duty not to interfere with or misuse anything provided for your health, safety or welfare.

Every person regardless of his or her job may be prosecuted or even imprisoned for failing to carry out these duties. Penalties may include an unlimited fine and up to two years imprisonment.

## 2. Youngworkers

This applies to any worker under 18-years old. Please observe that there are special regulations in place for young workers in relation to training, supervision, rest periods and working hours.

If you are a young worker please ensure you seek further advice and notify your allocated supervisor/line manager.

## 3. Health and Safety checklist

For your own health and safety in the workplace it is imperative that you familiarise yourself with the following when entering a client's premises:

- Identify and adhere to the client's rules on Health and Safety and their policies and procedures on safe systems of work.
- The signing in/attendance procedures in operation and the whereabouts of all emergency exits and routes.
- The whereabouts of all fire extinguishers/fire blankets/sprinkler system and alarm activation points.
- Identify the appointed fire marshal(s) and the designated assembly point in the event of a fire/emergency.
- The designated day, time and frequency (i.e. weekly, monthly) for the testing of the fire alarm.
- The whereabouts of the Health and Safety poster, which contains contact details for the Health and Safety Executive or the local Employment Medical Advisory Service.
- The whereabouts of the First Aid attendant(s) and or the qualified First Aider(s).
- The whereabouts of the First Aid Kit and Accident Book.
- The whereabouts of washroom and water facilities.
- The whereabouts and rules surrounding the use of the kitchen and smoking facilities.
- Make sure you have the right tools and equipment for the job.
- Obey all warnings and hazard notices.
- Resist the temptation to play practical jokes and do not indulge in horseplay. Such behaviour often leads to serious injuries.
- Obey speed limits and traffic controls on site.
- Mobile phones must not be used when undertaking any operation where safety is important. If you are allocated a mobile from your host client make sure that you familiarise yourself with their policy surrounding the use of mobile phones.

## 4. Welfare

Consumption of alcohol or illegal drugs is not permitted nor must workers be under the influence whilst at a clients premises.

If you are taking prescription drugs or have any health issues that may affect your work, please notify Rullion and your line manager/supervisor immediately. If the prescription guidance notes advise that you should refrain from operating machinery, or from driving you must adhere to this and refrain from any activity that could put yourself or others at risk,

Adequate canteen, toilet and washing facilities are provided and should be used – do not use any other area. These facilities should be kept clean and tidy and not used for storage of plant and materials.

## 5. First aid – accidents/near misses

If you are injured whilst at work, obtain first aid treatment from the qualified First Aider or the appointed First Aid attendant. It is your responsibility to report accidents or injury to your host's line manager/supervisor and to ensure that the incident is recorded in the accident book on site either personally or by someone on your behalf.

Please ensure you follow the client's procedures for reporting, recording and investigating accidents or near misses. In addition you must also inform Rullion the same detail.

## 6. R.I.D.D.O.R

RIDDOR stands for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Major injuries, fatalities and dangerous occurrences must be reported immediately and followed up in writing within 15 days. Work related diseases and over 7 day incidents must be reported within 15 days. Reports must be made to the relevant enforcing authority by the responsible person. This can be done by telephone, fax, internet or by post. If reporting by fax or post, forms F2508 or F2508A should be used. If reporting by phone directly to the Incident Contact Centre (ICC) in Caerphilly, the ICC will complete the relevant forms and send copies out accordingly.

Guidance can be obtained from the Health and Safety Executive (HSE). Accident books provide guidance in relation to RIDDOR at the front of the publication.

In the event of an accident, please refer to section 5 of this booklet.

## 7. C.O.S.H.H

C.O.S.H.H stands for the Control of Substances Hazardous to Health Regulations 2002 (as amended).

Hazardous substances can be anything that could potentially cause harm to your health when you work with or use them. Some substances that may appear harmless that are in regular use should still have C.O.S.H.H guidance available i.e. furniture polish and bleach. For the more hazardous commercial chemicals a warning label will be present on the container itself. If you are in doubt please refer to your line manager or supervisor.

Prior to using any chemicals ensure you have been provided with information regarding their handling and use and relevant PPE.

