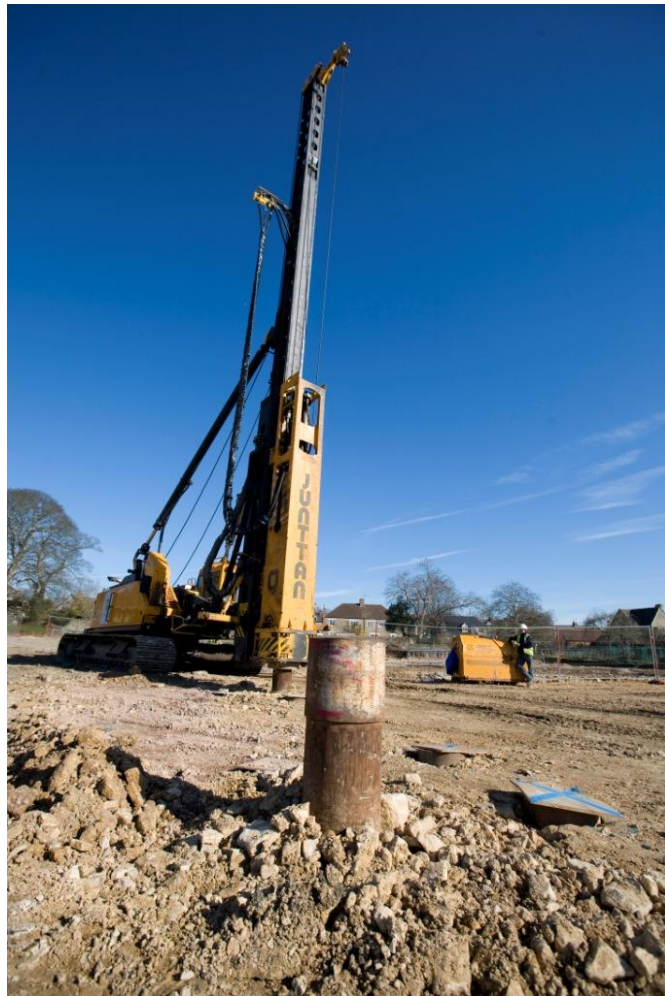


# GENERAL HEALTH AND SAFETY PROCEDURES





# **General Health & Safety Procedures**

GREEN PILING COMMUNICATIONS

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# **General Health and Safety Procedures**

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## **GENERAL HEALTH & SAFETY PROCEDURES**

# **Introduction**

These General Health and Safety Procedures are intended to clarify and confirm the procedures to be adopted in order to maintain the highest levels of health and safety.

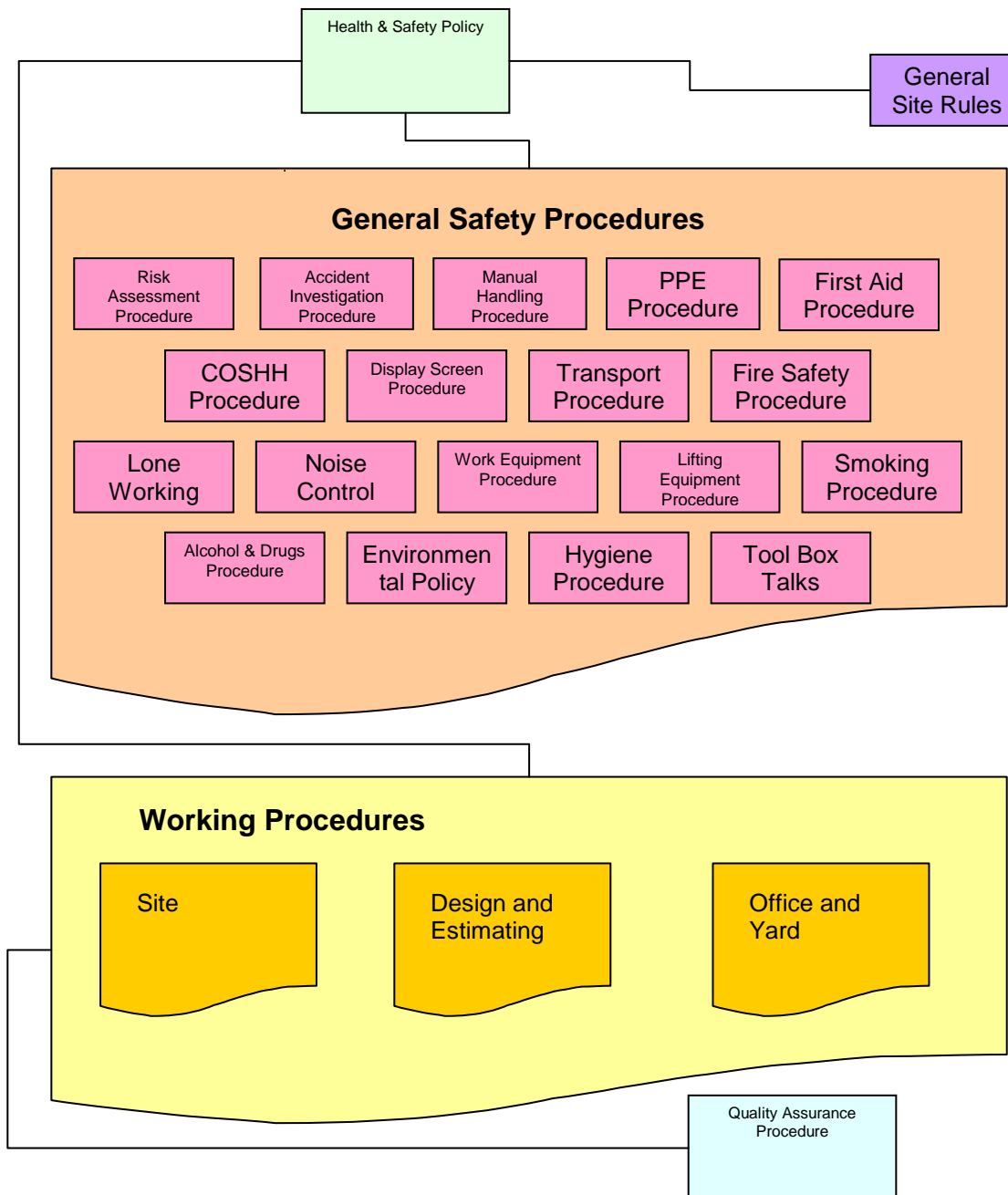
These procedures could be thought of as policies (little “p”) of Green Piling Limited and have been written in the accepted format for policies with an objective, organisation (responsibilities) and arrangements for achieving objective.

The next page sets out the map of how these and other procedures fit in with the Health and Safety Policy.

**GENERAL HEALTH & SAFETY PROCEDURES**

# Policy and Procedures

*As part of the management of health and safety general rules and procedures have been developed to inform and manage health and safety issues. This map identifies the relationships between the health and safety policy and procedures used at Green Piling.*



## GENERAL HEALTH & SAFETY PROCEDURES

# Risk Assessment Procedure

### OBJECTIVES

*To provide a system that will ensure that so far as is reasonably practicable, risks to Company employees, sub-contractors, and others are assessed, eliminated or reduced to an acceptable level.*

### RESPONSIBILITY

Responsibility for communication and compliance with this procedure rests with the Directors of the company.

Rob Pointer shall manage implementation of this Procedure within the company.

Rob Pointer shall be given sufficient time, resource, training and information to carry out this responsibility effectively.

### ARRANGEMENTS

#### **Premises' and off site activities**

A register of all plant and equipment shall be developed and maintained. A risk assessment shall be carried out on each significant item of equipment and for the piling rigs include further assessment of Rig activity in the project risk assessment/ safety plan.

This assessment shall take into account:

- The nature of the hazards
- The people at risk
- The harm potential of each hazard
- The probability of exposure to the hazards
- The adequacy of existing controls
- Further action that is required.

The risk assessment shall be documented and retained safely.

This will assist in the development of safe systems of work and demonstrate compliance with the relevant statutory provisions.

Further regulation specific risk assessments shall be carried out as identified

Each risk assessment shall be reviewed annually or in the event of significant change to equipment, environment, people or process.

#### **Newly purchased Plant or Equipment**

Prior to commissioning of new plant and equipment or second hand or relocated plant and equipment a responsible person shall notify a Director of the company in sufficient time to allow them to arrange for a risk assessment to be completed. The Directors will be responsible for ensuring that actions identified from risk assessments are progressed and closed-out.

#### **Information and Training**

Advice or assistance on the implementation of this Procedure may be obtained from a company Director or the Health and Safety Advisor.

#### **Monitoring of Compliance**

On an annual frequency Rob Pointer or the Health and Safety Advisor shall carry out a random sample to examine compliance with this procedure.

#### **Documentation**

Documentation to administer this procedure

1. Safety plan/risk assessment: Project
2. Risk assessment forms: Task

**GENERAL HEALTH & SAFETY PROCEDURES**

- 3. Risk assessment forms: Machinery
- 4. Safe systems of work: SSW

# Accident Investigation and Reporting Procedure

## OBJECTIVE

*To ensure that any accident or incident within the company is adequately investigated, appropriate corrective actions applied and reported to the relevant individual or body in the prescribed manner.*

## RESPONSIBILITY

Responsibility for communication and compliance with this Procedure rests with the Directors of the Company.

