

***Northern Piling Ltd***



**Northern Piling Ltd**

***Health and Safety Handbook***

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## Amendment Record

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Version Comment</b>
1.0	09/12/2020	Derek Bain	Document Published
2.0	05/02/2022	Chibueze Okoro	General update to include gender-neutral language.

## **Introduction**

In compliance with the requirement of Section 2 of the Health and Safety at Work etc. Act 1974, Northern Piling Ltd are effectively discharging their statutory duties by preparing a written Health and Safety Policy. A copy of the policy and associated employee handbook, which outline our health and safety arrangements and organisational structure, are held at Northern Piling Ltd's main place of business.

Northern Piling Ltd are aware that in order to ensure the health and safety policy is maintained effectively; it is essential that all references and information are up-to-date and accurate. Should any changes occur within the business e.g. introduction of new processes or systems etc. or, if changes occur that impact on the organisation of health and safety responsibilities, a nominated representative will liaise with Citation Ltd, whose Health and Safety Consultants will advise on any policy updates that are needed and arrange for such amendments to be forwarded.

The health and safety policy and management system requires constant monitoring by Northern Piling Ltd's management and reviewed particularly following changes to the business and following accidents or incidents to ensure continual legal compliance. Citation will review the policy at the time of annual inspection.

In order for Northern Piling Ltd to discharge its statutory duties, employees are required by law, to co-operate with management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work. Northern Piling Ltd encourages all employees to inform management of any areas of the health and safety policy that they feel are inadequate or misrepresented to ensure that the policy is maintained as a true working document.

## **Health and Safety Policy Statement**

The following is a statement of the Company's health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of Northern Piling Ltd to ensure so far as is reasonably practicable, the health, safety and welfare of all employees working for the Company and other persons who may be affected by our undertakings.

As a business we acknowledge that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To maintain that commitment, we will continually measure, monitor, improve and revise where necessary, our Occupational Safety and Health (OH&S) management system to ensure that health and safety standards are adequately maintained.

The Managing Director Bill Mitchell will implement the Company's health and safety policy and recommend any changes to meet new circumstances. The Company recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

The management of Northern Piling Ltd looks upon the promotion of health and safety measures as a mutual objective for themselves and employees. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the Company aims to protect everyone, including visitors and members of the public, in so far as they come into contact with our activities, from any foreseeable hazard or danger.

All employees have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Employees are also informed that they must co-operate with the Company in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. We are committed to continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The Company will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing employees of the correct procedures needed to maintain a safe working environment. We will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

**A signed copy of this statement is available on request.**



## **Environmental Statement**

We are committed to preventing pollution and to complying with all relevant environmental legislation, regulations and other environmental requirements.

We will regularly evaluate the environmental impact of our activities, products and services and we will take action to continually improve our environmental performance.

It is our policy to:

- Minimise the use of energy, water and natural resources
- Minimise waste through prevention, re-use and recycling where possible
- Dispose of waste safely and legally
- Avoid the use of hazardous materials, where practical
- Work with environmentally responsible suppliers
- Prevent environmental damage and minimise nuisance factors such as noise and air pollution.

We will define environmental objectives, targets and improvement actions that are related to this policy and to our significant environmental aspects. We will regularly evaluate progress.

We are committed to providing relevant environmental training and promoting environmental awareness to employees and, where appropriate, to suppliers and to communicating our environmental performance.

We will implement processes to prevent environmental non-conformities and to ensure that we are prepared to deal with potential environmental emergencies.

This policy will be regularly reviewed and updated to take account of organisational priorities and changes, environmental legislation and best practice.

**A signed copy of this statement is available on request.**



## Safety Management Structure



## **General Responsibilities**

As employers we have a duty to all employees, casual workers, part-time workers, trainees, visitors and sub-contractors who may be in our workplace or use work equipment provided by us. Consideration will also be given to our neighbours and the general public.

Management will ensure they:

- Assess all risks to worker's health and safety and bring the significant findings to the attention of employees
- Provide safe plant and equipment that is suitably maintained
- Provide a safe place of work with adequate facilities and safe access and egress
- Provide adequate training and information to all employees
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner
- Provide health surveillance to employees where it is deemed necessary
- Appoint competent persons to help comply with health and safety law
- Provide employees and other workers who have little or no understanding of English, or who cannot read English, with adequate supervision, translation, interpreters or replace written notices with clearly understood symbols or diagrams.

### Employees Responsibilities

The Health and Safety at Work etc. Act 1974 details two main sections which employees are required to comply with. These are: -

- All employees have a duty of care under the Health and Safety at Work etc. Act 1974, section 7, to take reasonable care of themselves and any other person who may be affected by their acts or omissions at work
- In addition to the above, Section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, lifesaving equipment, signs or firefighting equipment
- Employees also have a duty to assist and co-operate with Northern Piling Ltd and any other person to ensure all aspects of health and safety legislation are adhered to.

Employees are obliged to:

- Always follow safety rules, avoid improvisation and comply with the health and safety policy
- Only perform work that they are qualified to undertake
- Always store materials and equipment in a safe manner
- Never block emergency escape routes
- Always practice safe working procedures, refrain from horseplay and report all hazards and defective equipment
- Always wear suitable clothing and personal protective equipment for the task being undertaken
- Inform the First Aider or Appointed Person of all accidents that occur.

The Management of Health and Safety at Work Regulations require all employees to:

- Utilise all items that are provided for safety
- Comply with all safety instructions
- Report to management anything that they may consider to be of any danger
- Advise management of any areas where protection arrangements require reviewing.

#### Sub-Contractors/Self-Employed Personnel Responsibilities

Will be made aware of the organisation's health and safety policy, safety rules and:

- Will be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation
- Will comply with all instructions given by management
- Will co-operate with Management to ensure a high standard of health and safety on all contracts with which they are involved
- Will carry out risk assessments in relation to their activities, ensure that adequate health and safety arrangements are implemented and co-operate as necessary with all affected parties
- Will comply with signing in and out procedures.

## Information For employees

Information regarding health and safety law is provided in a number of ways:

- Employees are provided with a copy of the 'Employee handbook'
- The approved poster "Health and Safety Law – What You Should Know" is displayed on the premises. This poster is advisably completed with names of responsible persons. Alternatively a leaflet version of the Health and Safety Law poster is available and should be distributed to all staff
- Management and employees have access to our Health and Safety Management System that contains all relevant information with regard to recording and monitoring procedures.

## Joint Consultation

The Health and Safety (Consultation with Employees) Regulations require all employers to consult with their employees who are not represented by safety representatives, as detailed in the Safety Representatives and Safety Committees Regulations.

We recognise the importance and benefits to be gained by consultation and will maintain clear avenues of communication to ensure effective consultation between management and employees. It is the responsibility of management to ensure that consultation takes place in good time on matters relating to employees health and safety at work.

If at any time the method of consultation becomes ineffective due to the size or nature of the Company, then the organisation will recognise the rights of employees or groups of employees to elect one or more persons to act as their representative for the purpose of such consultation.

Health and safety will be on the agenda of all management meetings. Items that may be included in the meeting are:

- Review of accident statistics, near misses and trends
- New legislation
- Compliance with the objectives of the health and safety plan
- Occupational health issues
- Introduction of new technology
- Result of health and safety audits
- Review of significant findings identified by reports produced by Citation Ltd
- Completion of corrective actions
- Review of training needs.

Citation Ltd along with other professional bodies will inform senior management of any

relevant changes to health and safety. Management will disseminate this information to all relevant employees.

If any visitors or customers raise any concerns with regard to health and safety, senior management will investigate the issue and if required, take appropriate action to deal with the matter.

# **Access And Egress**

## Description

Safe access and egress includes movement of persons, equipment and vehicles into, around and out of the place of work.

## Associated Hazards

- Slips, trips and falls
- Falling objects
- Vehicle movement
- Uneven/obstructed floor
- Trailing cables
- Opening in the floor
- Unsuitable/insufficient lighting.

## Employees Responsibilities

- Follow advice and information given by the employer in relation to safe access and egress
- Regularly check that there is sufficient space to move about their work area freely and where necessary report any problems
- Report any situation to the employer where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken.

# **Accident Reporting**

## Description

There are many hazards present in all workplaces. Control measures, when implemented, should reduce the risks from those hazards to a level as low as is reasonably practicable in order to prevent accidents and cases of ill health. This arrangement provides advice and guidance to all members of staff, together with information necessary for the reporting and subsequent investigation of accidents, incidents and near misses. An accident is an unplanned event that results in personal injury or damage to property, plant or equipment. A 'near miss' is any incident, accident or emergency which did not result in an injury.

## Death

- Workers and non workers who have died of a work related accident.

## Specified injuries

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
  - cover more than 10% of the body, or
  - cause significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness, or
  - requires resuscitation or admittance to hospital for more than 24 hours.

## Over seven-day injury

This is an injury, which is not a specified injury but results in the injured person being away from work or unable to carry out their normal duties for more than seven days. Apart from the day of the accident, weekends and days that would not normally be worked, such as rest days, are counted.

### Occupational Disease

- Occupational dermatitis
- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Hand arm vibration syndrome
- Occupational asthma
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to occupational exposure to a biological agent.

### Dangerous Occurrence

There are 27 dangerous occurrences which are relevant to most workplaces, e.g:

- Collapse, overturning or failure of load bearing parts of lifts and lifting equipment
- Plant or equipment coming into contact with overhead lines
- Electrical short circuit or overload causing fire or explosion
- Collapse or partial collapse of scaffold over 5 metres high or which has been erected near water where there is the potential of drowning after a fall.

### People Not At Work

- A member of the public or a person not at work has suffered an injury and is taken from the scene of an accident to hospital for treatment to that injury
- A member of the public or person who is not at work has died.