C.O.S.H.H data sheets contain the following types of information:

- Product appearance, composition, handling, spillage, waste disposal guidelines, relevant hazard warnings and first aid information.
- In the event of a spillage please refer to the clients policy and procedure for spillage handling. If you are in doubt please refer to the site safety advisor or your supervisor.
- Always follow the instructions on a C.O.S.H.H assessment.
- Always wear the necessary PPE and protective clothing specified on the C.O.S.H.H assessment.
- Never put substances into unmarked or unsuitable containers.

### Routes of entry for hazardous substances

Hazardous substances can enter your body through four main routes:

- Absorption – For example through the skin.
- Injection – For example through a cut(s) from sharp tools/objects.
- Ingestion – For example accidentally eating or drinking a dangerous substance.
- Inhalation – For example breathing in the gas released from a dangerous substance.

## 8. Fire instructions

Please comply with your host's fire arrangements in relation to drills, evacuation, the use of extinguishers etc. The following is generic advice only.

1. If you discover a fire, raise the alarm by operating the nearest fire alarm.
2. Leave the building by the nearest exit route and report to the designated assembly point for roll call.
3. Do not re-enter the building until instructed by the appointed fire marshal or alternative authorised person i.e. Fire Brigade.

You Must Remember:

- Only endeavour to tackle a fire with appliances provided, if you are certain there is no risk of danger to yourself or others and you have been trained in the use of the appliances.
- Do not use lifts.
- Do not stop to collect personal belongings.
- At all times act quickly, quietly and keep calm

### How to use a fire extinguisher

1. Remove the fire extinguisher from the hanging bracket.
2. Direct the hose of the extinguisher at the base of the fire.
3. Remove the pin and squeeze down onto the handle. Only hold the extinguisher by the handle: Do not touch the hose, neck of the bottle or the base. CO<sub>2</sub> extinguishers freeze when activated and can cause serious frostbite burns.

N.B: The gases released from a CO<sub>2</sub> fire extinguisher can be fatal if released in a confined area.

Identifying Types of Fire Extinguisher – Colour Coded Labelling:

- Red** – Water
- Black** – Carbon Dioxide CO<sub>2</sub>
- Blue** – Dry Powder
- Cream** – Foam

All extinguishers comply with European Standards and will be Red bottles with a colour-coded panel on them.

### Fire prevention

- The main contributory factor for fires is poor housekeeping. Make sure you are tidy in your work, do not allow rubbish to build up and always dispose of it the correct manner.
- Do not overload or use damaged electrical equipment.
- Report hot, smelling, sparking or damaged electrical equipment. Avoid sparks and hot slag from welding, cutting or other hot equipment. Do not block vents on equipment.
- Keep the use of flammable liquids to a minimum and always store away from any heat source and in a designated or secure area.
- Only smoke in designated areas.
- Don't leave combustible rubbish where an arsonist could have access.
- Don't leave cooking unattended.
- Do not conduct any hot work i.e. welding, without permission.
- Do not leave engines running during re-fuelling op

## 9. Hazard spotting – slip, trips and fall

The single most common cause of injuries at work is following a slip, trip or fall; the majority of these occur when people are moving or carrying loads. It is important you are aware of any potential hazards that could cause an accident for example:

- The places where you work and the access to these places i.e. corridors passageways should always be free from unnecessary equipment, material and substances, which are liable to cause people to trip or slip. Waste materials and substances should be cleared away regularly.
- Secure or move trailing leads.
- Do not leave desk or filing cabinet draws open.
- Clear up spillages quickly.
- Put up respective signage for wet floors.
- Do not climb or stand on unstable material.
- Do not run or rush about.
- Keep tools together in a box or bag when not in use.
- Holes or openings in floors must be filled, or fitted with protective covers securely fixed in place.
- Edges of floors, roofs and other working places from which people can fall more than two meters, or from which people can fall into a hazardous area, i.e. water, must be protected by suitable guardrails and toe-boards. If work is to be undertaken adjacent to water, suitable rescue equipment must be available.
- If you work at a height, take care of the people working below. Let them know you are there and take steps to prevent things from falling. Precautions might include covers for floor openings, toe-boards, brick guards, barriers or safety nets and the use of tool belts.