Responsibility for the investigation of an accident/ incident to an employee rests with the immediate Manager of the person sustaining the injury - submitting the accident / incident report.

Responsibility for the investigation of an accident / incident involving a visitor to our premises rests with the Office Manager.

Responsibility for the reporting of personal injury, dangerous occurrence, property damage accidents and near miss incidents rests with the person directly affected by the situation.

## ARRANGEMENTS

All personal injury, property damage accidents and near miss incidents shall be reported by the affected person to their immediate manager or supervisor by the quickest practicable means.

An accident / incident report shall be completed in accordance with the table below and follow protocol written in the Accident/Incident Reporting Procedures Rev 1.issued 22/06.05. Accident / incident report forms shall be held at Head Office.

Following receipt of an accident / incident report the immediate manager shall investigate the incident, complete their section of the report and pass the completed document through normal communication channels to one of the company Directors. (a summary of the protocol is provided in the accident/incident reporting procedure.

The types of incident to be investigated and the personnel to be involved in the investigation shall be as follows

<b>Incident Type</b>	<b>Investigating Team</b>	<b>Reporting Arrangements</b>
<b>Minor Injury</b> e.g. small cuts	Immediate Manager Supervisor	Company Accident book Site Accident Book
<b>Any loss time injury</b> over 4 Hour to include RIDDOR >three days absence injury or any property damage incident	Immediate Manager Director	Accident book and accident/incident report form. Copy to a Director within 24 hr and to H.S. E. on form F2508 if required.
<b>Visitor Injury</b>	Office Manager	As previous
<b>Sub-Contractor</b>	General Manager and Director	As previous
<b>Major Injury or Dangerous Occurrence</b> Fatality Amputation	Senior Manager Immediate Manager Health & Safety	Immediate notification by senior Manager by telephone to: Managing Director and Health &

**GENERAL HEALTH & SAFETY PROCEDURES**

<p>Immediate admission to hospital of a person injured at work  Major Fire  Any uncontrolled release to atmosphere or drain  Any partial or full over-turning of piling rig.  Any collapse or major damage to building or structure  Failure of any lifting device or uncontrolled release of a load</p>	<p>Advisor.</p>	<p>Safety Advisor. Also HSE as applicable.   Accident book and accident/incident report form. Copy to MD. and Safety Advisor within 24 hr and to H.S. E. on form F2508 if required.</p>
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On return to work following the accident/incident the affected person shall be interviewed by their immediate manager to communicate any actions that the individual or the Company has to take. The result of the investigation and the interview shall be recorded on the personnel file of the affected person.

**Information and Training**

Advice or assistance on the implementation of this Procedure may be obtained from a Director or the Company Health and Safety Advisor.

**Monitoring of Compliance**

On an annual frequency Rob Pointer or the Health and Safety Advisor shall carry out a random sample to examine compliance with this Procedure.

**Documentation**

1. Accident book
2. accident/incident report form
3. Form F2508 or HSE web site reporting

# Manual Handling Procedure

## OBJECTIVE

*To ensure that so far as is reasonably practicable that company employees and sub-contractors are not put at risk of injury while carrying out manual handling activities during work.*

## RESPONSIBILITY

Responsibility for communication and local compliance with this Procedure rests with the senior Directors of the company.

Rob Pointer shall manage implementation of this Procedure within the company.

Rob Pointer shall be given sufficient time, resource, training and information to carry out this responsibility effectively.

## ARRANGEMENTS

An evaluation of all significant work activities shall be undertaken to identify situations where workers are required to lift, lower, carry, push or pull materials or objects which pose a risk to their health and safety in the course of their duties. Where such activities are identified an assessment of the activity shall be carried out

On completion of the assessment action shall be taken to reduce the identified risks to the lowest practicable level.

When taking into account methods to reduce risks consideration shall be given to, introduction of mechanical assistance, adjustment of existing equipment or locations, changes in working patterns or duties and the capability of individuals. Action taken to reduce the risks shall be recorded on the assessment. Assessments shall be reviewed in the event of any significant change in the process or situation and annually if no change has taken place to ensure their continuing suitability.

### Information and Training

All staff shall undergo a period of manual handling training at induction and on specific tasks during their task training. This training shall be refreshed at regular intervals throughout their employment. More than a third of lost time injuries at work are caused by manual handling activities. Simple, common sense measures can be taken to reduce these risks.

The four most important steps are to:

1. follow safe system of work, using handling aids properly and effectively
2. never take personal risks by attempting to lift any item or object which is beyond your individual capability to safely handle.
3. report any problems in the working activity or equipment as soon as these arise and ask for assistance where necessary
4. Maximise the use of lifting aids - chains and slings when handling piles to eliminate or minimise the need for levering, do not over strain when levering to position piles.

### Safe System of Work

Poor lifting, levering and carrying techniques can result in discomfort and increase the risk of injury. In extreme circumstances, these injuries can have permanent effects. These risks can be reduced by adopting the following simple precautions.

1. Ensure that formalised systems of work which have been designed for the work activity are complied with.
2. Make full and proper use of aids to lifting and carrying, such as chain slings, and other approved lifting equipment. (agree use with the General Manager)
3. Stack piles in a way that allows safe access for applying chains and slings without having to strain using a levering bar.

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4. Use the legs and knees to bend and lift — do not lift with a bent the back.
5. Take extra care with tasks which require stretching or twisting.
6. Lifting gas bottles in or out of vehicles must be completed by two men.
7. Ensure that regular rest breaks are taken where manual handling activities are repetitive or to prevent the onset of fatigue.
8. Ensure that there are no sharp, or hot edges which could cause injury (that piles have cooled after burning off the “off cuts).
9. Ensure that work areas are free from any significant obstruction.
10. Make full and proper use of personal protective equipment.
11. Report any problems or concerns associated with manual handling operations to the construction site manager (if applicable) and to your immediate manager.

Advice or assistance on the implementation of this Procedure may be obtained from a company Director or the Health and Safety Advisor.

### **Record Keeping**

Records will be kept of all manual handling assessments which have identified a possible significant risk of injury and will include the following.

1. Location/Site
2. Activity under assessment.
3. Description of activity/present system of work.
4. Previous accident/damage statistics
5. Numbers of employees involved.
6. Groups or individual employees or sub-contractors identified as being at higher risk.
7. Significant risks identified from assessment.
8. Existence and effectiveness of existing control measures.
9. Any further controls which are required.
10. Target date for implementation of controls.
11. Date for review.
12. Name of assessor(s).
13. Date of assessment.

### **Monitoring of Compliance**

On an annual frequency Rob Pointer or the Health and Safety Advisor shall carry out a random sample to examine compliance with this Procedure.

### **Documentation**

Documentation to administer this procedure:

1. Manual Handling Assessment form
2. Manual Handling Guidance – handout material

## GENERAL HEALTH & SAFETY PROCEDURES

# Personal Protective Equipment Procedure

### OBJECTIVES

*To ensure that where risks cannot be removed or reduced by engineering or other means company personnel, sub-contractors and visitors are protected from hazards by the most suitable and effective equipment.*

### RESPONSIBILITIES

Responsibility for communication and compliance with this Procedure rests with the Directors of the company.

Rob Pointer shall manage implementation of this Procedure within the company.

Rob Pointer shall be given sufficient time, resource, training and information to carry out this responsibility effectively.

### ARRANGEMENTS

The need for the use of Personal Protective Equipment (PPE) shall be identified by specific legislative requirement or by risk assessment in line with E. C. Directives and UK Legislation. Risk assessments shall be led by those who have had training in risk assessment techniques and undergone health and safety training to an approved standard. During risk assessment consideration shall be given to the risks to :-

- Head hazards from articles falling from above and bumps in space restricted areas
- Eyes hazards from flying particles, splashes or burning equipment
- Hearing hazards from exposure to excessive levels of noise
- Respiratory hazards from inhalation of dusts or fumes
- Body /Hand hazards from skin contamination, chemicals, cuts, burns, falls or abrasions
- Feet hazards from chemical contamination or by falling/rolling objects

Personal Protective Equipment shall only be used if there is no reasonably practicable engineering solution, or to assist an engineering control of the hazard. Personnel issued with Personal Protective Equipment shall be given information, instruction and training on :-

- The nature of the hazard the equipment is designed to protect them from
- The likely effects of exposure to the hazard
- When the equipment is to be worn
- company rules and construction industry standards
- How to fit/wear the equipment
- How to store the equipment
- How to maintain the equipment
- When and how to replace the equipment

On completion of training staff shall be required to sign an acknowledgment that this training has been received.

Areas where Personal Protective Equipment has to be worn shall be identified by signs that comply with Safety Signs and Signals Regulations 1996.

The use of Personal Protective Equipment in designated areas is obligatory and non compliance is a disciplinable offence.

## **GENERAL HEALTH & SAFETY PROCEDURES**

Personal Protective Equipment issued shall comply with relevant BS or CEN standards. Where possible a choice of equipment shall be made available. (as long as this does not compromise safety).

Storage arrangements shall ensure prevention of damage and contamination of the equipment.

### **Information and Training**

Advice or assistance on the implementation of this Procedure may be obtained from a Director or the Health and Safety Advisor.

### **Monitoring of Compliance**

On an annual frequency Rob Pointer or the and Safety Advisor shall carry out a random sample to examine compliance with this procedure.