In addition Northern Piling Ltd will ensure that:

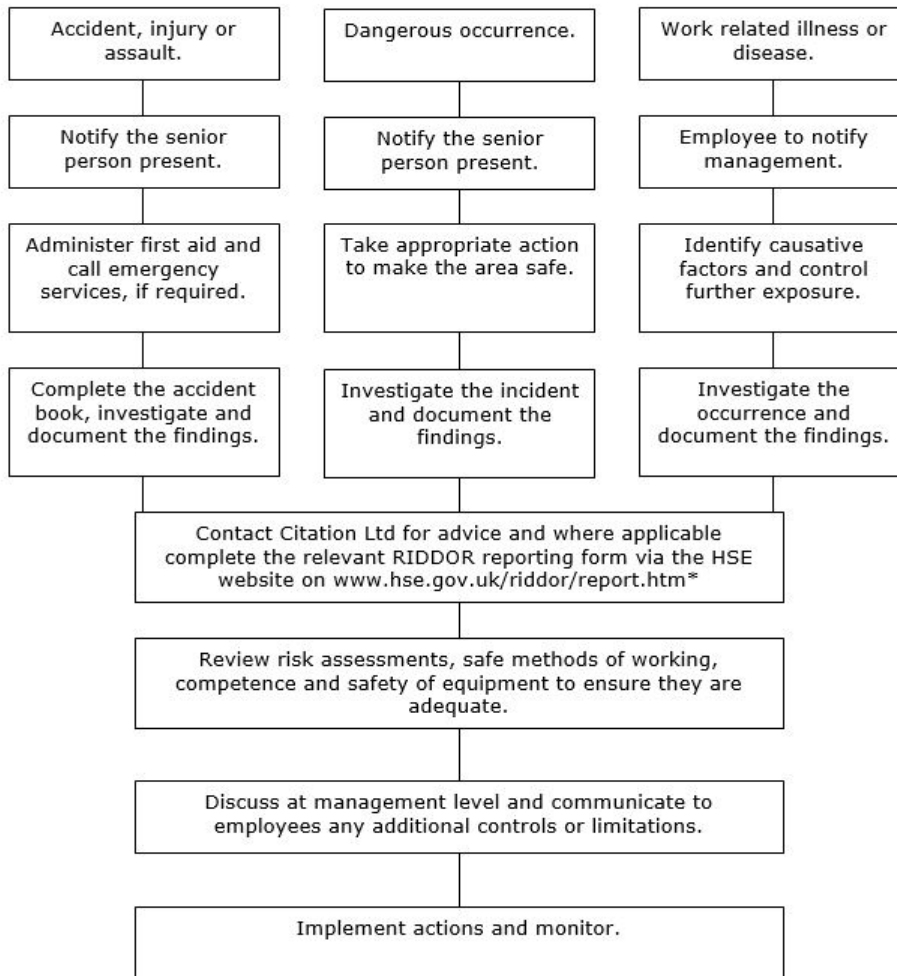
- All accidents and incidents, however minor, will be investigated to ensure the appropriate action is taken to prevent recurrence. In the majority of cases, the details contained within the accident book will constitute an investigation
- The risk assessments will be reviewed and, if necessary, further control measures will be introduced
- Improvement strategies will be implemented to help prevent or minimise occurrences, thus reducing future risk of harm.



### Employees Responsibilities

Any members of staff who are involved in, or aware of an accident must follow the accident reporting procedure and inform the employers, either orally or in writing as soon as possible after the accident occurs. The nominated person will complete the necessary documentation including accident book entry, investigation and comply with any notification and reporting requirements.

## Accident And Incident Reporting Flowchart



\*Note the Incident Contact Centre telephone reporting service is only available for specified injuries and fatalities on 0845 300 9923.

# **Alcohol And Drugs Misuse**

## Description

There is evidence that the effects of drinking or drug use or abuse can reduce personal performance and potentially increase absence rates. In jobs where safety is paramount, such as the transport industry, any form of a drug or alcohol related problem is a very serious matter and in some circumstances may be a criminal offence. The scope of this policy extends to alcohol, illicit drugs or substances and over-the-counter or prescription medication if abused or taken in an irresponsible manner.

## Associated Hazards

- Impairment of co-ordination
- Inability to drive or use equipment safely
- Lack of awareness, judgement and sense of danger.

## Disciplinary procedures

- If an alcohol or drug related problem comes to light that results in unacceptable behaviour or performance it may be dealt with in accordance with our disciplinary or capability procedures
- Behaviour or performance which is found to be unacceptable and related to alcohol or drug abuse, may, depending on the circumstances of the individual case, result in summary dismissal.

## Employees Responsibilities

Employees must:

- Inform your line manager if you are taking any prescription medications that may affect your ability to safely operate vehicles, equipment, machinery or to carry out your duties
- Not attend work at any time whilst under the detrimental influence of alcohol or drugs
- Seek help voluntarily if they recognise they have an alcohol or drug related problem
- Inform the Director if they are aware that any employees have an alcohol or drug related problem that is affecting their work. This will ensure that employees receive the necessary support and assistance.

# **Asbestos - For Trades People Or Contractors Who May Come Into Contact With Asbestos Containing Materials, ACMs**

## Description

This arrangement is for organisations whose employees may come into contact with asbestos containing materials (ACMs), but who are neither, Health and Safety Executive (HSE) Licensed Contractors, nor have been trained to work with such materials.

Thousands of commercial, industrial, residential, school and public buildings built or refurbished before 2000 are likely to contain asbestos containing materials. Workers engaging in maintenance, repair, refurbishment, alteration or demolition activities could be exposed to asbestos fibres which can be released from asbestos containing materials such as roofing sheets, ceiling tiles, pipe insulation or lagging.

Building surveyors, caretakers, carpenters, construction workers, demolition workers, electricians, fire and burglar alarm installers, roofers, gas fitters, heating and ventilation engineers, joiners, painters and decorators, plasterers, plumbers, shop fitters and telecommunications engineers, are particularly at risk of being exposed to asbestos containing materials. This list is neither exhaustive nor limited to any one trade or activity.

Asbestos is a prohibited substance and is classified as a Category 1 carcinogen.

Organisations must not work with asbestos unless they have received specific training and where relevant, be HSE Licensed Contractors.

## Associated Diseases

- Asbestosis
- Mesothelioma
- Lung cancer
- Pleural thickening and pleural plaques.

These diseases can take from 15 to 60 years to develop and can prove fatal.

## Employees Responsibilities

- Do not start work unless information with the regards to the whereabouts of asbestos in the relevant working areas has been received
- Stop work if there is a suspicion that asbestos or asbestos containing materials are present

- Not to work on materials containing or suspected of containing asbestos unless properly trained and supervised
- Report to Northern Piling Ltd any asbestos exposure or damage to asbestos containing materials
- Follow all information, instruction and training given to prevent injury or ill health.

# Confined Spaces

## Description

Each year in the UK, a number of people are killed or seriously injured during confined space work activity. These incidents occur in a wide range of industries and those who suffer can include the people working in the confined space and those who try to rescue them, if not properly trained.

A confined space can be any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions. Confined spaces include, storage tanks, silos, sewers, reaction vessels, vats, excavations and poorly ventilated rooms or spaces.

## Associated Hazards

- Fire and Explosion
- Poisonous gases, fumes, dusts or vapour
- Oxygen deficiency
- Excessive temperatures
- Drowning in liquids and asphyxiation from flow of solids
- Trapping and collapse
- Working at height
- Poor lighting/vision.

## Employees Responsibilities

- Follow training, guidance and instruction given, to prevent injury or ill health
- Use protective and safety equipment provided
- Be aware of personal limitations that may hamper the ability to work safely in a confined space
- Report to supervision any hazardous or dangerous situations.

***Note: At no time should anyone enter a confined space to effect a rescue (60% of all deaths that occur in confined spaces are would-be-rescuers entering to effect a rescue of others).***

# **Construction, Design And Management (CDM) 2015 Responsibilities**

## Description

- The Construction (Design and Management) (CDM) Regulations 2015 cover a very broad range of construction activities such as building, civil engineering, construction work, demolition, site preparation, site clearance, renovation, decoration, installation, maintenance, and dismantling of structures
- Under the CDM Regulations, legal duties apply to the following duty holders; Clients, Designers, Contractors and Workers for all construction projects even for simple, short duration work. Additional duty holders called 'Principal Designer' and 'Principal Contractor' are legally required to be appointed where projects involve or are likely to involve more than one Contractor working on the project at any time. CDM applies to both non-domestic and domestic premises.

## Employees Responsibilities

Employees Are Those Who Work For Contractors And For All Projects They Will:

- Take care of their own health and safety and to others who may be affected by their actions
- Read and understand health and safety information provided to them
- Follow site rules
- Attend any relevant induction or training courses
- Report any accidents, incidents or risks that might be a danger to themselves and others
- Liaise with the site safety representative on health and safety matters
- Co-operate with others and follow reasonable directions from duty holders.

# **Contaminated Land**

## Description

Contamination of land can be attributed to a number of historic pollutant processes typically, dumping of hazardous wastes, spills or leaks from manufacturing processes, storage or transportation of hazardous materials.

Activities such as construction, landscaping, etc. may not only expose workers to contaminated land if not properly planned and managed, but may also contribute to pollution through poor handling and storage of materials or through disturbance of existing ground contamination by, for example, drilling or excavation.

## Associated Hazards

- Hazardous, toxic or biological substances
- Fire
- Explosion
- Radiation.

## Employees Responsibilities

- Avoid eating, drinking or smoking when dealing with contaminated land
- Inform employers of any situation where they believe there is a risk to themselves or others who may be affected by the situation
- Follow instructions and procedures given by the employer including risk assessments and method statements
- Ensure personal protection equipment or other safety devices is used
- Ensure procedures are followed for the cleaning and/or disposal of clothing that may become contaminated during the course of the work.



# **Contractors**

## Description

A contractor is anyone who is undertaking work on our behalf but is not a direct employee. Contractors may be employed to undertake maintenance, repairs, installation, construction, window cleaning, engineering and many other jobs. Work undertaken for a client by a contractor is usually covered by a civil contract.