## 10. Warning/safety signs

Health and Safety Signs and Signals Regulations 1996.

Round with solid BLUE background and white symbol – Mandatory sign  
– e.g. 'Wear a Hard Hat'

Triangular with YELLOW background and black border – Warning sign  
– e.g. 'High Voltage'

Round with WHITE background and red border and cross bar  
– Prohibition sign – e.g. 'No Exit'

Square/rectangular with white symbols on a GREEN background  
– Safe Condition sign – e.g. 'First Aid Kit'

## 11. Manual handling

The majority of manual handling injuries are not attributed to a single handling incident but build up over a period of time. There is NO such thing as a completely "safe" manual handling operation, but a basic awareness of potential hazards and a good handling technique can help avoid any potential health problems.

If you are undertaking manual handling as part of your job and have not received manual handling training, please contact your line manager or supervisor. Please ensure you are fully aware of your host's policy in relation to manual handling operations on site.

Wherever practicable you should make use of mechanical aids, however you must ensure that any automated plant is properly cleaned and maintained and that you are trained to use it.

Important points to consider before transporting or supporting any loads:

1. The task: Does it involve a long carrying distance, a twisting, stooping or reaching upwards movement? Do you need to remove obstructions from your path?
2. How heavy, bulky, unstable or intrinsically harmful (i.e. sharp or hot) is the load?
3. Consider your physical condition: If you are pregnant or have a health problem would moving the load endanger your health? Do you need help with moving the load or do you need to get someone else to transport the load on your behalf. Do you need to use a mechanical aid?
4. The working environment: Is it a confined area creating restrictions on movement, are there variations in floor levels, and is the ground wet or slippery?

### Important good handling techniques to remember:

1. Plan the lift and always use appropriate handling aids if possible i.e. lifts, trolleys etc. Establish where the load is to be placed, removing any obstructions from your path. If necessary lean forward a little over the load to establish a good grip. The best position and type of grip depends on the circumstances of the operation and individual preference, but make sure it is secure; generally a hook grip is less tiring than keeping your fingers straight. For a long lift such as floor to shoulder height, consider resting the load mid-way on a stable surface so that you can change your grip.
2. Position your feet either side of the load, placing your leading leg as far forward as is comfortable and if possible pointing in the direction you intend to go.
3. When lifting from a low level, bend your knees but be careful not to overflex. Lift smoothly, keeping your back straight and your shoulders level and facing in the same direction as your hips.
4. Keep the load close to your body for as long as possible with the heaviest side next to you. If a 'close' approach to the load is not possible, slide it towards you before you try to lift.
5. Move your feet when you are turning to the side do not turn your upper body without moving your feet. If you need to position the load in a precise position, put it down first and then slide it into the desired position.
6. When pushing or pulling ensure the handling device you are using is suitable for the load. Try and push rather than pull a load, provided you can see over it and control steering and stopping. Keep your feet well away from the load and go no faster than walking speed. Do not move a load alone if you have to use excessive force. Enlist the help of another person if you have to negotiate a slope or ramp. Take care on soft or uneven surfaces as this can require higher force and the load balance could change – consider softer or larger wheels on your handling device.

## Section 2

### Health and Safety information common to Office based workers



## 12. Display screen equipment (DSE)/workstation

A DSE is categorised as a display screen, usually forming part of a computer and showing text, numbers or graphics.

DSEs have been blamed, often wrongly, for a wide range of health problems. In fact, only a small proportion of DSE users actually suffer ill health as a result of their work. Where problems do occur, they are generally caused by the way in which DSEs are being used, rather than the workstation itself. So problems can be avoided by good workplace and job design, and by the way you use your DSE and workstation.

User comfort is down to individual preference but by making full use of the equipment provided, and adjusting it accordingly to suit your requirements, you will get the best from it, which will help you avoid any potential health problems.

If you use DSE as a significant part of your normal job, and have not received DSE training, please contact your line manager or supervisor.