Contracts Managers shall audit the wearing of PPE as part of their site visit programme.

### **Documentation**

Documentation to administer this procedure:

1. PPE Assessment Form
2. PPE Issue Forms

## GENERAL HEALTH & SAFETY PROCEDURES

# First Aid Procedure

### OBJECTIVE

*To ensure all employees, sub-contractors and visitors shall have access to adequate and appropriate first-aid equipment and facilities while they are at work, including situations off site activities are undertaken. (construction site work).*

### RESPONSIBILITY

Responsibility for communication and compliance with this Procedure rests with the Directors of the company.

Rob Pointer shall manage implementation of this Procedure within the company.

Rob Pointer shall be given sufficient time, resource, training and information to carry out this responsibility effectively.

### ARRANGEMENTS

Employees and Sub-contractors must be informed of all arrangements for first-aid provision. Such information should be included in induction programmes for new employees and any changes in first-aid arrangements must be made known to all concerned.

Equipment and facilities include the provision of first-aid kits or boxes, first-aid rooms and designated trained first-aid personnel. What is considered adequate and appropriate in individual workplaces should be determined through the risk assessments which should indicate where any injuries are likely to occur and their potential nature.

#### Risk Assessments

Risk assessments required under the Management of Health and Safety at Work Regulations, the Control of Substances Hazardous to Health Regulations or other broad principled legislation should identify hazardous work activities and workplaces and give indication of what first-aid provisions are required. In addition, employers are recommended to take into account the following factors:

- size and nature of the workforce, ie number of employees, disabled employees, young persons, new or expectant mothers, peripatetic and/or lone workers, trainees, volunteers, etc
- distribution of the workforce, ie geographical size of the premises
- access to external accident and emergency facilities, ie local hospital Accident and Emergency departments from the work premises
- accident statistics from accident records, RIDDOR reports, sickness absences, etc
- arrangements between employers where work premises are shared
- contingency plans to cover temporary absences of trained first-aid personnel.

#### First-aid equipment

All first aiders should have access to any equipment, and all employees should have reasonable access to first aid. Although equipment will vary, all establishments, without exception, should provide at least one first-aid box.

#### First-aid boxes

These should be made of suitable material, protect the contents and be clearly marked. Minimum quantities for low-risk establishments may be considered as:

- the general guidance leaflet on first aid, IND(G)347 recommends
- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate for the work environment (detectable dressings should be available for the catering industry)
- 2 sterile eye pads

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- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings (approx 12cm x 12cm)
- 2 large sterile individually wrapped unmedicated wound dressings (approx 18cm x 18cm)
- 1 pair of disposable gloves.

In situations where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline solution (0.9%) in sealed disposable containers should be provided. The use of eye baths/cups or refillable containers is not recommended.

Extra equipment, or items required for special hazards, eg antidotes, may be kept in or near first-aid boxes but only where the first aider has been specifically trained in their use.

### **Travelling first-aid kits**

Again, the emphasis is for the contents to reflect the circumstances in which they may foresee ably be used, but the following at least should be included:

- general guidance leaflet on first aid, such as IND(G)347
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile un-medicated dressing (approximately 18cm x 18cm)
- 2 triangular bandages
- 2 safety pins
- individually wrapped moist cleansing wipes
- 1 pair of disposable gloves.

### **Supplementary equipment**

This may include suitable means for the transportation of casualties; blankets; aprons and other suitable protective equipment and scissors. Where such equipment is considered necessary it should be stored in the vicinity of the first-aid boxes.

Employers should also consider the provision of plastic disposable bags for the safe collection and disposal of soiled dressings. The local authority should be contacted for guidance on the disposal procedures to be followed.

### **Care and replacement of equipment**

Any equipment used must be replaced as soon as possible after use. All first-aid boxes, first-aid kits should be checked regularly to ensure no contents are outside their expiry date. Note: First aid does not include the treatment of minor illnesses such as headaches — therefore headache pills and/or other medications, etc must not be kept in the first-aid box.

### **First-aid Personnel and Training**

An adequate and appropriate number of "suitable persons" must be provided to render first-aid treatment at work. Again, deciding what is adequate and appropriate should be based on the risk assessments. There is no precise ratio for the number of trained first aiders to employees although the ACoP offers the following guidance:

- low risk workplaces, eg offices, shops, etc — one trained first aider to every 50 employees with an additional first aider for every 100 employees
- high risk workplaces, eg factories, docks, warehouses, etc — one trained first aider for five or more employees, with an additional first aider for every 50 employees.

### **Trained first aiders**

A "suitable person" is defined as a person who holds a Health and Safety Executive (HSE) approved first-aid course certificate. In some cases additional specialised training may also be required and undertaken where special risks exist in the workplace. Measures must be considered for the temporary or exceptional absence of trained first-aid personnel — planned and/or long-term absences should be covered by other fully trained first aiders.

### **Appointed Persons**

## **GENERAL HEALTH & SAFETY PROCEDURES**

Appointed persons are not fully trained first aiders but are designated to take responsibility for calling for medical assistance and taking charge in an emergency. They may perform certain emergency procedures, such as resuscitation, provided that they have been specifically trained to do so. They are not permanent alternatives to trained first aiders. Qualified people such as doctors, nurses or Occupational Health professionals may provide first-aid treatment if they fulfil the professional registration criteria.

### **Record Keeping**

A record should be maintained of all trained first aiders and appointed persons. In addition, a record of all first-aid treatment provided should also be maintained. Such records should contain the following information:

- date, time and location of the incident (include on and off site locations)
- name and job title of casualty
- treatment details
- details of actions taken immediately after treatment
- name and signature of the person administering the treatment.

### **Signage**

Any signs used to indicate first-aid equipment or facilities must comply with the Health and Safety (Safety Signs and Signals) Regulations 1996, ie a white St George's cross on a green background.

### **Monitoring of Compliance**

On an annual frequency Rob Pointer and the Safety Advisor shall carry out a random sample to examine compliance with this Procedure.

### **Documentation**

Documentation to administer this procedure can be found in the form of:

1. First Aid risk assessment
2. Accident book
3. Written accident/incident procedure

## GENERAL HEALTH & SAFETY PROCEDURES

# COSHH Procedure

### OBJECTIVE

*To ensure that any substance used by the company in construction, maintenance and office processes is assessed, controlled and the precautions to be taken communicated to those involved.*

### RESPONSIBILITY

Responsibility for communication and compliance with this Procedure rests with the Directors of the company.

Rob Pointer shall manage implementation of this Procedure within the company.

Rob Pointer shall be given sufficient time, resource, training and information to carry out this responsibility effectively.

### ARRANGEMENTS

An inventory of significant substances used or stored by the company shall be developed and maintained.

All substances shall be assessed against the criteria below

1. Any substance which is listed as very toxic, toxic, harmful, corrosive or irritant;
2. Any substance assigned a maximum exposure limit or for which the Health and Safety Commission has approved an occupational exposure standard;
3. Any micro organisms creating health hazards
4. Any dust in a substantial concentration in air

Any substance not in 1 - 4 above but which creates a health hazard comparable to any of them

Assessment shall be carried out utilising the documentation identified below

Monitoring of exposure shall be undertaken where there is an identified exposure limit or it is considered that there is a potentially hazardous concentration of fume, organism or dust.

Methods to control exposure shall be implemented where identified as being significant from the assessment.

Control methods shall where practicable follow the criteria of elimination, substitution, prevention or reduction of exposure by engineering controls, formal documented safe systems of work and the prevention of eating drinking and smoking in certain work areas. Where there is no practicable alternative personal protective equipment shall be provided. The results of assessments, means to control exposure and the results of any monitoring shall be directly communicated to those at risk and recorded.

People at risk shall be informed of the findings of risk assessments, and notably of the action required to control identified hazards.

Training in the full and proper use of control measures shall be given to those at risk and recorded.

Where personal protective equipment is provided the above standard shall also apply.

Where control measures are provided there shall be a system to ensure that they are maintained in an efficient state, in efficient working order and in good repair.

Records of tests, examinations and maintenance shall be retained for a period of not less than five years.

The use of control measures shall be enforced during all relevant activities.

A system shall be developed to prevent new materials entering the work place until an assessment has been carried out. The General Manager or Contracts Manager shall approve substances to be used on site prior to introduction.

## **GENERAL HEALTH & SAFETY PROCEDURES**

Assessments shall be reviewed annually or in the event of any significant change in circumstances or use of the substance.

### **Information and Training**

Advice or assistance on the implementation of this Procedure may be obtained from a Director or the Health and Safety Advisor

### **Monitoring of Compliance**

On an annual frequency Rob Pointer or the Health and Safety Advisor shall carry out a random sample to examine compliance with this Procedure.

### **Documentation**

Documentation to administer this procedure:

1. Form: COSHH Assessment
2. Form: Substance inventory list

**GENERAL HEALTH & SAFETY PROCEDURES**

# Display Screen Equipment Procedure

## OBJECTIVES

*To provide a system that will ensure that the company does not put it's personnel at risk during operations involving the use of Display Screen Equipment.*

## RESPONSIBILITY

Responsibility for communication and compliance with this Procedure rests with the Directors of the company.

Rob Pointer shall manage implementation of this Procedure within the company.

Rob Pointer shall be given sufficient time, resource, training and information to carry out this responsibility effectively.