Whilst it is good practice for health and safety requirements to be written into such contracts, health and safety responsibilities are defined by criminal law and cannot be passed on to another by a contract. Thus, in any client/contractor relationship, both parties will have duties under health and safety law. Contractors are especially vulnerable and may put the client's own employees at risk.

## Associated Hazards

- Movement of site traffic
- Contaminated land / Excavations
- Working at height
- Manual handling injuries
- Hazardous materials/substances.

## Contractor's/Sub-Contractor's Responsibilities

All sub-contractors undertaking work on our behalf:

- Must accept responsibility for complying with the provisions of the Health and Safety at Work etc. Act 1974 and all other relevant statutory provisions in respect of the work comprising the contract
- Must provide suitable and appropriate supervision to plan, control and monitor their operations having carried out risk assessments for the work
- Must agree risk assessments and any method statements with the client before work commences. Also inform the client of any unforeseen hazards arising from the work to enable the necessary precautions to be put in place
- Must ensure plant and machinery brought on site is fully guarded and complies with the requirements of the Provision and Use of Work Equipment Regulations (PUWER)
- Must make available for inspection, test certificates issued by a competent person for equipment such as lifting equipment, air compressors and pressure plant

- Must report all accidents to the client immediately so that they can record the incident in the accident book.

#### Employees Responsibilities

Employees will:

- Immediately report any unsafe practices or concerns to the senior person present.

## **Control of Substances Hazardous to Health (COSHH)**

### Description

Using chemicals or other hazardous substances at work may put people's health at risk, thus, employers are required to control exposure to hazardous substances to prevent ill health. The aim is to protect both employees and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations (COSHH).

Hazardous substances include: -

- Substances used directly in work activities, e.g. paints, adhesives, cleaning agents
- Substances generated during work activities, e.g. soldering, welding fumes, silica dust
- Naturally occurring substances, e.g. grain, dust
- Biological agents, e.g. bacteria and other micro-organisms.

Effects from hazardous substances can range from mild eye irritation to chronic lung disease or even death.

### Associated Hazards

- Skin irritation
- Asthma or other lung disease
- Losing consciousness
- Cancer
- Infection from bacteria and/or micro-organisms.

N.B. This list of hazards is not exhaustive.

### Employees Responsibilities

Employees have responsibilities under COSHH Regulations, and are expected to: -

- Take part in training programmes
- Observe container hazard symbols
- Practice safe working with hazardous substances following training provided
- Report any concerns or health issue to their immediate supervisor
- Wear, use correctly and maintain any personal protective equipment and respirable protective equipment provided
- Return all hazardous substances to their secure location after use
- Use the control measures provided properly.



# **Covid-19 Management**

## Description

Coronavirus disease (COVID-19) is a highly infectious disease caused by a novel Corona Virus which emerged 2019 and has led to a global Pandemic and widespread deaths across the world including a significant number in the UK.

Whilst symptoms can vary amongst individuals, typical diagnosed symptoms include:

- Fever (hot to touch on chest and back)
- New persistent dry cough (coughing a lot for more than an hour or 3 or more coughing episodes in 24 hours). If the individual usually has a cough, it may be worse than usual
- Anosmia – loss or notable change to sense of smell or taste.

However, there are many other less common symptoms and many people may be infected without displaying symptoms but are still able to transmit the virus to others. Most individuals who have the virus have at least one of the above symptoms.

The transmission of the virus is predominately through the spread of respiratory droplets from coughs and sneezes, but these droplets can also remain on surfaces and lead to transmission from surface contact with these infected items or fomites.

The risk of transmission cannot be eliminated other than by absolute avoidance of any form of personal interaction and complete segregation in the workforce/public. However, it can be reduced to a safe level through the following actions:

- Maintaining the advised social distance from people in line with government/NHS guidance
- Increasing hand hygiene (washing and sanitising), particularly after contact with the mouth/nose
- Increase respiratory hygiene (catching coughs and sneezes and disposal of tissue)
- Increased cleaning of common touched surfaces.

## Associated Hazards

Most people who are infected with this virus will experience mild to moderate respiratory illness and recover without requiring special medical treatment, however, others will go on to develop complications associated with the virus and require hospital intervention. For some the infection and its subsequent complications may ultimately end up proving fatal.

Many people have been identified as being at increased risk of developing additional complications from the virus leading to more significant outcomes and therefore must take extra care to reduce the risk of catching the virus. These include people who have been identified as clinically vulnerable and those who are clinically extremely vulnerable

due to their age or underlying health conditions or because they are pregnant. There is also an increased mortality rate for persons from Black, Asian and Minority Ethnic backgrounds (BAME).

### Employees Responsibilities

Employees will:-

- Take care of themselves and others in the workplace where activities give rise to the potential for Covid-19 infection
- Adhere to the Social Distancing requirement by following instructions, signage, markings and training
- Observe good hygiene practices at all times with frequent hand washing or sanitising for at least 20 seconds, including before and after eating, touching the face, touching common touched surfaces such as buttons, dials, handrail and handles, coughing and sneezing
- Carry out good respiratory hygiene practices including catching coughs and sneezes in tissues which are disposed of correctly followed by good hand hygiene afterwards
- Follow the further controls in the risk assessment and work plan methods to ensure that where Social Distancing cannot be maintained the risk is reduced by other means
- Use, store and dispose of the appropriate PPE and RPE in accordance with training and manufacturers guidelines
- Report to management if they feel unwell at work with any of the Covid-19 symptoms and go directly home to carry out self-isolation
- Not attend work if they should be self-isolating due to displaying symptoms or residing with someone who is displaying symptoms, if they have been contacted by an appropriate testing and tracing provider and are required to isolate or if they are required to do so due to recent travel and quarantine requirements. Duration of isolation should be determined from up to date government information
- Will follow the appropriate isolation/quarantine procedures in line with the current Government guidance on travel into the UK
- Report any concerns or issues relating to non-conformance with Covid-19 Controls
- Attend Covid-19 tests where there is a requirement to do so and engage with the NHS Test and Trace system accordingly as well as informing their employer.

# Dermatitis

## Description

The word 'Dermatitis' derives from the Greek words for skin, "**derma**" and inflammation, "**itis**". Dermatitis is a skin condition usually caused by contact with something that irritates the skin or causes an allergic reaction. Contact Dermatitis affects mainly the hands but other parts of the body can also be affected. Dermatitis can be caused by: -

- Wet work due to repeated and prolonged contact with water, e.g. by hand washing more than 20 times or having wet hands for more than 2 hours during a shift
- Chemical agents, e.g. through contact with chemicals, including by direct contact, splashes, contaminated work surfaces and tools, airborne particles settling on the skin
- Biological agents, e.g. through contact with plants, bacteria, spores, moulds, fungi
- Physical agents, e.g. by vibration, radiation or low humidity from air conditioning
- Mechanical agents, e.g. by abrasion.

## Associated Hazards

The main categories relating to work-related Contact Dermatitis are classified as:

- Irritant Contact Dermatitis: mainly caused by chemical and physical irritants and is the most common form of Contact Dermatitis. Common chemical irritants include solvents, soaps, detergents, latex, cosmetics, metalworking fluids, oils and alkalis
- Allergic Contact Dermatitis: common allergens include, UV cured printing inks, adhesives, wet cement, some plants, nickel and chromium which can cause an allergic reaction, hours or days after contact. In rare cases a severe reaction can occur, known as an 'anaphylactic shock'
- Photo Contact Dermatitis: is a reaction that develops where chemicals are applied to the skin, e.g. sunscreens, fragrances, creams, insecticides, disinfectants.

Symptoms of dermatitis generally include a localised rash and/or irritation of the skin and can develop into flaking, scaling, cracking, bleeding, swelling and blistering which can take days or even weeks to heal.

## Employees Responsibilities

- Observe hazard symbols and instructions displayed on product containers

- Co-operate with the employer and follow the safe working procedures to minimise contracting dermatitis
- Wear suitable PPE and use skin care products according to the control measures identified in the risk assessments
- Use work equipment and methods of work that prevents the skin coming into contact with hazardous substances
- Regularly check skin condition and report any symptoms of dermatitis to the employer and seek medical advice, if necessary
- Ensure that hands are washed and dried regularly, including before and after the wearing of protective gloves
- Use 'before and after' work creams to ensure that the skin is kept in good condition – ***remember that barrier creams are not a substitute for protective gloves.***



## **Disciplinary Rules**

### Description

Northern Piling Ltd believes that health and safety is a critical factor that needs to be taken into account when running a business. To enable the company to control safety, a number of safety rules have been established. Failure to comply with these rules may result in disciplinary action.

### Employees Responsibilities

- To not misuse or interfere with anything provided for health, safety and welfare
- Co-operate with their employer and conduct themselves in a way that does not create risk of harm to themselves and others
- To report any identified hazards to their employer
- To comply with clearly indicated and specific safety rules
- To wear safety clothing or equipment provided

# **Display Screen Equipment (DSE)**

## Description

Display Screen Equipment (DSE) based work can potentially have serious effects on health.

DSE users can experience a range of different physical and psychological health problems including eyestrain, blurred vision, headaches, and musculoskeletal problems including repetitive strain injury (RSI) and work related upper limb disorders (WRULD).

Problems are caused by a combination of badly designed jobs, equipment and work environment. However, most of these conditions are preventable by giving attention to the way in which work is organised, and providing appropriate equipment and workplaces.

## Associated Hazards

- Musculoskeletal injuries
- Repetitive Strain Injury (RSI)
- Work related upper limb disorders (WRULD)
- Visual fatigue
- Stress.

## Employees Have A Responsibility

- To inform the employer in confidence as soon as possible if a health problem arises through the use of display screen equipment
- To work in accordance with any advice or guidance given by the employer
- To familiarise themselves with the contents of the relevant risk assessments
- Request Northern Piling Ltd to arrange and pay for eye and eyesight tests where required and if the employee is identified as a user of DSE equipment.