If you detect any symptoms related to the use of DSE, please contact your line manager/supervisor.

### Posture and breaks

- Do not sit in the same position for long periods. Some movement is desirable. Avoid repeated stretching to reach things you need; if this happens a lot, rearrange your workstation. Most jobs provide opportunities to take a break from the screen, e.g. to do the filing, photocopying or answering the telephone. Make use of them. Frequent short breaks are better than fewer longer ones and allow users to focus at a distance, relax eye muscles, reduce fatigue and change posture.

### Workstation

- Adjust your chair and DSE to find the most comfortable position for your work. As a broad guideline, your forearms should be approximately horizontal to your keyboard and your eyes at the same height as the top of the DSE.
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. You should be able to put your feet flat on the floor; a footrest may be helpful.
- Make sure the chair supports the small of your back, you need to keep your back straight but supported and your shoulders relaxed.

- Make sure you have enough workspace to accommodate the necessary documents and equipment needed.
- Do not make repeated or awkward stretching movements; try different arrangements of keyboard, screen, mouse and documents to find the best combination for you.
- Arrange your desk and DSE to avoid glare, or bright reflections on your screen this will be easier if you and your screen are not directly facing windows or bright lights, if necessary adjust curtains or blinds to prevent unwanted light/glare.
- Make sure you are able to move your legs freely under your desk; if necessary remove any obstructions such as boxes or equipment.

### Keyboards

- A good keyboard technique is important, adjust your keyboard to get a good keying position. Try to keep your wrists straight when using the keyboard, keep a soft touch on the keys and do not overstretch your fingers. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying in. A wrist rest may be helpful to some users.

### Using the mouse

- Position the mouse within easy reach, use with the wrist straight. Sit upright and close to the desk. Support your forearms on the desk.

### Reading the screen

- In setting up software, choose options giving text that is large enough to read easily on your screen when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye, e.g. avoid red text on a blue background.
- Make sure the screen surface is clean; adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Individual characters on the screen should be sharply focused and should not flicker or move. Most VDUs have built in anti-glare. It is not technically feasible to eliminate flicker for all users as individual perceptions of screen flicker vary. A screen, which is flicker free to 90% of users, should be regarded as satisfying the minimum requirement.

### 13. Portable electrical equipment

Defective plugs, sockets and leads cause more electrical accidents than the appliances themselves. You must ensure that you remain vigilant on electrical safety:

- DO NOT overload electrical sockets.
- DO NOT use taped joints to connect cables since they have neither mechanical strength nor sufficient insulation / protection from liquids.
- DO NOT ignore operational faults i.e. problems when switching equipment on, intermittent stopping during operation etc. These problems may indicate internal faults
- DO switch off equipment before unplugging and before cleaning.
- DO report electrical equipment, which is not working properly to your designated line manager or supervisor.

### 14. Mobile phones

Mobile telephones must NOT be used when driving (even using a hands-free phone while driving will distract you). Drivers must safely pull over to the side of the road to receive or make calls.

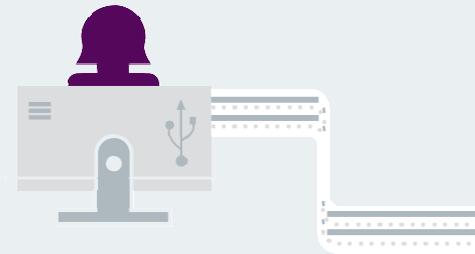
DO NOT use mobile phones whilst undertaking ANY task where safety is a consideration and the use of the phone might interfere with the level of concentration required to undertake the task safely

Mobile phones must not be used whilst doing any other operation where safety is important and their use might interfere with concentration.

If you are allocated a mobile from your host client make sure that you familiarise yourself with their policy surrounding the use of mobile phones.

## Section 3

### Health and Safety information common to Site workers (Industrial or Construction)



## 15. PPE – personal protective equipment

You will be advised if protective equipment is required on any specific job, which will be supplied to you by the client unless you have been notified otherwise. You must wear clothing appropriate for the job you do and if PPE is provided or requested – PLEASE USE IT. Remember you have a legal responsibility not to interfere with or misuse anything provided to you for your health, safety or welfare.