## ARRANGEMENTS

Each person who is required to operate display screen equipment shall complete a display screen equipment work station assessment questionnaire.

The completed questionnaire shall be reviewed by the nominated person to establish that;

1. All staff using display screen equipment have received training in workstation arrangement and adjustment,
2. All equipment in use meets current statutory requirement,
3. All staff using display screen equipment have been instructed to ensure that where possible their working patterns are to be arranged in such a manner that periods of continuous use for above one hour are avoided.
4. Staff who normally use display screen equipment and in arrangement with their manager cannot avoid periods of continuous use of an hour or more at a time; and use it in this way more or less daily; and have to transfer information quickly to or from the screen are identified.

Staff who may fall into category 4 above could include, Directors, Office workers

Staff identified in category 4 above who's working patterns cannot be re arranged could qualify for eyesight screening by an Occupational Health Practitioner if required. In the event that further examination is deemed necessary by an Occupational Health Practitioner this shall be arranged at Company expense with a local optician.

Should corrective assistance be required for use with display screen equipment while at work the Company will provide this to the value of National Health Service prescription costs for lenses and frames. These will remain the property of the Company

## Information and Training

Display screen equipment safety training will be provided for all classified Users of DSE and include safe setting up workstations and potential hazards from the incorrect use of DSE.

Advice or assistance on the implementation of this Procedure may be obtained from a Director or the Health and Safety Advisor.

## Monitoring of Compliance

On an annual frequency Rob Pointer or the Health and Safety Advisor shall carry out a random sample to examine compliance with this Procedure.

## Documentation

Documentation to administer this procedure

1. Form: Display Screen Equipment – Workstation Self Assessment Questionnaire
2. Display screen equipment training records

# Transport and Travel Procedure

## **OBJECTIVE**

*To ensure that all employees whilst travelling on company business or using company vehicles are adequately protected from injury or harm.*

## **RESPONSIBILITY**

Responsibility for communication and compliance with this Procedure rests with the Directors of the company.

Rob Pointer shall manage implementation of this Procedure within the company.

Rob Pointer shall be given sufficient time, resource, training and information to carry out this responsibility effectively.

It is the responsibility of the driver to ensure that the vehicles they use (including a trailer if used) are road worthy and the vehicle meets the requirements of licensing legislation. The vehicle itself may either belong to the user or be in his possession under any agreement for hire, hire purchase, loan or lease.

## **ARRANGEMENTS**

### **Road worthiness**

All vehicles must be maintained in a road worthy condition as per Ministry of Transport inspection and in conjunction with the manufacturer's recommendations. (see drivers handbook and highway code) Never drive/use a vehicle you believe to be unsafe.

### **Daily Walk-round Checks and First Use Inspections**

A daily visual walk-round check must be undertaken before a vehicle is used. The check must be carried out by the driver before he first drives the vehicle on the road each day.

All faults must be reported to the Director responsible for transport who will arrange for the fault to be investigated and prompt action to have them put right before the vehicle is used. Daily checks are vital.

### **Drivers' Responsibilities**

Drivers will be made aware of their legal responsibilities regarding vehicle condition and the procedures for reporting defects. This is achieved by informing each driver of the defect reporting procedure as well as any other duties he/she is expected to perform. The driver should sign to show in writing that he/she has received the instruction and understands what is required.

### **Vehicle Cleanliness**

Drivers are responsible for ensuring that all vehicles are cleaned regularly on top, inside and underneath. This will make it easier to spot defects at scheduled safety inspections and during the daily walk-round checks.

### **Vehicle Drivers**

The company recognises that driving is essential for working but also represents a hazardous activity, and will accordingly take all necessary steps to reduce the identifiable risks as far as is reasonable possible. Management when performing Risk Assessments on the activities of authorised drivers will pay special attention to potential risks from driving and will seek to minimise the time taken each working day driving to achieve the minimisation of risk. All personnel are reminded that despite its familiarity driving on the roads is by far the most hazardous activity most of them undertake. All drivers must drive in accordance with the Highway Code.

### **Hazards to Others**

The risks of accidents to employees also extend to risks to other road users and pedestrians. Whatever may increase the risk of a car driver being involved in an accident on

## **GENERAL HEALTH & SAFETY PROCEDURES**

the road is likely also to increase the risk of others being involved in the accident being killed or injured.

### **Hazards to Staff**

Travelling on the roads introduces another risk which, whilst much lower than the risk of an accident is not insignificant, the risk of personal injury from criminal activity. From 'Road Rage' to the theft of possessions when in a vehicle stopped at lights. There are many examples of security as a personal safety issue.

### **Checklist for Personal Security when Driving**

- Keep car doors in town or city locked
- Keep valuables including smart briefcases, laptops etc. out of site when driving
- When parking lock whatever is left behind in the boot
- Avoid eye contact with other drivers and do not get into conflict
- Keep the car well maintained and with a surplus of fuel
- Use a mobile phone where possible to keep in contact with the office but not whilst on the move (unless hands free)
- Always approach the vehicle with the key alarm in hand and be aware of people around..
- Carry a torch integral with the key to make locating the lock easier at night.
- Always lock the car when leaving it, with valuables out of sight and look in the back seat when getting in.
- If you believe you are being followed, drive to a police station or a crowded place.
- If anyone stops to confront you, if possible do not stop - in any event keep doors and windows locked and summon help on a mobile phone.

### **Safe use of Mobile Telephones**

Employees shall not use hand held mobile telephones to make or receive calls whilst driving any vehicle, unless it is fitted into a suitable hands free adapter and using the telephone in this manner would not distract them from driving. People who are calling drivers and drivers themselves both need to agree on a Procedure of not conversing other than a brief 'if you're driving call me back'. The Highway Code advocates stopping on a journey every two hours for 15 minutes, there are a few phone calls that could not wait that long. Although not proven conclusively, current medical evidence suggests that there may be health risks associated with the prolonged use of hand held mobile telephones. The company is monitoring the situation carefully and will update this section as new information becomes available.

### **Seatbelts**

All drivers and passengers must wear seatbelts. The Highway Code is uncompromising it says plainly 'you must wear a seatbelt if fitted'. This applies to all vehicles.

### **Driving License**

Every year, each company driver will produce their driving license for the Director responsible for transport to verify that the driver is still licensed to drive a vehicle. The license of any spouse must also be produced if they also are entitled to drive a company vehicle. All drivers must report any penalty points to the above named person.

### **Vehicle Breakdown.**

In the event of a vehicle breakdown, tyre replacement / repair, contact Head Office  
For window replacement: contact the allocated Window Replacement Agent

### **Accommodation**

Only use accommodation which has been booked through the correct channels .

### **Foreign travel**

Only use travel arrangements as booked through the correct channels.

### **Drugs / Alcohol**

Only use medicines / drugs as per manufacturers instructions.

## **GENERAL HEALTH & SAFETY PROCEDURES**

Only use prescription medicines / drugs as per prescription instruction.  
Do not drive whilst under the influence of alcohol.  
Report to a Director any condition that could affect your ability to drive safely.

### **Chemicals**

All chemicals i.e. de-icer, must be used as per manufacturers instructions.

### **Manual handling**

Follow manual handling training as instructed. Minimise the risk when travelling by using trolleys provided at most public transport stations, or by using porters at hotels, stations, airports etc.

### **Information and Training**

Advice or assistance on the implementation of this Procedure may be obtained from a Director or the Health and Safety Advisor.

### **Monitoring of Compliance**

On an annual frequency Rob Pointer or the Health and Safety Advisor shall carry out a random sample to examine compliance with this Procedure.

## GENERAL HEALTH & SAFETY PROCEDURES

# Fire Safety Procedure

### OBJECTIVES

*To ensure all employees and visitors have clear and concise instructions so that prompt and effective action is taken in the event of a fire.*

*To provide means of escape, giving warning, fighting fire and measures to restrict the spread of fire.*

*To minimise the cost and disruption from fire, hasten a return to normal working and ensure as much as possible is undamaged.*

### RESPONSIBILITY

Responsibility for communication and local compliance with this Procedure rests with the Directors.

Rob Pointer shall manage implementation of this Procedure within the company.

Rob Pointer shall be given sufficient time, resource, training and information to carry out this responsibility effectively.

### ARRANGEMENTS

Evacuation Planning – note many of the requirements are the Landlords responsibility at the present time and that the Procedure will be amended should the company move to its own premises.

The company shall designate a fire assembly point. This area shall be clearly identified.

A system to establish the presence on site of personnel, visitors and contractors shall be implemented. (normally via booking in and out procedure)

A senior member of staff and a deputy shall be nominated to take charge at the assembly area and take a roll call of the above system in the event of an evacuation of the premises. (see written fire procedures and the fire procedure file).

All designated exits to a place of safety in the event of a fire shall be clearly marked with signs to the current standard. (Note land-lords responsibility at this time)

Escape routes shall be sufficiently wide, and of sufficiently short distance, to allow speedy and safe evacuation. Note land-lords responsibility at this time)

Escape routes shall be clearly marked and kept free of obstructions at all times. (Note land-lords responsibility at this time)

Emergency lighting shall provide illumination of escape routes and fire equipment in the event of mains failure and shall have routine inspections and tests.

(Note land-lords responsibility at this time)

Detailed arrangements for action in the event of a fire shall be posted at regular intervals throughout the office block.