## **Driving At Work**

### Description

It has been estimated that up to one third of all road traffic accidents involve somebody who is 'at work' at the time, making work-related road collisions the biggest single safety issue for many UK businesses. Promoting safe driving practices and a good safety culture at work is also beneficial to private driving, and could reduce the potential for employees getting injured in a road traffic accident whilst away from work.

### Associated Hazards

- The driver: competency, training, fitness and health
- The vehicle: suitability, mechanical condition, safety equipment (seat belts) and ergonomic considerations
- The journey: routes, scheduling, time, distance, weather conditions
- Crime: theft, violence, personal injury, property damage
- Breakdowns and other emergencies.

### Employees Responsibilities

- Employees must follow any advice, information, instruction and training given by the employer
- All employees who are expected to drive on company business must have a valid drivers' licence for the class of vehicle they are driving
- Employees must provide a copy of their driving licence, on request and declare any driving convictions. Employees using their own vehicles for work should also provide a copy of their insurance certificate and a valid MOT certificate for the vehicle where applicable
- Drivers must ensure, so far as is reasonably practicable, that the vehicle is adequate for the purpose including being roadworthy, is in safe mechanical condition, is not overloaded, loads are secure and seat belts are worn
- Drivers shall comply with traffic legislation and The Highway Code, be conscious of road safety and demonstrate safe driving
- Employees driving vehicles on company business will not be under the influence of drink or drugs and must not drive whilst disqualified
- Drivers must stop after a crash or similar incident with which they are involved
- Employees must inform management if they become aware of any medical condition or take medication that might affect their ability to drive
- Promptly report defects, hazards and concerns to management.

## Personal Safety – Staying Safe In Your Vehicle

### Plan Ahead

- Check your route; keep a map in the vehicle
- Check if the place you are visiting has parking. If not, try and use a manned, well-lit car park
- Check you have enough fuel
- Check basic vehicle maintenance, i.e. oil, water, tyre pressure etc
- Check vehicle breakdown cover and keep the number with you
- Check you have something in the vehicle to keep you warm, e.g. coat or blanket, bottle of water, food snack and a torch in the event of unexpected, lengthy delay due to road traffic accident or inclement weather
- Ensure your office know where you are travelling to, whom you are meeting, and your expected time of return. Inform them if you change your journey plan
- Take a mobile phone with you and ensure it is fully charged (do not use the phone whilst driving)
- Keep any valuables, including handbags, mobile phones and laptops out of sight. They can easily be snatched when you stop at traffic lights, especially if windows are left open and doors unlocked
- Do not leave luggage or documents on display within your vehicle
- Do not leave the parking ticket on display – unless it is a requirement of the car park facility
- When returning to your vehicle, immediately lock the doors and drive off promptly
- Avoid taking unnecessary risks – be aware - if someone is flagging you down it may not be genuine. You may be as much help by reporting the incident by phone to the emergency services
- Do not get into a vehicle with a stranger, or offer a stranger a lift.

### In The Event Of A Vehicle Breakdown

- Try to reach the side of the road and contact the vehicle breakdown services. Advise them if you feel vulnerable/unsafe and if you're alone
- Switch on hazard warning lights
- Avoid opening doors or windows to converse with strangers.
- If you decide to get out of the vehicle and await breakdown assistance (this is dependent on how safe you feel outside the vehicle) ensure you take the ignition key with you. Lock all the doors with the exception of the passenger door. This should be left wide open so you can quickly get back into the vehicle. If you breakdown on a motorway hard shoulder it is always advisable to get out of the vehicle and await assistance behind a barrier or away from the road side
- When the breakdown vehicle arrives, check they know your name and have your details – especially if the vehicle you were expecting is not clearly identifiable, e.g.

# Electricity

## Description

The safe management of electrical installations and equipment is essential to our business. It is therefore imperative that electrical systems and equipment are designed, constructed, selected, maintained and used with care. Not only is there a potential for harm, but loss of power supply could impact our ability to conduct business and force temporary closure.

## Associated Hazards

- Direct or indirect contact with live parts, causing shock, burns, heart fibrillation and tissue damage
- Faults that could cause a fire due to equipment overheating
- Fire or explosion where electrical arcing could be the source of ignition
- Contact with overhead lines.

## Portable equipment and testing

Definition - Equipment, which is not part of a fixed installation but is able to be connected to a fixed installation, or a generator, by means of a flexible cable via a plug and socket assembly.

This includes equipment that is either hand-held or hand operated while connected to the supply, or is intended to be moved while connected to the supply.

Northern Piling Ltd is responsible for ensuring that all portable electrical appliances are maintained in a safe condition and inspected at suitable intervals. Equipment will be marked to identify the date tested. The results of inspections shall be logged and records made available for inspection.

Experience of operating the maintenance system over a period, together with information on faults found, should be used to review the frequency of inspection. It should also be used to review whether and how often equipment and associated leads and plugs should receive a combined inspection and test.

Any defective equipment will be removed from use until it can be repaired/replaced, with remedial action being recorded. All items of equipment that cannot be repaired will be withdrawn from use. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

On occasion, we may hire-in equipment from a reputable supplier. This equipment must be treated the same as company equipment and not subjected to abuse or neglect.

## Employees Responsibilities

Employees have a responsibility for: -

- Co-operating with management arrangements for electrical safety in the workplace
- Visually checking equipment before use for any obvious defects such as cable or casing damage or scorch marks
- Reporting any defects, faults or dangerous activities
- Using equipment only in line with the manufacturers operating instructions e.g. jet washer used with additional RCD or RCBO protection
- Complying with safety rules and use work permits/lock out procedures as applicable
- Not bringing personal electrical equipment onto company premises without prior authorisation from management. If allowed, any such equipment must be tested in accordance with company procedures
- Gaining permission before using extension leads or adaptors
- Switching off any non-critical equipment when not in use
- Not attempting repairs to electrical appliances or circuits unless qualified to do so
- Exercising caution when placing drinks near to appliances or power outlets.

# **Electricity On Site**

## Description

The safe management of electrical supplies, installations and equipment is essential to our business. The Electricity at Work Regulations 1989 state that we must take precautions against the risk of death or injury from electricity during construction work and we will implement arrangements to ensure that we comply fully with this. It is imperative when working with electrical systems and equipment we ensure that it is properly selected, installed, used and maintained. Not only is there a potential for harm, but loss of power supply could impact our ability to conduct business and force temporary closure.

We are fully committed to reducing risks from electricity during construction works and will ensure that activities undertaken by us are planned, maintained and monitored to ensure that workers and others affected by are activities are not exposed to these risks.

## Associated Hazards

Accidents related to electricity are widely recognised when undertaking construction works and these usually occur because people are working on or close to equipment that is; assumed to be dead but is in fact live, or; known to be live but where workers have not been given adequate training, instruction or supervision or precautions have not been adhered to.

Hazards include:

- Direct or indirect contact with live parts, causing shock, burns, heart fibrillation and tissue damage
- Faults that could cause a fire due to equipment overheating
- Fire or explosion where electrical arcing could be the source of ignition
- Contact with overhead power lines
- Contact with underground electric cables.

## Employees Responsibilities

Employees have a responsibility for: -

- Co-operating with management arrangements for electrical safety in the workplace
- Visually checking equipment before use for any obvious defects such as cable or casing damage or scorch marks
- Ensuring that weekly formal visual checks are undertaken for equipment used on the construction site
- Ensuring that daily RCD or other trip device checks are undertaken



- Ensure RCD are treated with care, kept free of moisture and dirt and protected against vibration and mechanical damage
- Reporting any defects, faults or dangerous activities
- Using equipment only in line with the manufacturers operating instructions e.g. not using DIY or domestic equipment/tools for construction works
- Complying with safety rules and use work permits/lock out procedures as applicable
- Not bringing personal electrical equipment onto company premises without prior authorisation from management. If allowed, any such equipment must be tested in accordance with company procedures
- Gaining permission before using extension leads or adaptors
- Switching off any non-critical equipment when not in use
- Not attempting repairs to electrical appliances or circuits unless qualified to do so
- Exercising caution when placing drinks near to appliances or power outlets
- Checking lighting systems to ensure that cabling and bulbs are protected against breakage – lights to conduct works safely must be maintained at all times.

# **Emergency Plans**

## Description

As part of our overall Health & Safety Management plan we will create not only a safe working environment but provide a suitable and sufficient means of controlling emergency situations, e.g. rescuing or retrieving persons who may become unavoidably trapped, collapse of a structure or uncontrolled release of a substance etc.

This will not however diminish any responsibility on our part, to do all that is reasonably practicable to prevent such an event occurring in the first place.

## Associated Hazards

- Fire and explosion
- Flooding
- Asphyxiation
- Working at height or in confined spaces
- Hazardous substances
- Collapse of structures and excavations
- Bomb threat
- Spillage.

## Employees Responsibilities

- Co-operate and follow directions of responsible persons in order to comply with the emergency procedures
- Attend training in the actions to be taken in the event of an emergency
- Raise the alarm on discovering an emergency situation
- Only use emergency equipment if trained and authorised to use such equipment
- Report immediately any faults, damage to emergency equipment or concerns with emergency plans.

# Fire

## Description

Fire prevention is an important obligation for all businesses. Northern Piling Ltd has a responsibility for ensuring the health, safety and welfare of all employees and others who may have access to the workplace as well as adjoining businesses or premises. These general duties include safety in relation to fire hazards, both from the work processes and activities, as well as general fire safety in the workplace.

It is the responsibility of Northern Piling Ltd to ensure that all employees, visitors, relevant persons and contractors are protected from the risks of fire. In order to achieve this, appropriate fire prevention, precautionary and evacuation measures shall be taken in compliance with the relevant fire legislation and recognised good practice standards.

## Associated Hazards

- Flames and heat
- Smoke and toxic fumes
- Reduced oxygen
- Collapse of buildings.

## Employees Responsibilities

Employees are required to:

- Practice and promote fire prevention
- Raise the alarm on discovery of a fire
- Report any concerns regarding fire safety to management, so that any shortfalls can be investigated and remedial action taken
- Receive basic training in the action to take in the event of fire
- Follow instructions and training in relation to fire safety in the workplace
- Co-operate with management arrangements for fire prevention in the workplace
- Accept individual responsibility to take reasonable care for the health and safety of themselves and for any other person who may be affected by their acts or omissions.