If you are asked to supply any PPE, it must be suitable for the purpose, properly maintained and stored and in good condition. If you are in any doubt, speak to the site safety supervisor or line manager.

If PPE is damaged or faulty, please report this to your line manager/supervisor. If you have any concerns that PPE has not been provided, or is not suitable, contact your line manager/supervisor.

The client will provide you with suitable storage facilities for your PPE whilst on site.

If you have any questions about any item of PPE then you must ask your line manager/supervisor.

The wearing and use of PPE should be covered within the client's risk assessments.

If you spend a large part of your working day in the open air, it is important you wear suitable clothing to prevent ill health/injury.

- Clothing that leaves the lower part of the back exposed to the cold can cause pain to the back – Always wear clothing, which is warm and comfortable.
- If you have to work in wet weather use waterproof clothing and in hot weather, always keep your skin covered.
- You may sometimes be instructed to wear high visibility clothing – use it for your own safety.

### Head protection

Injuries to the head can be fatal. If you have been asked to provide, or have been provided with, a safety helmet, ALWAYS WEAR IT IN HEAD PROTECTION ZONES, and areas where you consider there is a risk of injury to your head, for example: construction sites, areas with the possibility of falling objects, low ceilings etc.

### Foot protection

Suitable footwear must be worn at all times. Many foot injuries occur because unsuitable footwear is worn.

As an example, on construction or industrial sites boots, shoes or wellingtons with steel toe caps and protective inner plates in the sole offer ideal protection.

### Hand protection

Suitable gloves must always be worn when handling rough, sharp, corrosive or hot materials.

Choose the correct gloves for the particular risk; for example leather gloves will protect against cuts and scratches but they will be absorbent; they will not protect your hands against liquids or solutions.

An effective way to reduce skin disorders is to wash your hands thoroughly at the end of each work period.

### Eye protection

It is a requirement to wear eye protection for some operations performed at work.

A generic form of eye protection is not available to give you overall protection. You must always ensure you are provided with the correct type of eye protection for the particular risks: For example, some eye protectors are suitable only for use against dust, others guard against flying particles, a third type gives protection against high speed flying fragments and a fourth will provide protection where hazards are from molten metal, chemicals or radiation.

As an example, goggles to British Standards (BS) EN 166, 167 and 168 give suitable eye protection against impact, chemicals, dust and molten metal. Where there is an additional risk of facial injury, face shields should be used.

### Hearing protection

Long periods of exposure to relatively high noise levels can cause damage to your hearing, even short periods of repeated exposure can have a damaging effect. If the noise level is such that you need to shout to make yourself heard, then you will probably need to wear hearing protection.

If you suspect that you are being subjected to high levels of noise inform your safety advisor.

## Respiratory protection

When working in atmospheres in which hazardous dust, chemicals, vapours, gasses or fumes are present, it is important that suitable breathing apparatus or a respirator is worn. Inhaling airborne dust, chemicals or fumes can endanger health.

It is imperative that you have the correct protection for the conditions present: For example, masks that are designated for use against dust particles will prove useless against gases or vapours.

Immediately inform your safety advisor if you suspect that harmful dust or fumes are present.

## 16. Flammables

Liquefied Petroleum Gases (LPG) are heavier than air, the vapour can seep into drains and cellars giving rise to explosions some distance away from the source. There is also a risk of asphyxiation if LPG is used without adequate ventilation.

It is important that: -

- Cylinders are stored in the open air.
- Cylinders are stored upright with the valve fully closed.
- Cylinders used for heating site huts are kept outside the building.
- Adequate ventilation is provided.
- Cylinders are kept the recommended distance away from the appliance(s).
- Other flammable liquids should be stored in an open-air compound or in fire resistant bins that are adequately ventilated.
- If you are using a flammable liquid in an enclosed area ensure there is adequate ventilation.
- Transferring contents from large to small containers must always be done in the open air.
- Ensure containers are properly labelled.
- Used containers will still contain flammable vapour when empty. ALWAYS treat used/empty containers with the same caution and care as full ones.