#### **Action In the event of a fire**

In the event of a fire being discovered the person discovering the fire shall immediately activate the nearest alarm and if trained in the use of fire extinguishers tackle the fire if they consider it safe to do then report to the person in charge of the assembly point. The fire will be reported to the fire services by the Office Manager or out of working hours the person discovering the fire.

On hearing the alarm all personnel shall vacate the premises immediately in an orderly manner, shall not stay to collect personal belongings if this delays their evacuation and go to the assembly point for roll call.

Special arrangements shall be made for the evacuation of disabled persons.

## **GENERAL HEALTH & SAFETY PROCEDURES**

No one shall attempt to re-enter the premises, for any reason, until informed that it is safe to do so by the person in charge of the fire assembly area.

Fire evacuation drills shall be held at least every six months.

A written evaluation shall be made by a Senior Manager following each drill, and the arrangements improved where shortcomings have shown this to be necessary. A copy of this evaluation shall be forwarded to a Director.

### **Information and Training**

All personnel shall receive instruction in the action in the event of a fire on induction and at two yearly intervals thereafter delivered through formal training sessions. Instruction generally shall provide for the following:

- The action to be taken upon discovering a fire and the method of raising the alarm
- The location of alarm points and fire fighting equipment
- The action to be taken upon hearing the fire alarm
- Stopping machines and processes and isolating power supplies where appropriate
- The importance of fire doors and the need to close all doors in the event of a fire or on hearing the alarm
- Evacuation of the building, knowledge of escape routes and location of assembly areas

Records of the instruction, date, duration and name of the person delivering the instruction shall be held in a readily retrievable manner.

### **Risk Assessment**

A risk assessment shall be carried out to identify hazards, those at risk & precautions to be taken, using a Fire Risk Assessment Form. The risk assessment shall be reviewed annually or when a significant change that could affect the chance of fire occurs<sup>1</sup>.

A nominated person must be identified and trained to co-ordinate action in the event of a fire situation.

### **Emergency Plan**

On completion of a risk assessment, a nominated person shall formulate an emergency plan. The emergency plan shall include a drawing and shall show:

- Essential structural features such as the layout of the workplace, escape routes, doorways, walls, partitions, corridors, stairways.
- Means for fighting fire (number, type & location of fire fighting equipment)
- The location of manually operated fire alarm call points or air horns.
- The location of any emergency lighting equipment & any exit route sign
- The location of the main electrical supply switch, the main water shut off valve & gas/oil shut off valves where appropriate

The emergency plan shall provide clear instructions on:

- Employees actions on discovering a fire
- How people will be warned of a fire
- How the evacuation of the workplace will be carried out
- Where people should assemble after evacuation, & what procedures are in place for ensuring the workplace has been evacuated. The principle contractor's emergency plan will cover employees working in construction site locations.
- Identification of key escape routes, how people can gain access to them & escape from them
- The fire-fighting equipment provided
- The identification & duties of people who have specific responsibilities in the event of a fire

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<sup>1</sup> Significant change will apply where the work activities or workplace have changed and have an adverse effect on fire safety, such as the introduction of flammable substances, or the obstruction of clear access

**GENERAL HEALTH & SAFETY PROCEDURES**

- Arrangements for the evacuation of visitors, contractors, disabled people, members of the public
- Where appropriate, any processes or equipment which need stopping or isolating
- Specific arrangements for high risk areas of the workplace, if necessary
- How the emergency services will be summoned, & who holds responsibility for this
- Procedures for liaising with the emergency services on their arrival, & notifying them of any specific risk, e.g. the location of highly flammable materials

The emergency plan must be made available to employees.

As part of the induction training programme, all personnel must receive instruction regarding

- The location & use of the escape routes from where they are working
- The location, operation & meaning of the fire alarm system where they are working
- Within a month of the induction programme, personnel shall receive thorough training on:
  - The actions to be taken on discovering a fire
  - How to raise the alarm & what happens then
  - The action to be taken upon hearing the alarm
  - The procedures for alerting members of the public & visitors
  - The arrangements of calling the emergency service
  - The evacuation procedures to ensure everyone in the workplace reaches an assembly point
  - The location & use of fire-fighting equipment
  - The location of fire exits, especially those not in regular use
  - How to open all escape doors, including the use of any emergency fastenings
  - The importance of keeping fire doors closed to prevent the spread of fire, heat & smoke
  - How to stop processes & equipment & isolate power supplies in the event of a fire
  - The importance of general fire safety & good housekeeping.

**Maintenance of Fire Detection & fire-fighting Equipment**

See next page The Fire Officer shall ensure that the following fire detection systems are inspected & tested as required.

The Fire Officer shall ensure that the following fire detection systems are inspected & tested as appropriate. All tests/certificates must be recorded in the Fire Safety Log.

Equipment	Period	Action
Fire alarm system	Monthly	Call points and stations shall be visually inspected. Inspections must be recorded in the Fire Safety log
	Quarterly	Entries in the Fire Safety Log shall be checked & necessary action taken as required. The alarm sounders shall be checked by operation of a call point from one zone. The operation of the air-horn alarm sounder shall be checked. A visual inspection shall be carried out of whether structural or occupancy changes have affected the requirements for the siting of manual call points & sounders.
	Annually	The inspection & test routines detailed above A visual inspection of all fittings & equipment shall be carried out On completion, a record of inspection and results will be entered in the fire log book.

**GENERAL HEALTH & SAFETY PROCEDURES**

Emergency lighting system	Monthly	Each self-contained luminaire & internally illuminated exit sign shall be energised from its battery by simulation of a failure of the supply. Each central battery system shall be energised from its battery by simulation of a failure of the supply to the normal lighting for a period sufficient only to ensure that each lamp is illuminated The period of simulated failure shall not exceed one quarter of the rated duration of the luminaire/sign. At the end of the test period, the supply shall be restored & any indicator lamp/device checked to ensure normal supply has been restored
	Six Monthly	The monthly inspection shall be carried out & the following tests made: Each 3-hour self-contained luminaire & internally illuminated sign shall be energised from its battery for a continuous period of 1 hour. If the luminaire has a duration rating of 1 hour, then the period of simulated failure shall be 15 min. Each 3h central battery system shall be energised from its battery for a continuous period of 1h. If the system is rated at 1h, the simulated failure shall be 15 min During this period, all luminaires & signs shall be examined visually to ensure correct functioning. At the end of the test period, the supply shall be restored & any indicator lamp/device checked to ensure normal supply has been restored
Smoke detectors	Weekly	One detector shall be operated to test the system. Tests must be recorded in the Fire Safety Log
	Quarterly	Entries in the Fire Safety Log shall be checked & necessary action taken The alarm functions & indicating equipment shall be checked by operation of a detector in each zone A visual inspection of whether structural or occupancy changes have affected the requirements for the siting of detectors shall be carried out. The visual inspection shall also confirm that a clear space of 750mm is preserved in all directions below every detector
	Annually	The inspection & test routines detailed above A visual inspection of all cables, fittings & equipment shall be carried out On completion, a certificate of testing shall be supplied
Firefighting equipment, including hose reels	Monthly	Check all extinguishers for apparent working order. Checks should include Checking the safety clip & indicating devices to determine whether the extinguisher has been operated Checking the extinguisher for external corrosion, dents or damage that could impair its operation.
	Annually	Full service by a competent service engineer

**Related Documentation**

1. Fire Safety Log
2. Emergency Plan
3. Fire Risk Assessment
4. Key Targets and Measures
5. Completion of six monthly evacuation drills
6. Completion of two years training cycle for all employees
7. Fire Safety Log maintained (including risk assessment)

**Monitoring of Compliance**

On an annual frequency Rob Pointer or the Safety Advisor shall carry out a random sample to examine compliance with this Procedure.

## **Lone Working Procedure**

### **OBJECTIVE**

*To ensure that so far as is reasonably practicable that employees are not put at risk of injury whilst working alone.*

### **RESPONSIBILITY**

Responsibility for communication and compliance with this Procedure rests with the Senior Directors.

Rob Pointer shall manage implementation of this Procedure within the company.

Rob Pinter shall be given sufficient time, resource, training and information to carry out this responsibility effectively.

### **ARRANGEMENTS**

Although employers must ensure that all categories of workers are adequately trained, lone workers may need special training. Sometimes the precise whereabouts of workers is not known. Nevertheless, arrangements must be made to ensure that such workers are communicated with at suitable intervals (the degree of risk determines what constitutes a suitable interval). The means of communication is for the employer to determine, but the telephone is an obvious means, with mobile telephones for rig operators who may be working on construction site locations, or the fitter working in isolation at certain times. Alternative arrangements can usually be made to provide workers with basic facilities for their safety, health and welfare. Certain lone workers do not always have the right equipment for the job and may want to improvise. Persons at work must be trained and instructed not to employ potentially dangerous short cuts. Often, complete written instructions need to be given. All job functions need to be considered to identify hazards and to assess risks.

#### **Degree of risk**

Whether or not a person is allowed to work alone out of normal hours depends both on the degree of risk posed by the work, and on the individual. The risks identified are likely to be greater for lone workers.

The health and safety risk involved in "staying behind at the office" is small but plant/machine maintenance, for example, give rise to a foreseeable risk of injury. As the risk increases the problems of lone working require greater attention.