Northern Piling Ltd does not expect employees to fight fires, however, extinguishing action can be undertaken if it is safe to do so and you have been trained.

**On no account should a closed room be opened to fight a fire.**

## **Fire Action**

### If You Discover A Fire

- Immediately operate the nearest alarm call point or notify the senior person present
- Attack the fire (only if trained and if safe to do so) with the appliances provided. **Do not take personal risks.**

The Senior Person Present will call the fire service immediately by:

- Using the phone to dial 999
- Giving the operator the telephone number and asking for the fire service.

When the fire service reply, give the response distinctly:

- Give the company name and location (as per Fire Action Notice / Fire Plan) to the operator from which the call is being made
- Do not replace the receiver until the fire service has confirmed the details.

**Call the fire service immediately to every fire or on suspicion of a fire.**

### On Notification Of A Fire

- The senior person present will take charge of the evacuation and ensure that everybody is accounted for
- As soon as the alarm is heard, all non-essential personnel and visitors will leave the building by the nearest available exit and proceed to the nominated fire assembly point as identified on the fire action notices
- Remaining personnel will proceed with the phased evacuation of young people to an area of safety.

The senior person present will liaise with the fire officer in attendance, and arrange such assistance as the fire service may require.

**Use the nearest available exit.**

**Do not stop to collect personal belongings.**

**Do not re-enter the building until told to do so by the Senior Fire Officer.**

**In the event of a fire, the safety of a life shall override all other considerations, such as saving property or extinguishing the fire.**

# **First Aid In The Workplace**

## Description

People at work can sustain an injury or become ill and it is important that they receive immediate attention and that an ambulance is called for in serious situations. The provision of adequate first aid cover is essential, it can save lives and prevent minor injuries becoming major ones.

## Associated Hazards

- Bodily injuries: blows, impact, crushing, stabs, cuts, grazes, scalds, falls
- Illnesses: asthma, diabetes, epilepsy etc.

## First-Aiders Are Responsible For:

- Undertaking an appropriate training course and, if required, attending refresher courses annually so that their certificates are up to date
- Assessing the immediate situation where first aid is being applied, acting without placing themselves or others in danger and making the area safe
- Administering first aid as required but within their capabilities. Where there is any doubt, managing the situation while waiting for medical assistance to arrive.

## Appointed Persons Are Responsible For:

- Calling for the appropriate medical assistance
- Ensuring first aid kits are checked regularly and contents are in date and information signs up to date and legible
- Notifying the designated person if there are any entries in the accident book.

## Employees Responsibilities

To reduce the risks of suffering personal injury or delay in getting treatment, employees must:

- Co-operate with management arrangements for first aid in the workplace
- Know the procedure for summoning help
- Follow any guidance or instruction given, to prevent injury or ill health
- Report any hazardous or dangerous situations to the employer.

# Hand Tools

## Description

Tools that are hand held and are powered manually. Categories of hand tools include (but are not limited to) wrenches, pliers, cutters, striking tools, struck or hammered tools, screwdrivers, clamps, snips, saws, drills and knives. Outdoor tools such as garden forks, pruning shears, and rakes are additional forms of hand tools.

The greatest hazards posed by hand tools result from misuse and improper maintenance e.g.

- If a chisel is used as a screwdriver, the tip of the chisel may break and fly off, hitting the user or other employees.
- If a wooden handle on a tool, such as a hammer or an axe, is loose, splintered, or cracked, the head of the tool may fly off and strike the user or other employees.
- If the jaws of a wrench are sprung, the wrench may slip.
- If impact tools such as chisels, wedges, or drift pins have mushroomed heads, the heads may shatter on impact, ejecting sharp fragments toward the user or other employees.
- Iron or steel hand tools may produce sparks that can be an ignition source around flammable substances

## Associated Risks

- Ejected materials
- Cuts, splinters , punctures.
- Falls
- Sparks and fire

## Employees should:

- Carry all sharp tools in sheath or holsters
- Examine each tool for damage or wear before use
- Tag worn, damaged or defective tools "Out of Service" and do not use them
- Do not use a tool if the handle surface has splinters, burrs, cracks or splits
- When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person
- Do not carry sharp or pointed hand tools such as probes or knives in your pocket unless the tool or your pocket is sheathed

- Do not perform "make-shift" repairs to tools or manufacture 'homemade' tools for work
- Do not throw tools from one location to another or from one employee to another
- Transport hand tools only in tool boxes or tool belts
- Wear the appropriate personal protective equipment provided, usually safety goggles, gloves, and safety footwear
- Understand any Risk assessments or Safe Systems of Work provided for the use of the tools.

# **Hazard Reporting**

## Description

A hazard is something that has the potential to cause harm, ill health or injury. The associated risk is the likelihood that a hazard will cause harm, during the course of the work activity, and the severity of any potential injury.

## Associated Hazards

- Tripping on trailing wires or loose floor coverings
- Faulty electrical fittings
- Unguarded edges
- Obstructed emergency exit routes.

***Note - This list of hazards is not exhaustive.***

***Hazard reporting includes 'near miss' reporting. Near misses are hazardous incidents with the potential to cause an injury or damage, e.g. employee tripped over a trailing cable but no actual injury occurred.***

## Employees Responsibilities

- Employees will use the employer's hazard reporting system as a means of communicating potentially dangerous situations or practices that may be present in the workplace
- When a hazard has been identified it must be reported immediately to your supervisor. It is their duty to assess the situation and introduce the necessary control measures, so far as reasonably practicable, to prevent injury or unsafe conditions.



# Health Surveillance

## Description

Health surveillance is conducted by observing and communicating and systematically watching for early signs of work-related ill health in workers exposed to certain health risk. Health surveillance is essential if there is an identifiable disease or adverse health effect which is related to the employees' exposure to a health risk, where this has been identified by a risk assessment.

## Health surveillance is necessary where: -

- There is an identifiable disease or health condition may occur
- There are valid techniques available to detect the early signs of the disease or health effect
- and these techniques do not pose a risk to employees

It requires the implementation of certain procedures to achieve this, including simple methods carried out by employer who has been trained (e.g. looking for skin damage on hands), or issuing health screening questionnaires, or technical checks (e.g. audiology tests) undertaken by an occupational health professional or more involved medical examinations (e.g. lung function tests).

Some hazardous substances will require health surveillance as a condition of use e.g. lead, asbestos, ionising radiation.

Health surveillance records should be kept confidential by Human Resources or an occupational health professional for forty years and include: -

- Surname and forename
- Permanent address
- Sex
- Date of birth
- National Insurance Number
- Date of commencement of present employment
- A historical record of jobs involving exposure to the hazardous substances requiring the health surveillance. Recorded details of each health surveillance check should include:
  - The date they were carried out and by whom
  - The outcome of the test/check
  - The decision made by the occupational health professional in terms of fitness for task and any restrictions required. This should be factual and only relate to

the employees functional ability and fitness for specific work, with any advised restrictions.

#### Associated Hazards

- Noise
- Whole body or hand-arm vibration
- Solvents
- Fumes
- Dusts
- Biological agents
- Other hazardous substances
- Silica dust
- Asbestos
- Work in compressed air
- Electromagnetic Field
- Confined space
- Lead
- Night work
- Welding fumes

#### Health Effects

Examples include:-

- Dermatitis
- Occupational Asthma
- Hand arm vibration
- Asbestosis
- Hearing loss

#### Employees Responsibilities

All employees will: -

- Advise Senior Manager of any significant health issues

- Report any significant changes in their health to Senior Manager in intervals between health surveillance sessions
- Cooperate with health surveillance programmes where a risk assessment has established the requirement
- Cooperate with other risk reduction measures for the protection of their health
- Attend health surveillance appointments or organise in advance for a change of appointment time if original is inconvenient
- Attend appropriate training in relation to workplace hazards and health surveillance.

# **Housekeeping**

## Description

Poor standards of housekeeping are a common cause of injury and damage at work and can create possible fire hazards. Unsatisfactory housekeeping is often the result of poor working practices, lack of direct supervision and/or organisational deficiencies within the workplace.

## Associated Hazards

- Fire
- Slipping, tripping/falling over
- Poor cleanliness
- Dirty equipment
- Cluttered pedestrian gangways.

## Employees Responsibilities

Employees must:

- Co-operate with management arrangements for good housekeeping in the workplace
- Follow any guidance and instruction given to prevent injury or ill health
- Report to the employer any hazardous or dangerous situations.

# **Information, Instruction, Supervision and Training**

## Description

Preventing accidents and ill health caused by work is a key priority for Northern Piling Ltd. Health and safety information, instruction, supervision and training helps the company to ensure our employees are not injured or made ill by the work they do; promotes a positive safety culture, where safe and healthy working becomes second nature to everyone; and enables the company to meet its legal duty to protect the health and safety of our employees.

## Employees Responsibilities

Employees will: -

- Attend any training courses identified as necessary
- Follow training, guidance and instruction to prevent injury or ill health
- Only undertake duties if they have been deemed competent to do so following suitable instruction and training
- Report to their line manager any hazardous or dangerous situations.

# **Legionella**

## Description

Legionnaire's disease is one of a group of diseases collectively known as Legionellosis. People inhaling aerosols, which are contaminated with Legionella bacteria, contract infection. A particular hazard arises from cooling towers, other significant sources include spas, fire sprinkler systems, and hot water systems containing dead-legs. The disease can affect anyone but the old and weak are more susceptible and this group can suffer far more significantly.

## Associated Hazards

- Legionnaire's disease, Pontiac fever, Lochgoilhead fever.

## Employees Responsibilities

Employees must:-

- Co-operate with management arrangements for the control of Legionella in the workplace
- Follow any information, training and instruction given by the employer to prevent ill health
- Report to the Managing Director any hazardous or dangerous situations.