## 17. Hand and power tools

Powered and non-powered hand tools cause thousands of injuries each year. Surprisingly non-powered tools cause ten times more injuries than powered tools.

Do not use any equipment unless you have received proper training and (where applicable) possess suitable qualifications.

### Hand tools

Inspect the tool for damage; if there is any present, report it to your line manager/supervisor – **DO NOT USE THE TOOL.**

When hand tools are not in use, make sure they are stored in a manner, which is unlikely to be hazardous to others, always ensure that:

- Tools with cutting edges, teeth etc. are adequately sheathed.
- You do not place or use tools where they might be damaged or create a trip hazard.
- All tools are stored in the appropriate/designated containers or lockups provided.

### Electrically operated tools

Electricity gives no warning of danger and it can kill instantaneously. Competent Operatives should only use power tools i.e. with the required standard of training, skill/experience and knowledge.

- Inspect for signs of damage to the body of the tool, wires and cables. If there is any damage to the tool do not use it and report it immediately to your line manager/supervisor.
- Make sure all tools are properly earthed, have the correct fuses and all guards are in place.
- 110-volt supply should only be used on temporary supplies, approved transformers, distribution boxes. Plugs must be used.
- Do not allow cables or wires to come into contact with water.
- Do not carry or drag a tool by its cable.
- Do not place or use tools where they might be damaged or create a trip hazard.
- **YOU MUST ALWAYS DISCONNECT** tools from the mains when they are not in use or when changing blades/parts.
- Make sure all tools are stored in the correct manner.

## 18. Mobile plant

You should not attempt to use any plant or other equipment unless you have had suitable and appropriate training. If in doubt, please refer to your site manager or supervisor.

- Never attempt to operate mobile plant unless you have received suitable, sufficient training, which is certificated.
- Make sure you know and observe the site rules, especially those relating to the reversing of plant.
- Inspect your machine before you commence work for defects and obstructions. Report any defects to your supervisor.
- Carry out and record statutory inspections and routine maintenance.
- Never allow passengers to ride on a machine, which is not designated to carry passengers. When working with a banksman, never move off unless you can see they are clear of your machine.
- Never drive with the vehicle body in a raised position. Be aware of overhead power lines and other obstructions.
- Park only on level ground with the brakes applied and buckets, blades, shovels and other attachments resting on the ground. Always make sure you remove the ignition key.
- Carry out and record brake testing to manufacturer's specifications. If the load prevents you from seeing where you are going, get help to see that the way ahead is clear.
- Make sure you DO NOT overload your machine.  
If you work in the vicinity of mobile plant:
  - Make sure the driver can always see you – wear high visibility clothing.
  - Keep away from moving vehicles, especially those reversing.
  - Never ride as a passenger on a mobile plant, which is not designated to carry passengers.

## 19. Reversing of vehicles and plant

You must identify and adhere to any specific rules applying to reversing. In general this will include the use of a trained banksman. Where these rules apply, no reversing is allowed except under the direction of a banksman.

- All drivers intending to reverse must check that the reversing path is clear and will remain so.
- If for any reason, you lose sight of the banksman, stop immediately and check behind your vehicle.
- Remember to keep away from plant and vehicles, because you will not always be visible to the drivers.
- Persons working with the plant and vehicles must wear high visibility clothing BS (BSEN 471) and should not stand close to vehicles or plant where they are not visible to the driver. Banksman reversing vehicles should also wear a distinguishing helmet.

## 20. Dangerous machinery

Power driver grinding and cutting tools are dangerous items of machinery. So too are gears, chain drives, V-belt drives, fans and smooth revolving shafts and spindles such as those for starting handles. The traps between conveyor belts and drums can kill.

- Guards are fitted to plant and machinery to prevent you from coming into contact with moving parts. Always ensure that these guards are in position and secured before starting up plant and machinery.
- Never remove or adjust guards while the machinery is in motion.
- Make sure that machinery fitted with interlocks works correctly.
- When using a starting handle, always keep your fingers and thumb on the same side of the handle.