The person left to do the work should be responsible and, when necessary, properly trained. The individual's health is also important (for example, it is worth checking with employees who may have to work alone that they have no history of epilepsy, certain forms of which may be aggravated by certain types of work).

#### **First Aid**

If a lone worker sustains a minor injury, he or she may be able to use a first aid box, or phone for help. However, a more serious injury may mean that the worker cannot help him or herself or use the phone. Where more serious injuries are foreseeable then the absence of a colleague to administer or at least organise help could be construed as insufficient first aid cover.

Guidance given in the Approved Code of Practice for First-aid at Work says that for peripatetic workers who work in urban areas and are involved in sales, delivery, inspection or other low hazard work, the central first aid provisions at the employer's establishment should be sufficient. However, lone workers or small groups of workers should be provided with travelling first aid kits if they work in isolated locations, in places where access to emergency facilities is difficult or with dangerous tools or machinery.

## **GENERAL HEALTH & SAFETY PROCEDURES**

Regular phone calls from outside can be used to confirm a lone worker's status, and is an example of one method of reducing risks to lone workers.

When taking into account methods to reduce risks consideration shall be given to, adjustment of locations, changes in working patterns or duties and the capability of individuals. Action taken to reduce the risks shall be recorded via risk assessment. Assessments shall be reviewed in the event of any significant change in the process or situation and annually if no change has taken place to ensure their continuing suitability.

- Lone worker in the following environments should be
- Low risk 4 hours
- Medium risk 1 hour
- High risk areas, No lone workers

### **Definitions**

- Low risk           Offices
- Medium           General production and warehousing
- High risk           Working at heights / maintenance / engineering / electrical

On completion of the assessment action shall be taken to reduce the identified risks to the lowest practicable level.

### **Information and Training**

Staff shall undergo lone worker training at induction if it is relevant to specific tasks during their normal working pattern. This training shall be refreshed at regular intervals throughout their employment.

Advice or assistance on the implementation of this Procedure may be obtained from a Director or a senior Manager.

### **Monitoring of Compliance**

On an annual frequency Rob Pointer or the Health and Safety Advisor shall carry out a random sample to examine compliance with this Procedure.

### **Documentation**

Documentation to administer this procedure

- Risk Assessments for lone working

**GENERAL HEALTH & SAFETY PROCEDURES**

# Noise Control Procedure

## OBJECTIVES

*To provide guidance to control or where reasonably practicable reduce the risk of employees and those that may be affected by our undertaking exposure to noise which may damage their hearing.*

## RESPONSIBILITY

Responsibility for communication and compliance with this Procedure rests with the Directors of the company.

Rob Pointer shall manage implementation of this Procedure within the company.

Rob Pointer shall be given sufficient time, resource, training and information to carry out this responsibility effectively.

## ARRANGEMENTS

### Initial Survey

An initial survey of all noise exposures shall be carried out in locations that are applicable such as inside the piling rig cab and within 3 metres of the working envelope of the piling rig, where noise levels meet or exceed the current noise action levels a more comprehensive assessment shall be undertaken by a competent person and subject to the findings of the assessment suitable action taken to achieve an acceptable level of noise control.

### Formal Assessment

The formal assessment shall be carried out in compliance with the relevant statutory provisions by a competent person. The competent person shall as a minimum hold the Institute Of Acoustics certificate of competence in workplace noise assessment.

Measurement of noise levels shall be taken at the discretion of the competent person and be calculated to show the daily noise dose of personnel operating in the areas measured. The assessment shall be repeated every three years or in the event of any significant change in, equipment or process. A subsequent report shall be produced and retained. The results of the assessment, the actions taken and the controls implemented shall be communicated to those at risk.

### Information and Training

Advice or assistance on the implementation of this Procedure may be obtained from a Director or Senior Manager.

### Monitoring of Compliance

On an annual frequency Rob Pointer or the Health and Safety Advisor shall carry out a random sample to examine compliance with this Procedure.

### Documentation

Documentation shall be provided by the competent person in the form of a report

# Work Equipment Procedure

## OBJECTIVE

*To provide a system that will ensure that the company does not put personnel at risk during operations involving the use of work equipment. To meet statutory duties to provide and maintain safe work equipment.*

## RESPONSIBILITY

Responsibility for communication and compliance with this Procedure rests with the Senior Directors of the company.

Rob Pointer shall manage implementation of this procedure within the company.

Rob Pointer shall be given sufficient time, resource, training and information to carry out this responsibility effectively.

Responsibility for ensuring the machine safety procedure is administered on site rests with the Contract Managers, Rig Foreman and the Maintenance Engineer.

Each responsible person nominated shall be given sufficient time, resource, training and information to carry out their responsibilities effectively.

The Provision and Use of Work Equipment Regulations 1998 (PUWER 98) make more explicit the general duties contained in the HSW Act. The Regulations apply to all work equipment, including second hand, hired or leased equipment. The provisions of the Supply of Machinery (Safety) Regulations 1992, as amended, apply to machinery manufactured on or after 1 January 1993

### Interpretation

The following definitions and terms are important in understanding the requirements laid down by (PUWER98) Regulations.

### Inspection

This means a visual or more rigorous inspection, as required by regulation 6 carried out by a competent person, and may include appropriate testing.

### Work equipment

This includes all plant, machinery, tools or installations for use at work — the definition will cover large machines such as piling rigs right through to complete entities such as ladders, hydraulic jacks, air tools, spanners etc.

### Use

This includes any activity that may be associated with the work equipment, such as starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning. Unless otherwise stated the requirements of these Regulations are absolute, i.e. they must be achieved.

### Application

The Regulations apply to:

- work equipment provided by employers for use by their employees at work
- work equipment provided by self-employed persons for their own use at work
- persons who have control of work equipment, or who use, supervise or manage it.
- the way work equipment is used.

The guidance points out that the duty on employers also extends to personal work equipment provided by the employees, where the employer agrees to this practice and that on multi-occupancy sites arrangements should be made for one employer to be responsible for compliance. The "co-operation and co-ordination" requirement under regulation 11 of the Management of Health and Safety at Work Regulations 1999 (MHSW) is relevant.

## **GENERAL HEALTH & SAFETY PROCEDURES**

### **The Company shall ensure the following:**

#### **Suitability**

Equipment provided for work is constructed or adapted so as to be suitable for its intended purpose. This includes taking account of reasonably foreseeable working conditions, inherent health and safety risks where the equipment is to be used and any risks associated with the equipment itself. Work equipment must only be used for tasks, and under the conditions, for which it is suitable. "Suitable" in this regulation means suitable with respect to the health and safety of any person. Regulation 3(1) of MHSW, ie risk assessment, is relevant.

#### **Maintenance**

Work equipment is maintained in an efficient state, in efficient working order, in good repair, and where a maintenance log is required, ie under other legislation (eg CHSWR96) or (LOLER) such logs must be kept up to date. However, the accompanying guidance does recommend that maintenance records are kept.

#### **Inspection**

Where the safety of work equipment depends on the installation conditions, the work equipment is inspected after installation and before it is used for the first time, or after it has been installed at a new location or premises. The inspections are to ensure that the work equipment has been installed correctly and are safe to use. In addition, work equipment which is exposed to conditions which may cause deterioration and consequent danger as a result of that deterioration must be inspected at suitable intervals, and whenever exceptional circumstances have occurred that may have had adverse effects on the safety of the work equipment. The inspections are to ensure that health and safety conditions are maintained, and that defects are identified and corrected quickly.

Records of all inspections must be made and kept until the next inspection has been completed and recorded. No work equipment may leave an employer's undertaking, or be used in the undertaking, if supplied by another person, unless there is accompanying physical evidence that the last inspection was carried out. Note; Construction (Health, Safety and Welfare) Regulations 1996 — have specific inspection requirements.

#### **Specific Risks**

Ensure that where the work equipment poses a specific risk to health and safety, the use and maintenance of such equipment will be restricted to designated persons who have received adequate training in the operations they have been designated to carry out.

#### **Information and Instructions; Training**

Make available to all persons using work equipment adequate health and safety information, and where appropriate written instructions on the use of such equipment. In addition shall also provide adequate health and safety training in the use of the work equipment, including any associated risks and necessary precautions with specific attention given to young or inexperienced persons.

#### **Conformity with EC Requirements**

Take reasonable action to ensure that work equipment provided for use after 31 December 1992 has been designed and constructed in compliance with any essential requirements that are contained in any relevant UK legislation which implements appropriate EC "product" Directives.

#### **Dangerous Parts of Machinery**

Take reasonable measures to prevent access to dangerous parts of machinery or stop the movement of any dangerous machinery before any part of a person enters a danger zone. A "danger zone" means any zone in or around machinery in which a person is exposed to a risk to their health and safety arising from contact with a dangerous part.

## **GENERAL HEALTH & SAFETY PROCEDURES**

### **Protection Against Specified Hazards**

Take reasonable measures to prevent, or if this is not reasonably practicable then to adequately control, exposure to any of the "specified hazards" arising from the use of work equipment. The "specified hazards" are: falling or ejected articles or substances; component rupture or disintegration, equipment overheating or catching fire and unintended or premature discharges or explosions.

### **High or Very Low Temperature**

Ensure that work equipment, components or any articles or substances which are at high or very low temperatures are protected so as to prevent burn, scald or sear injuries through contact with the offending surface.