# Leptospirosis

## Description

Two types of Leptospirosis can affect employees in the UK:-

**Weil's Disease:** a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats.

**The Hardjo form of Leptospirosis:** this is transmitted from cattle to humans. Symptoms include: a flu-like illness, severe headache and vomiting.

With both forms bacteria can enter the body through cuts and scratches, through the lining of the mouth, throat and eyes. This is normally after contact with infected urine or contaminated water found in sewers, ditches and ponds.

## Associated Hazards, Those At Risk:-

- Farmers, sewer or ground workers
- Vets and abattoir workers
- Dairy farmers or fishery workers
- People who participate in outdoor water sports in contaminated water.

## Employees Responsibilities

Employees must:-

- Co-operate with management arrangements for the prevention and control of Leptospirosis in the workplace
- Follow information, guidance and instruction given by the employer
- Report any incidences of ill health to the employer
- Make full and proper use of all personal protective equipment that has been issued to them
- Maintain a high level of personal hygiene.

# **Lifting Equipment And Lifting Operations**

## Description

Lifting equipment is usually defined as any plant certified for lifting; this includes cranes, excavators, rigs, hoists, telescopic handlers and forklifts, and lifting accessories such as chains, slings and eyebolts. The equipment can be either hand-operated or mechanically/electrically powered and also includes lifts used for the movement of materials and/or people.

## Associated Hazards

- Lifting equipment being overloaded, causing collapse
- Equipment striking other objects or vehicles
- Equipment coming into contact with sources of electricity
- Failure of poorly maintained equipment
- Equipment being used by untrained operatives.

To ensure the safety of everyone, any incident involving lifting equipment will be investigated immediately and appropriate action taken.

## Employees Responsibilities

All employees are responsible for the safe use of lifting equipment and should only carry out work for which they have been trained. The following controls must be adhered to:-

- Equipment should only be used for the task it was designed for, and improvisation should not be practised
- Before use, ensure all lifting equipment and associated accessories are marked with their safe working load
- Only use equipment and associated accessories if they hold a current test certificate
- Use all lifting equipment in line with any manufacturer's guidance and written operating instructions
- Follow the risk assessment and safe system of work that is applicable to the lifting operation being undertaken
- Isolate and report any damaged, misused, non-inspected or faulty work equipment.



# **Lone Working**

## Description

Lone workers can be anyone who works by themselves without direct contact or supervision. Examples include:

- a person working on their own in a workshop
- home workers
- persons working in an office on their own
- persons working outside normal hours on their own
- mobile or peripatetic workers.

## Associated Hazards

- Accidents
- Fire
- Inadequate provision of rest, hygiene and welfare
- Violence whilst at work
- Manual handling activities
- Transport breakdown/accident en route
- Severe weather conditions
- Tracing of home address through vehicle registration
- Injury received whilst entering unsafe premises
- Poor visibility and lighting.

## Employees Responsibilities

Employees who are recognised as lone workers, must:

- Co-operate with the employer by following rules and procedures designed to protect their safety as a lone worker
- Attend personal safety training programmes as directed by the employer
- Provide information on their whereabouts during working hours to the employer
- Report all incidents relating to lone working using Northern Piling Ltd reporting procedure.

# **Maintenance**

## Description

Every year, there are a number of accidents arising from the use of work equipment, including machinery. Many are serious and some are fatal.

By using safe, well maintained equipment, operated by adequately trained staff, accidents and associated financial costs can be reduced or prevented. Maintenance includes cleaning and adjusting.

## Associated Hazards

- Scheduled maintenance not being undertaken as required or breakdown maintenance inadequate, leading to unrevealed failures of safety critical items
- Human error or incompetence of maintenance staff
- Static or spark discharge during maintenance in an intrinsically safe zone
- Poor communication between maintenance staff and employees
- Lack of knowledge by maintenance staff of the working environment where maintenance is being carried out (i.e. lack of risk assessments, warning signs, method statements, emergency procedures), leading to ignition of flammable substances (e.g. heat sources such as cigarettes or welding, static and electrical discharge, use of non spark-resistant tools) or injury/fatality from incorrect personal protective equipment (e.g. respirators) being worn
- Unauthorised staff performing maintenance functions
- Failure to re-commission plant correctly after maintenance to ensure that operations are not adversely affected in terms of safety considerations.

## Employees Responsibilities

Employees must:-

- Follow instruction, guidance and safe systems of work in respect of machinery maintenance
- Notify the employer of any problems or hazards on a machine, such as an unguarded part
- Not carry out any maintenance activities on machinery unless trained to do so
- Co-operate with management arrangements for maintenance of machinery
- Make full and proper use of all PPE that has been issued to them.

# **Manual Handling**

## Description

Manual handling injuries can occur wherever people are at work. Manual labour, awkward postures, manual materials handling and previous or existing injury are all risk factors implicated in the development of manual handling injuries. Manual handling is defined as the supporting and transporting of a load by human effort and includes lifting, lowering, pushing, pulling or carrying.

## Associated Hazards

- Heavy, unstable or unpredictable loads
- Restrictive working environment
- Uneven or wet floors
- Poor manual handling technique.

## Employees Responsibilities

Employees involved with manual handling activity should: -

- Follow the safe system of work designed and introduced by the employer and should not deviate from this without good reason
- Not undertake a manual handling activity when a reasonably practicable alternative exists
- Use any mechanical aids that have been provided for their use and for which they have been trained. Any faults with mechanical aids should be immediately reported to the employer
- Assist and co-operate with the process of the assessment of risk
- Assist the employer with the implementation of staff training, attend training sessions as required and should apply the knowledge gained from training to their daily work
- Report all accidents, injuries and near misses involving handling activities – however trivial
- Inform the employer if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition
- Not undertake any manual handling operation that they believe is beyond their capability
- Report any unsafe systems of work to the employer.

# **Method Statements**

## Description

A method statement sets out how a particular process, project or activity will be carried out. It is commonly used to describe how construction or installation works will be carried out safely and will detail the possible dangers and risks associated with the project. Risk assessment findings will generally be incorporated into the method statement.

## Associated Hazards

- Construction work
- Hazardous substances including dusts
- Asbestos
- Explosives
- Lifting operations
- Demolition work
- Working at height
- Confined spaces
- Adverse weather conditions
- Manual handling operations.

Note: this list is not exhaustive.

## Employees Responsibilities

Employees must: -

- Carry out work in accordance with the method statement
- Co-operate with management arrangements in respect of method statements
- Report any uncontrolled hazards to the employer
- Follow instruction, training and guidance given by the employer.

## **Mobile Pile Drivers and Equipment**

### Description

The use of mobile plant and equipment such as pile drivers etc. pose a risk to people, structures and equipment.

This equipment is used in many working environments including: - construction and demolition, installation and maintenance of utilities, materials handling, warehousing etc. As plant of this nature is normally controlled by a driver riding on the machine it is imperative that equipment being used is operated by trained certified persons, the unit is serviced and maintained in line with the manufacturer's Operations and Maintenance manual at regular intervals by a trained - certified person and a record placed on a register, plant and equipment will also have to undergo statutory "Thorough Examinations" at either 12 or 14 monthly intervals by an external certified 3rd party company.

### Associated Hazards

- Collapse of equipment due overloading or poor maintenance or defective plant or equipment
- Overturning due to being driven carelessly, overloading, being used on uneven ground, weather conditions, poor illumination and failure to use designated traffic controls/routes which have been designated
- Moving – rotating parts left exposed due to guarding not in place or replaced after maintenance work carried out
- Accidental contact with persons in immediate working zones due to drivers of equipment being inattentive failing to carryout appropriate observations whilst using equipment and carelessness
- Collisions and accidental contact other plant and equipment or with overhead structures - electrical powerlines due to adopting unsafe system of working.

### Northern Piling Ltd Employer's Responsibilities

- Undertake risk assessments on the use of plant and equipment for the proposed tasks and implement suitable control procedures to minimise injury or damage to persons, equipment and structures ensuring all documentation RA-MS-COSHH assessments are distributed to all persons involved in works to read – sign as understood, and copies placed on a register
- Ensure that all who use the equipment receive suitable and adequate information, instruction, training and supervision. Provide banksmen and signallers, where necessary
- Equipment will only be used for the purpose it was constructed or adapted for and complies with the relevant standards including CE marking - SWL plates - labelling, SLI indicators fitted AND carries a current "safe for use" certificate
- Competent – trained - certified persons to maintain and inspect equipment regularly and ensure suitable records are kept e.g. thorough examination of lifting equipment
- Any defective equipment will be removed from service and quarantined until repaired
- Provide suitable and effective guarding to prevent access to dangerous parts of machinery and that guarding is regularly inspected and maintained by competent persons
- Minimise the risk of persons or objects falling by supplying barriers to isolate working zones, for controlling access for persons, materials and equipment
- Where applicable, suitable emergency devices such as stop controls are fitted
- Not allow workers to be carried on mobile work equipment unless it is designed to carry persons and authorisation is given

- Reduce the risks posed by equipment overturning e.g. provide 'roll over protection structures' (ROPS) and suitable restraining systems etc
- Provide suitable personal protective equipment and ensure that it is used.

Approved training bodies include the Construction Plant Competence Scheme (CPCS) and National Plant Operators Registration Scheme (NPORS).

#### Employees Responsibilities

- Only use the equipment if they are trained, certified and authorised to use
- Strictly observe machine/equipment operating instructions and follow Company procedures e.g. do not leave keys in unattended machines
- Only use equipment, which has been provided and is suitable for the purpose
- Check the equipment for defects before use and report any defects immediately. Do not use any faulty or damaged equipment
- Never allow passengers to ride on a machine, unless it is specifically designed to carry passengers
- Ensure if vision is restricted for ANY reason request for a banksman to be in place SHALL be made.

## **Monitoring, Inspection And Review**

#### Description

There is a legal requirement to monitor and review health and safety arrangements. This enables organisations to assess how effectively risks are controlled in order to implement improvements, where required, and to develop a positive health and safety culture and safe working environment. The frequency of monitoring and review will be decided by the level of risks, competence of people, legal requirements, results of accidents and recommendations by manufacturers or suppliers of equipment.