Operating unguarded or badly guarded plant and machinery could cost you your life, so use guards properly.

## 21. Cranes and other lifting machines

Never attempt to operate a crane, excavator, forklift or similar lifting machine unless you hold a Certificate of Training Achievement (CTA).

- Carry out and record brake testing to manufacturer's specifications.
- Inspect the respective machine before commencing work for defects and obstructions. Report any defects to your supervisor.
- Carry out and record statutory inspections and routine maintenance.
- Make sure that you know the 'Safe Working Load' of your machine and the weight of any load you are required to lift. Try the load by lifting it slightly and halting to see if the machine can take the load. Never leave the cab whilst the load is suspended.
- Only persons trained in slinging practice and signalling systems may act as a slinger or a banksman.
- Never stand under a load whilst it is suspended.

## 22. Scaffolding

Never use unsafe scaffold. Report any issues to your line manager/supervisor immediately.

- Check that the platform is fully boarded out, all necessary guardrails and toe-boards are in position and you have a secured ladder that provides suitable access to the working platform.
- Alterations to scaffold can only be carried out by persons who are competent to do so e.g. trained scaffolder.
- You can only work on a tower scaffold when the wheels are locked. You must not move a tower scaffold unless all the wheels are securely fixed to the standards and there is no one on the tower.
- There are heights to base rations restrictions for mobile tower scaffolds, check the manufacturer's construction manual.

## 23. Ladders

Works can only be conducted from a ladder when the job is of short duration and can be done safely.

- Never over-reach at the working position.
- Never attempt to repair damaged ladders.

- Before commencing work, inspect the ladder for damage. Check for splits or cracks in the stiles and rungs. Make sure that none of the rungs is missing or loose.
- Ladders should be set on a firm base, resting at an angle that is not too steep or flat. The recommended angle for ladders is 75° to the horizontal i.e. one out for every four up.
- If the ladder cannot be tied at the top, it must be fixed at the bottom/base and or a second person must foot the ladder before it is used.
- Ensure that your safety footwear is free from excessive mud or grease before you climb a ladder.
- Before undertaking any work at heights (i.e. over 2 metres) please ensure you are aware of the client's policy for this type of work and that risk assessments have been undertaken and method statements prepared and issued.

## 24. Excavations

- Most excavation accidents occur in trenches that have no support because they are in what is considered 'safe-ground', or because work has extended beyond the support provided. Any excavation deeper than 1.2m must have sides sloped or supported.
- The sides of excavations should be adequately protected or suitably battered back.
- Always make sure you have suitable ladder access and egress.
- Never throw or drop tools or materials down to someone in an excavation always use a rope to lower them down.
- Always wear a safety helmet – even small stones falling from the top can cause injury.
- Drivers of mobile plant must take special care when operating close to the edge of excavations. All excavations should have some form of trench support.
- Materials and equipment must not be stacked close to the edge of excavations.
- Dig well away from underground services. Plans or locaters should be used if this is a concern.
- Always beware of the risk of gasses, fumes and flowing materials in excavations.

## 25. Refurbishment

Additional Health and Safety issues are applicable for the refurbishing of existing properties.

Before starting any activity check that:

- The public utility services have been disconnected.
- Demolition materials should be removed immediately from the building, they must never be allowed to accumulate on floors or landings.
- Where necessary temporary guardrails must be provided. If this is not possible, purpose made covers must be constructed for any holes in the flooring.
- Make sure there is adequate lighting especially in stairwells.
- Always ensure there is adequate and appropriate access and egress.

Additional requirements for occupied premises: -

- Do not block fire exits.
- Do not leave dangerous materials or sharp tools unattended where members of the public have access.
- If it is necessary to remove floorboards, warn the occupants.
- Never leave work unguarded that could cause harm to others.

## 26. Asbestos

All types of asbestos can be dangerous if disturbed. Asbestos is best left undisturbed provided it is well sealed. If asbestos fibres are released into the atmosphere they form a fine dust that can be inhaled. Exposure to these fibres can cause cancer.