### **Controls and Control Systems**

Ensure, where appropriate, that start and operating controls (ie controls that change speed, pressure, etc) are fitted to work equipment, and that where these controls are fitted, they can only be operated by a deliberate action. Provide work equipment with readily accessible stop controls, where appropriate, that will bring the equipment to a safe condition in a safe manner. Ensure, again where appropriate, that work equipment is provided with readily accessible emergency stop controls, unless these controls are unnecessary by the nature of the hazard and the time required to bring the equipment to a complete stop as a result of activating a normal stop control. ensure that safe systems of work are devised to prevent persons being in a danger zone created by the starting of a piece of work equipment, or where that is not reasonably practicable by ensuring an audible, visible or other suitable warning is given when work equipment is about to start.

### **Isolation from Sources of Energy**

Employers must ensure that work equipment is provided with a clearly identifiable and readily accessible means of isolating it from its energy source, where appropriate.

Reconnection of the equipment to the energy source must not expose persons using the equipment to any risks to their health and safety.

Stability Employers must ensure all work equipment is stabilised where necessary to protect health and safety. The guidance expands on this duty by suggesting that equipment liable to fall over, collapse or overturn must be fixed to the ground, stabilised, tied, fastened or clamped as appropriate.

### **Maintenance Operations**

Ensure, so far as is reasonably practicable, that work equipment is constructed or adapted to allow maintenance work that involves a risk to health and safety to be carried out while the equipment is shut down or inactive. Where this is not possible the maintenance operations will be carried out in such a way that the person doing the maintenance work is not exposed to health and safety risks and appropriate measures are taken for their protection. To Implement and maintain the written machine safety procedures and safe systems of work contained in the Work Equipment Maintenance Procedures File.

### **Employees Carried on Mobile Work Equipment**

Mobile work equipment will not be used to carry employees unless it is suitable for that purpose and incorporates measures to reduce any risks to safety (including risks from wheels or tracks), as low as is reasonably practicable.

### **Rolling Over of Work Equipment**

Risks to employees riding on mobile work equipment from its rolling over will be minimised by:

1. Assessing ground conditions prior to rig operation
2. incorporating structures that restrict work equipment from doing anything other than roll on its side, or that provide sufficient clearance to anyone being carried if it does roll over further
3. providing any device offering comparable protection.

## **GENERAL HEALTH & SAFETY PROCEDURES**

In the case of fork lift trucks ensure suitable restraining systems are fitted and worn, to prevent anyone operating the truck being crushed in the event of the work equipment rolling over.

### **Keeping Information**

Information recorded on external and internal examination/inspection reports will be kept available for inspection for two years after it is made.

### **Monitoring of Compliance**

On an annual frequency Rob Pointer or the Health and Safety Advisor shall carry out a random sample to examine compliance with this Procedure.

### **Documentation**

1. Maintenance procedures file
2. Rig – Daily inspection checklist
3. Rig – Weekly inspection Checklist
4. Plant report sheet
5. Service report sheet
6. Work equipment – Pre-specification form

**GENERAL HEALTH & SAFETY PROCEDURES**

# Lifting Equipment Procedure

**OBJECTIVE**

*To provide a system that will ensure that the company does not put personnel at risk during operations involving the use of work equipment. To meet statutory duties to provide and maintain safe work equipment.*

**RESPONSIBILITY**

Responsibility for communication and compliance with this Procedure rests with the Directors of the company.

Rob Pointer shall manage implementation of this Procedure within the company.

Rob Pointer shall be given sufficient time, resource, training and information to carry out this responsibility effectively.

**Lifting Equipment Definitions**

Accessory for lifting	Any work equipment used to attach loads to the lifting machinery (includes the pile line and swivel hook etc).
Lifting equipment	Work equipment used for lifting or lowering loads — attachments used for anchoring, fixing or supporting the lifting equipment are included in the definition
Lifting operation	Any activity involving the lifting or lowering of a load (includes piling operations & loading/unloading piles)
Load	The item being lifted or lowered (includes the hammer of a piling rig and the pile)
Work equipment	Any machinery, appliances, apparatus, tools or installations used at work (including piling rig)

**ARRANGEMENTS**

Employers have duties under these Regulations in situations where lifting equipment is used by employees at work. Self-employed persons have a similar duty with regard to lifting equipment they use at work. In addition, persons who have any control of lifting equipment, or who use, supervise or manage the use of lifting equipment also have a duty under the Regulations but only to the extent of their control — these duties do not apply in cases where the lifting equipment has been supplied by way of sale, agreement for sale or hire purchase agreement.

**Strength and Stability**

Lifting equipment must be of adequate strength and stability for each individual load raised or lowered and particular attention must be paid to the stresses incurred at the mounting or fixing points. Load parts and any attachments used in the lifting operation must also be of adequate strength.

**Lifting Equipment for Lifting Persons**

Lifting equipment used for lifting people must prevent anyone using it from being crushed, trapped or struck, or from falling from the carrier. Similar precautions are required for work activities being carried out from the carrier, as far as reasonably practicable. There must also be suitable devices to prevent the risk of a carrier from falling. If this risk cannot be prevented the carrier must have an enhanced safety coefficient suspension rope or chain which must be inspected on each working day. People trapped inside a carrier must be protected from danger and be able to be freed.

## **GENERAL HEALTH & SAFETY PROCEDURES**

### **Positioning and Installation**

Lifting equipment must be positioned and installed so as to be safe, and minimise the risks, as far as reasonably practicable, of the lifting equipment or its load striking a person, or its load drifting, falling freely or being unintentionally released, in accordance with the Lifting Plan in the Safety Plan.

### **Marking of Lifting Equipment**

Lifting equipment must be clearly marked with its safe working loads. In situations where the safe working load is reliant on the equipment configuration, the safe working load for each configuration must be clearly marked on the lifting equipment. Alternatively, information containing these details must be kept with the lifting equipment. Accessories used in lifting operations must be marked with any information necessary to ensure their safe use. Lifting equipment intended for lifting people must be clearly marked as such. Any lifting equipment not intended for lifting people but which may be mistakenly used as such must also be clearly marked to this effect.

### **Organisation of Lifting Operations**

Lifting operations involving lifting equipment must be properly planned by a competent person, appropriately supervised and carried out in a safe way.

### **Thorough Examination and Inspection**

Lifting equipment must be thoroughly examined for defects before it is put into service for the first time. This does not apply in situations where the lifting equipment has not been used before and there is an accompanying EC declaration of conformity (where this is appropriate) which is less than 12 months old before the lifting equipment was put into service. Lifting equipment obtained from a third party must be accompanied by physical evidence of the last thorough examination before it is approved for use by the new owner. Lifting equipment must also be thoroughly examined to ensure correct installation and safe operation after it has been installed and before being put into service for the first time, or after it has been relocated, if its safety is dependent on its installation. Where lifting equipment is exposed to conditions that may cause deterioration likely to result in danger it must be thoroughly examined as follows: lifting equipment for lifting people: at least every 6 months other lifting equipment: at least every 12 months.

In both cases a competent person must draw up an examination scheme, ie a suitable scheme that determines the frequency of the thorough examinations. Lifting equipment must also undergo a thorough examination if exceptional circumstances have occurred that may adversely affect the safety of the lifting equipment. Lifting equipment which was required to be thoroughly examined under specified legislation that has been repealed or revoked by these Regulations, must undergo another thorough examination before the date on which the previous thorough examination is due for renewal. This task is generally carried out by applicable Insurance Companies.

### **Reports and Defects**

The person undertaking the thorough examination must notify the employer immediately of any defects that are, or could be, a danger to people, and as soon as practicable submit a written and signed report to the employer and, if appropriate, the person hiring or leasing the lifting equipment. The enforcing authority must also receive a copy of any report where there is an existing or imminent risk of serious personal injury due to a defect in the lifting equipment. For lifting equipment that has been hired or leased the enforcing authority is the Health and Safety Executive (HSE), in other cases it is the enforcing authority for the premises.

The information required to be included in a thorough examination report is as follows:

1. Name and address of employer.
2. Address of premises at which the thorough examination was made.
3. Lifting equipment identity marks, including date of manufacture if known.
4. Date of last thorough examination.

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5. Safe working loads, including those associated with equipment configurations.
6. Where the thorough examination relates to the installation or assembly of the lifting equipment, notification that it has been installed correctly and is safe to operate.
7. Information as to whether the thorough examination relates to a 6 or 12 monthly examination carried out under an examination scheme, or an examination carried out in cases of exceptional circumstances where the safety of the lifting equipment may have been jeopardised. The report should also state that the lifting equipment is safe to operate.
8. Details and identification of any parts found to be defective, including a description of the defect, where the defect is or could become a danger to people.
9. Details of any necessary repairs, renewals or alterations to correct a defect.
10. Where the defect may represent a danger to people the following must be included:
  - 10.1. the time in which the defect could become a danger.
  - 10.2. details of repairs, renewals or alterations necessary to correct the defect.
  - 10.3. the latest day on which the next thorough examination must be carried out.
  - 10.4. details of any tests if these are included in the thorough examination.
  - 10.5. the date.
11. Name, address, qualifications and employment status of the person making the report. If the person is an employee then the name and address of his or her employer must be included.
12. Name and address of the person signing or authenticating the report.
13. Report date.