Monitoring includes:-

- Checking compliance in following the Northern Piling Ltd Health and Safety Policy, control measures stated in risk assessments and safe systems of work
- Inspecting and testing of work equipment
- Inspecting workplace locations and activities
- Checking competence of workers
- Checking the wellbeing and health of workers.

#### Employees Responsibilities

Employees must:-

- Check equipment, including any personal protective equipment supplied, is safe before use
- Co-operate with management arrangements in respect of workplace inspections
- Follow any training, information, guidance and instruction given by the employer for checking and inspection of safe practices
- Report any hazards or defects to the employer immediately.

# **Noise**

## Description

Hearing damage caused by exposure to noise at work can be permanent and incurable. Hearing loss is usually gradual due to prolonged exposure to noise. The damaging effects of noise are related to the level of noise the ear receives and the duration of the exposure.

## Associated Hazards

- Hearing damage/loss
- Tinnitus
- Acoustic shock.

Employers are required by the Control of Noise at Work Regulations to comply with the following noise exposure values:-

### **Lower exposure action values: -**

- Daily or weekly exposure of 80dB(A)
- Peak sound pressure of 135dB(C).

### **Upper exposure action values: -**

- Daily or weekly exposure of 85dB(A)
- Peak sound pressure of 137dB(C).

There are also **Exposure Limit Values (ELV)** which must not be exceeded:-

- Daily or weekly personal noise exposure of 87dB(A)
- Peak sound pressure of 140dB (C).

The ELV should account for any hearing protection provided and worn.

## Employees Responsibilities

To minimise the risks posed by exposure to excessive noise levels, employees will: -

- Comply with signs and notices that identify hearing protection zones and report any noisy areas or equipment to management
- Wear hearing protection where its use is mandatory. Use, keep clean and store hearing protection as instructed and as trained to do. Report any faults of the hearing protection to management
- Use the controls provided e.g. screens or dampers and report any defects
- Co-operate and attend for hearing checks where required.





# **Occupational Asthma**

## Description

Northern Piling Ltd recognises that occupational asthma is the most frequently reported occupational respiratory disease in the United Kingdom. To reduce the risks from occupational asthma the company will assess the potential and introduce controls to reduce the risk to an acceptable level.

## Associated Hazardous Substances Include

- Isocyanates
- Flour/grain dust
- Wood dusts
- Latex
- Solder flux
- Animals
- Glues or resins.

## Employees Responsibilities

- To comply with the information, instruction and training provided
- Wear all personal protective equipment (PPE) as instructed
- Report to the Supervisor if they believe they may have any symptoms relating to asthma.

Sensitisers are unpredictable, it is estimated that only 5-25% of individuals will actually become sensitised. Sensitisation may occur after times of exposure varying from months to years. These arrangements will be implemented and are intended to reduce the risk as low as reasonably practicable.

# **Overhead Power Lines**

## Description

Overhead power lines (OHPL) are primarily used to transmit high-voltages of electricity over long distances, the lines are usually supported on steel pylons. Throughout England and Wales there are around 7000 km of overhead transmission lines operating at 275 kV and 400 kV.

Distribution lines carry lower voltages than transmission lines and are used by Network Operators for distributing electricity throughout a local area. Some lines are supported on steel pylons but many use wooden poles.

Most accidents occur when people disregard the inherent dangers presented when working near to power lines. Overhead lines are not usually insulated and actual contact with a power line is not always necessary to cause an electric shock, close proximity to a line can create a 'flashover' resulting in burns or electrocution.

Overhead power lines can be a problem whenever a conductive object is raised into the air, such as when guying towers or structures, installing TV antennas, constructing a scaffold or tower, or operating cranes and high-lift equipment.

## Associated Hazards

- Contact with high voltage electrical energy
- Collision with or collapse of support structures
- Toppling of vehicles.

## Employees Responsibilities

- Follow training, guidance and instruction given, to prevent injury or ill health
- Use protective and safety equipment that is provided
- Co-operate with management arrangements for health and safety.

If hazardous or dangerous situations, defects or faults with work equipment are identified: -

- Stop the work safely
- Isolate the equipment
- Report the hazardous areas or defect to a supervisor.

It must never be assumed that an overhead line is safe to approach, always consult with supervision or the Authorising Engineer.

## **Permit To Work**

### Description

A permit to work system is an advanced formalised development of the method statement, and is usually introduced where the following criteria exist: -

- High risk activities
- Required precautions are complicated
- Where the activities of different groups of workers or multiple employers need to be co-ordinated to ensure safety of ALL concerned
- The work areas normally requiring a permit to work system are confined space entry, excavations, hot works and high voltage electrical works.

### Associated Hazards

Typically, activity that involves the following issues would normally be controlled with a permit to work system, this includes: -

- Fire resulting from hot works
- Asphyxiation, drowning, burns, etc., from confined space working
- Crushing, drowning and asphyxiation in excavations from ingress of materials or water
- Electrocution, shock, burns from inadvertent contact with electricity
- Falls through fragile roofs
- Stored energy such as steam, hydraulic fluid
- Exposure to harmful substances such as fumes
- Any other situation that standard systems or risk assessment do not adequately control.

### Employees Responsibilities

- Do not carry out any works until a permit to work has been agreed and issued by the authorised person
- Only work within the timescale recorded on the permit to work
- Ensure the permit to work is returned to the authorised person on completion of the work.

# **Personal Protective Equipment**

## Description

Personal protective equipment (PPE) is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. PPE will only be used as a last resort when preventative or other control measures cannot be applied.

## Associated Hazards

- Bodily injuries: - blows, impact, crushing, stabs, cuts, grazes, scalds, falls from height
- Health hazards: - dust, fumes, vapours, gases, bacteria, viruses, fungi
- Noise
- Vibration
- Slipping/falling over
- Electrical hazards
- Non-ionising radiation.

## Employees Responsibilities

Employees must: -

- Make full and proper use of all PPE that has been issued to them
- Not use any fall restraint devices or harnesses unless fully trained in their use
- Inspect all PPE before use to ensure that it is suitable, clean and undamaged
- Report any defective PPE to the employer
- Report any discomfort or ill health experienced as a consequence of wearing the equipment
- Not undertake any work unless the correct equipment is being worn
- Store PPE securely at all times.

# **Personal Safety – Staying Safe In Your Vehicle**

## Description

There are no hard and fast rules with regards to personal safety as most people will approach a given situation quite differently and have a different perspective on the level of risk they feel exposed to.

There is a greater chance of being hurt in a road accident than becoming a victim of violent crime and people are less likely to become victims of crime whilst they are at work. However, government statistics suggest vehicle related crime is on the increase. For these reasons provide the following, practical steps to help raise awareness of driver safety whilst at work and at leisure: -

## Associated Hazards

- Personal injury
- Theft
- Damage to property.

## Plan Ahead

- Check your route; keep a map in the vehicle
- Check if the place you are visiting has parking. If not, try and use a manned, well-lit car park
- Check you have enough fuel
- Check basic vehicle maintenance, i.e. oil, water, tyre pressure etc
- Check vehicle breakdown cover and keep the number with you
- Check you have something in the vehicle to keep you warm e.g. coat or blanket, bottle of water, food snack and a torch in the event of unexpected, lengthy delay due to road traffic accident or inclement weather
- Ensure your office know where you are travelling to, whom you are meeting, and your expected time of return. Inform them if you change your journey plan
- Take a mobile phone with you and ensure it is fully charged (do not use the phone whilst driving)
- Keep any valuables, including handbags, mobile phones and laptops out of sight. They can easily be snatched when you stop at traffic lights, especially if windows are left open and doors unlocked
- Do not leave luggage or documents on display within your vehicle
- Do not leave the parking ticket on display – unless it is a requirement of the car park facility

- When returning to your vehicle, immediately lock the doors and drive off promptly
- Avoid taking unnecessary risks – be aware - if someone is flagging you down it may not be genuine. You may be as much help by reporting the incident by phone to the emergency services
- Do not get into a vehicle with a stranger, or offer a stranger a lift.

#### In The Event Of A Vehicle Breakdown On The Motorway

- Try to reach the hard shoulder and ring the vehicle breakdown services. Advise them if you are female and alone
- Switch on hazard warning lights
- If someone stops, ring the police and give them the vehicle registration details. If the driver approaches, inform him/her you have contacted the police who will be arriving shortly. Avoid opening doors or windows to converse with strangers
- If you make the decision to get out of your vehicle and await breakdown assistance on the verge at the side of the motorway (this is dependant on how safe you feel outside the vehicle) ensure you take the ignition key with you. Lock all the doors with the exception of the passenger door. This should be left wide open so you can quickly get back into the vehicle
- When the breakdown vehicle arrives, check they know your name and have your details – especially if the vehicle you were expecting is not sign written with your breakdown service colours/livery, for example, AA, RAC etc.

#### Employees Responsibilities

- The roadworthiness of the vehicle, the load, and the wearing of seat belts by passengers
- Employees are responsible for their own safety and welfare and should report any medical conditions that may affect their ability to drive
- Promptly report defects, hazards and concerns to their management.

The intention of the above is to raise awareness of risk and formalise what may be viewed as 'common sense' advice. Following these practical steps, paying attention to your surroundings and remaining vigilant are part of a positive attitude to ensure safety and protect possessions.

## Power Tools

### Description

A Power Tool is a device that may be hand held but is driven by a power source other than human effort. There are various types of power tools determined by their power source: electric, pneumatic (powered by compressed-air), liquid or gaseous fuel (Fuel-powered tools are usually operated with gasoline or LPG), hydraulic, and powder-actuated.

Power tools include (but are not limited to): chippers, drills, hammers, sanders, chainsaws, compressed air guns and other tools.