There are specific regulations relating to working with asbestos. Workers are prohibited from working with this substance unless they have a licence issued by the HSE. (This does not include asbestos cement sheets). Disposal of asbestos is subject to the Hazardous Waste Regulations 2005 and it must be sent to an authorised site in properly sealed in decontaminated containers, with specific labelling. Any asbestos for disposal must be secured on site until disposal has been arranged.

Unless you are properly qualified and an HSE licence has been obtained, DO NOT work with asbestos.

Products containing asbestos carry a warning label.

Prior to undertaking maintenance work in any premises, you should ensure an asbestos survey has been undertaken; that you are made aware of the location of any material containing asbestos, and the controls in place to manage this safely. If you are in any doubt about safety relating to asbestos, please refer to your line manager. Do not undertake any work until you are confident that it is safe to do so.

If you suspect you have uncovered asbestos on a site, please stop work immediately and inform your line manager and/or the site safety officer. You must follow the client's safety arrangements in relation to this substance.

If work with asbestos cannot be avoided:

- Ensure correct training, risk assessments and method statements, permits to work and all other legal requirements have been undertaken.
- Ensure correct breathing apparatus and PPE is worn.
- Always comply with the client's safety regulations.
- Do not put yourself or others at risk.

## 27. Confined spaces

A confined space can be any area where the area is substantially (though not necessarily entirely) closed and where there is a risk of hazardous substances or conditions within the space or nearby. This can include vats, pits, trenches, silos, chambers, wells, tanks etc.

Where possible work in confined spaces must be avoided and alternative methods considered.

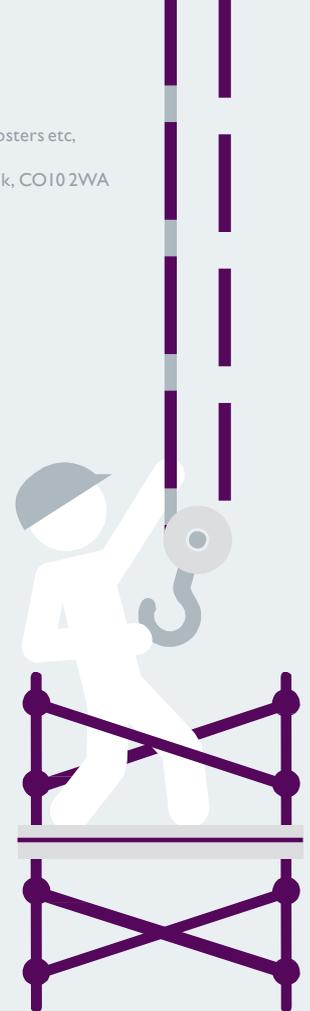
If work in a confined space is unavoidable the following precautions must be taken:

- Ensure you are familiar with the client's policy for work in confined spaces and that the client has undertaken a risk assessment. You must follow the client's procedures
- There must be a permit to work.
- A clear method statement has been issued.
- You are fully trained and qualified to undertake the task. Use any safety equipment specified. Ensure that appropriate supervision is provided.
- You must wear suitable PPE.

- That good communication is available for instruction purposes and to call help in an emergency.
- Suitable means of access and escape are in place.
- There is suitable airflow in the area to avoid fire or asphyxiation from fumes, escaping gasses or equipment and that temperature is properly controlled.
- Adequate lighting must be provided.
- Make sure you clearly understand the implications of working with any dangerous substances.
- Gasses, liquids or flowing materials are isolated and controlled.
- Any roof or sides have been properly supported to avoid collapse.
- All flammables are carefully controlled.
- Ensure suitable first aid and emergency equipment are readily available.
- Make sure that you are fully familiar with the client's emergency procedures for evacuation and for shutting down plant.
- Check that suitable means of access and egress are in place
- Make sure there are suitable arrangements in place for rescue.

## Further information

For a full list of books, guidance leaflets, posters etc, you can contact:  
HSE Books, PO Box 1999, Sudbury, Suffolk, CO10 2WA  
Tel: 01787 881165  
[www.hsebooks.co.uk](http://www.hsebooks.co.uk)  
or search for information on:  
[www.hse.gov.uk](http://www.hse.gov.uk)



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