Defects noted during an inspection of the lifting equipment which pose or may pose a danger to people must also be notified to the employer immediately. A written record of the inspection must be made. Employers may not use any lifting equipment notified as having a defect before the defect is corrected. In cases where the defect could become a danger, the lifting equipment may not be used after the time specified in the report (ie the time after which the defect is deemed by the competent person to be dangerous) until the defect is corrected.

### **Keeping of Information**

The company must retain EC declarations of conformity that relate to lifting equipment obtained after 5 December 1998 for as long as they operate the lifting equipment. Thorough examination reports for lifting equipment must be retained until the lifting equipment ceases to be used, while the thorough examination reports for lifting equipment accessories must be kept for two years. Thorough examination reports relating to the installation or assembly of lifting equipment must be kept until the equipment ceases to be used at the location where it was installed or assembled. Thorough examination reports that relate to the deterioration in condition of lifting equipment must be kept either until the next report is made, or for two years, whichever is the later.

Records relating to the inspection of lifting equipment must be kept until the next record is made.

Finally: A formal record of disposal of damaged lifting equipment or items removed from service for other reasons should be kept and clearly show the date removed from service.

### **Monitoring of Compliance**

On an annual frequency Rob Pointer or the Health and Safety Advisor shall carry out a random sample to examine compliance with this Procedure.

### **Documentation**

Documentation to administer this procedure will be found in the form of:

1. Competent persons inspection reports
2. Rig – Daily inspection checklist
3. Rig – Weekly inspection Checklist
4. Plant report sheet

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5. Service report sheet
6. Lifting item disposal record
7. Rig lifting equipment schedule

## **Smoke Free Procedure**

### **OBJECTIVE**

*This Procedure has been introduced to protect all employees, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006. Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.*

### **RESPONSIBILITY**

Overall responsibility for Procedure implementation and review rests with David Green Managing Director However, all staff are obliged to adhere to, and support the implementation of the Procedure. The person named above shall inform all existing employees, contractors and visitors of the Procedure and their role in the implementation and monitoring of the Procedure. They will also give new personnel a copy of the Procedure on recruitment and at induction.

### **ARRANGEMENTS**

It is the Procedure of Green Piling Ltd that our workplaces are smoke-free, and all employees have a right to work in a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This Procedure applies to all employees, contractors, customers and visitors.

### **NON-COMPLIANCE**

Disciplinary procedures will be followed if a member of staff does not comply with this Procedure. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

### **HELP TO STOP SMOKING**

The NHS offers a range of free services to help smokers give up. Visit [gosmokefree.co.uk](http://gosmokefree.co.uk) or call the NHS Smoking Helpline on 0800 1690 169 for details. Alternatively you can text "Give Up" and your full postcode to 88088 to find your local NHS Stop Smoking Service.

## GENERAL HEALTH & SAFETY PROCEDURES

# Drugs and Alcohol Procedure

### OBJECTIVE

*To detail the company rules and procedure relating to drugs and alcohol, and to formally communicate this information to all employees.*

### RESPONSIBILITY

Responsibility for communication and compliance with this Procedure rests with the Directors of the company.

Rob Pointer shall manage implementation of this Procedure within the company.

Rob Pointer shall be given sufficient time, resource, training and information to carry out this responsibility effectively.

### ARRANGEMENTS

The aim of the Green Piling Ltd is to be free from drug and alcohol abuse by any of the employees of the Company. The Company has a duty of care to all its employees. Any persons under the influence of drugs or alcohol may well breach that duty of care. In addition the Company believes a healthy workforce is beneficial both to the individuals and the Company. Consequently the Company wishes to be able to identify (may random drug test) counsel, treat, and/or rehabilitate any person in our employ who abuses drugs or alcohol.

This does not take away the right to discipline someone for gross misconduct whilst under the influence of drugs or alcohol. Likewise any person refusing counselling or treatment or failing to recover will be subject to the normal Company disciplinary procedure.

The Company will aim to promote the health and well-being of all its employees, try and identify employees with problems, and offer help to aid recovery.

#### **Information and Training**

Advice or assistance on the implementation of this Procedure may be obtained from a Director or the Health and Safety Advisor.

#### **Monitoring of Compliance**

On an annual frequency Rob Pointer or the Health and Safety Advisor shall carry out a random sample to examine compliance with this Procedure.

#### **Documentation**

Hand out materials and health guidance notes

# Environmental Policy and Procedure

## OBJECTIVE

*To detail the company rules and procedure relating to environmental management and to formally communicate this information to all employees. Note; part 2, a more comprehensive environmental Procedure supports this Procedure.*

## RESPONSIBILITY

Responsibility for communication and compliance with this Procedure rests with the Senior Directors of the company.

Rob Pointer shall manage implementation of this Procedure within the company.

Rob Pointer shall be given sufficient time, resource, training and information to carry out this responsibility effectively.

## ARRANGEMENTS

### **PROCEDURE STATEMENT ON THE ENVIRONMENT**

Green Piling Ltd will continually strive to make improvements in all aspects of the specialist field in which it operates, and to carry out its piling operations to the highest standard whilst maintaining a high level of social responsibility. This aspiration naturally extends to our attitude towards the environment. The company recognizes that it has a responsibility to be environmentally sound in its operations. It is therefore committed to identifying the impacts of its operations in the environment and to controlling and minimizing these as far as practicable. These Procedure requirements are met by:

- Complying with all relevant environmental legislation and those environmental standards to which the Company subscribes.
- Setting targets and objectives to achieve continual improvement in the Company's environmental management systems and in its performance.
- Preventing pollution by effective waste management, control of emissions to air and water, energy conservation and the management of materials to minimize spillage.
- Assessment of the environmental impacts of our suppliers and taking appropriate action to ensure that, where we have the influence to do so, our commitment to continual improvement is met in the products and services that we provide.
- Working with customers, where practicable, to develop materials with a reduced impact on the environment.
- Recognising that the performance of our employees is crucial in achieving our environmental goals and therefore providing the necessary information and training to ensure that they are aware of this Procedure and their individual responsibilities within the environmental management system.

### **Information and Training**

Advice or assistance on the implementation of this Procedure may be obtained from a Director or the Health and Safety Advisor.

### **Monitoring of Compliance**

On an annual frequency Rob Pointer or the Health and Safety Advisor shall carry out a random sample to examine compliance with this Procedure.

### **Documentation**

Hand out materials and health guidance notes

## GENERAL HEALTH & SAFETY PROCEDURES

# Hygiene Procedure

### OBJECTIVE

*To detail the company rules and procedure relating to Hygiene management and to formally communicate this information to all employees.*

### RESPONSIBILITY

Responsibility for communication and compliance with this Procedure rests with the Senior Directors of the company.

Rob Pointer shall manage implementation of this Procedure within the company.

Rob Pointer shall be given sufficient time, resource, training and information to carry out this responsibility effectively.

### ARRANGEMENTS

Green Piling Ltd employees work in various construction site conditions and at the company offices. As such hygiene controls will differ and in certain instances will be enforced by a principle contractor. Hygiene standards will be applied as follows :

It is the Company's aim to attain a level of office, external workplace and employee personal hygiene which meets or exceeds the requirements of all relevant legislation within the areas we operate in and our customers expectations. In order to attain this aim the Company must:-

- Implement and maintain procedures and rules defining the Company's requirements on hygiene. Each employee will receive a hygiene rules card.
- Require all personnel to adhere to our company hygiene rules
- Require all personnel to accept individual responsibility for their own hygiene and the hygiene in their immediate work area notably within the office, plant yard and out on construction site location.
- Employ sound, proven work procedures which include the reporting of any hygiene defects and the subsequent implementation of corrective action to prevent recurrence of the problem.
- Work for continued improvement in hygiene standards.
- Require managers to be responsible for implementing and operating the policies and procedures, and for ensuring that those reporting to them have the necessary training, skills and equipment to attain the highest standards of personal and workplace hygiene.

### Information and Training

Advice or assistance on the implementation of this Procedure may be obtained from a Director or the Health and Safety Advisor.

### Monitoring of Compliance

On an annual frequency Rob Pointer or the Health and Safety Advisor shall carry out a random sample to examine compliance with this procedure.

### Documentation

Hand out materials and health guidance notes

**GENERAL HEALTH & SAFETY PROCEDURES**

## **Toole Box Talk Procedure**

### **OBJECTIVE**

*To detail the company rules and procedure relating to Tool Box Talks and to formally communicate this information to all employees.*

### **RESPONSIBILITY**

Responsibility for communication and compliance with this Procedure rests with the Senior Directors of the company.

Rob Pointer shall manage implementation of this Procedure within the company.

Rob Pointer shall be given sufficient time, resource, training and information to carry out this responsibility effectively.

### **ARRANGEMENTS**

Tool box talks" will be used to brief employees and others when necessary on relevant matters associated with the company's work activities. These talks will include health, safety and welfare issues. The talks will be a two way process and employees/others will be encouraged to contribute.

#### **Information and Training**

Advice or assistance on the implementation of this Procedure may be obtained from a Director or the Health and Safety Advisor.

#### **Monitoring of Compliance**

On an annual frequency Rob Pointer or the Safety Advisor shall carry out a random sample to examine compliance with this procedure.

#### **Documentation**

Hand out materials and health guidance notes