### Dangers and associated hazards

- Guards failure / guards being removed: Exposed moving parts of power tools need to be safeguarded at point of operation, in-running nip points, rotating parts, ejected chips and sparks to protect the operator and others
- Operating controls and switches: hand-held power tools unequipped with a constant-pressure switch or control that shuts off the power when pressure is released
- Electric tools: burns, shocks, trips
- Portable abrasive wheel tools: ejected fragments, moving parts, cuts
- Pneumatic tools: getting hit by one of the tool's attachments or by some kind of fastener the worker is using with the tool or injection of air into bloodstream
- Liquid fuel tools: fuel vapours can burn or explode and emit dangerous exhaust fumes
- Powder-actuated tools: ejected fragments, noise, vibration
- Hydraulic power tools: fire- if the fluid used in hydraulic power tool is not an approved fire-resistant fluid or injection of fluid into individual.

### Employees Responsibilities

Employees will:

- Never carry a tool by the cord or hose
- Never yank the cord or the hose to disconnect it from the receptacle or power source
- Keep cords and hoses away from heat, oil, and sharp edges
- Preferably run cables above head height
- Disconnect tools and ensure movement has stopped when not using them, before servicing and cleaning them, and when changing accessories such as blades, bits, and cutters



- Visual pre-use inspections should be completed to look for:
  - broken or missing guards
  - damaged or cracked tool housings
  - loose, deformed or missing parts
  - exposed conductors or "live" parts
  - leaks from hoses or hydraulic systems etc.
- Avoid accidental starting. Do not hold fingers on the switch button while carrying a plugged-in tool
- Maintain tools with care; keep them sharp and clean for best performance
- Follow instructions in the user's manual for lubricating and changing accessories
- Be sure to keep good footing and maintain good balance when operating power tools
- Wear the correct apparel for the task. Loose clothing, ties, or jewellery can become caught in moving parts
- Personal protective equipment provided must be worn (safety goggle, gloves, safety foot wear and hearing protection etc.) as identified by the risk assessment
- Remove all damaged portable electric tools from use and tag them: "Do Not Use."

#### Responsibilities (electrical)

- Understand any risk assessment and Safe System of Work provided by your employer
- Inspect for damage before use
- Operate electric tools within their design limitations
- Use the correct PPE when using electric tools
- Store electric tools in a dry place when not in use
- Do not use electric tools in damp or wet locations unless they are approved for that purpose
- Keep work areas well lighted when operating electric tools
- Ensure that cords from electric tools do not present a tripping hazard
- In the construction industry, employees who use electric tools must be protected by ground-fault circuit interrupters or an assured equipment-grounding conductor program.

#### Responsibilities (pneumatic)

- Understand any risk assessment and Safe System of Work provided by your employer
- Inspect for damage before use including all hoses for wear (do not repair leaks with tape)
- Secure pneumatic power tools to hoses to prevent accidental disconnection
- Do not exceed the manufacturer's safe operating pressure for all hoses and fittings
- Install and maintain safety clips or retainers on pneumatic impact tools to prevent them from being accidentally expelled
- Ensure that safety clips or retainers are used on sections of hose to prevent accidental whip action
- Use the correct size of hose and the shortest size necessary for the tool. Keep all disconnected hoses clean
- Fit all air lines with an efficient filter and lubricator
- Use compressors in well-ventilated areas
- Do not use compressed air to clean clothing, skin, or hair and don't turn the hose towards another person
- Wear personal protective equipment as supplied by your employer.

#### Responsibilities (abrasive wheels)

- Understand any risk assessment and Safe System of Work provided by your employer
- Inspect for damage before use, do not use wheels or blades that have gouges, pieces missing or uneven wear to the grinding surface
- Before an abrasive wheel is mounted, it must be inspected closely for damage and should be sound- or ring-tested to ensure that it is free from cracks or defects
- To prevent an abrasive wheel from cracking, it must fit freely on the spindle.
- Follow the manufacturer's recommendations
- Take care to ensure that the spindle speed of the machine will not exceed the maximum operating speed marked on the wheel
- An abrasive wheel may disintegrate or explode during start-up.
- Allow the tool to come up to operating speed prior to grinding or cutting
- Employees should never stand in the plane of rotation of the wheel as it accelerates to full operating speed
- Wear personal protective equipment as supplied by your employer.

#### Responsibilities (liquid / gaseous fuel tools)

- Understand any risk assessment and Safe System of Work provided by your employer
- Inspect for damage before use, check for leaks of fuel
- Employees must be careful to handle, transport, and store gas or fuel only in approved flammable liquid containers, according to proper procedures for flammable liquids.
- Before refilling a fuel-powered tool tank, the user must shut down the engine and allow it to cool to prevent accidental ignition of hazardous vapours, before restarting ensure all fuel vapours or spillages have dispersed or been cleaned away
- When a fuel-powered tool is used inside a closed area, effective ventilation and/or proper respirators such as atmosphere-supplying respirators must be utilised to avoid breathing carbon monoxide
- Wear personal protective equipment as supplied by your employer, for tool use and refilling procedures.

#### Responsibilities (powder-actuated tools)

- Understand any risk assessment and Safe System of Work provided by your employer
- Inspect for damage before use
- Only operate equipment in line with the manufacturer's instructions and specific safe systems of work
- Must check that the tool is unloaded before doing any alteration or adjustment to safety guards, muzzle or barrel
- Follow the manufacturer's guidance when dealing with a misfired cartridge
- Report any defect and ensure the equipment is not used until it has been repaired by a competent person
- Not remove any guards fitted to the tool
- Assist the employer in counting cartridges out and in every day
- Not undertake horseplay, especially with cartridge tools
- Never walk around with a loaded gun
- Wear the appropriate personal protective equipment provided, usually eye and hearing protection as a minimum.

#### Responsibilities (hydraulic power tools)

- Understand any risk assessment and Safe System of Work provided by your employer
- Inspect for damage before use, including any hoses for wear or leaks (DO NOT REPAIR)

- Follow The manufacturer's recommended safe operating pressure for hoses, valves, pipes, filters, and other fittings must not be exceeded
- If a leak is found DO NOT ATTEMPT TO STOP THE LEAK BY ANY MEANS, turn off equipment, place on floor and remove from power immediately.

# Respirable Crystalline Silica (RCS)

## Description

Respirable Crystalline Silica (RCS), also referred as Respirable Quartz or Free Silica, can be released into the atmosphere when silica containing material is worked, ground, sanded, drilled, cut, shaped, demolished, crushed, etc. Fine dust created can be inhaled deeply into the lungs of an individual or group of people who are unprotected and exposed.

Many occupational industries and manufacturing processes are likely to create RCS including, e.g.:

- Construction and demolition
- Road works, e.g. paving
- Recycling and waste
- Brick and tile manufacture
- Composite plastic manufacture
- Quarries
- Stone masonry
- Stone kitchen worktop and fireplace manufacture
- Pottery.

In addition, dust, if allowed to accumulate, may be disturbed and become airborne by, e.g. dry sweeping, or general movement around the workplace.

## Associated Diseases

Exposure to RCS by inhalation can result in serious lung conditions such as **Silicosis**, which can cause permanent and irreversible disability or early death. Other health conditions which could develop from exposure include Chronic Obstructive Pulmonary Disease (COPD), e.g. bronchitis or emphysema and also lung cancer. Smoking increases the risk of developing these conditions, and makes them worse.

These diseases can develop over a long period of time and may not be immediately apparent or identified. Therefore, there may be a short time period between diagnosis and death.

The risk of ill health depends on the length of time, the amount of dust and the level of silica in the dust that workers are exposed to. The illnesses caused may also continue to worsen even after exposure to the dust ceases.

## Employees Responsibilities

Employees will: -

- Not work with materials containing silica unless suitably trained and instructed to do so
- Follow all information, instruction and training given to prevent ill health
- Not dry sweep or use compressed air for removing dust from clothing or equipment
- Wear Personal Protective Equipment (PPE) and Respirable Protective Equipment (RPE) as provided and trained. Ensure that RPE has been face fit tested
- Check prior to commencing work, any equipment used, where required by risk assessment, is working, e.g. Local Exhaust Ventilation (LEV), dust suppression equipment, etc
- Report immediately to Site Foremen any faulty equipment and any health issues with working with silica containing materials.

# Respiratory Protective Equipment

## Description

Respiratory protective equipment (RPE) is to be supplied and used at work wherever there are risks to health and safety from harmful substances contaminating the air in the form of dust, mist, vapour, gas or fume or from oxygen-deficient atmospheres that cannot be adequately controlled in other ways.

## Associated Hazards

- Harmful substances, including chemicals and biological agents in the air - in the form of dust, fumes, vapours, gas, mist resulting from a work activity or present in the working environment
- Oxygen-deficient atmospheres where a supply of clean air is needed.

RPE must be adequate and suitable. It must be right for the hazard, matched to the job, the environment, the exposure level and the wearer so that the wearer can work freely and without additional risks due to the RPE.

## Types Of RPE

**Respirators** (filtering devices) can be tight fitting or loose and use filters to remove contaminants from the air being breathed in.

**Breathing apparatus** can be tight fitting or loose and use a supply of breathing-quality air from an air cylinder or compressed air.

## Employees Responsibilities

Employees will:

- Wear RPE as provided and trained to use
- Carry out pre-use checks of RPE every time it is used
- Follow manufacturer's instructions
- For tight fitting face pieces, carry out a 'fit check' when the RPE is first put on
- Not wear RPE if a good seal cannot be achieved
- Be clean shaven to achieve a good seal when using tight fitting face pieces
- Report any defective RPE to the employer

- Report any discomfort or ill health experienced as a consequence of wearing RPE
- Inform the employer of pre-existing or new medical conditions that may affect the use of RPE.



# **Risk Assessment**

## Description

In many workplaces there are risks, which may affect the health and safety of employees. There is an absolute duty on employers to 'conduct suitable and sufficient risk assessments' in the workplace, under Regulation 3 of the Management of Health and Safety at Work Regulations. In many instances, straightforward measures can control risks, and whilst the law does not expect employers to eliminate all risks, they are required to protect people so far as is reasonably practicable.

## Associated Hazards

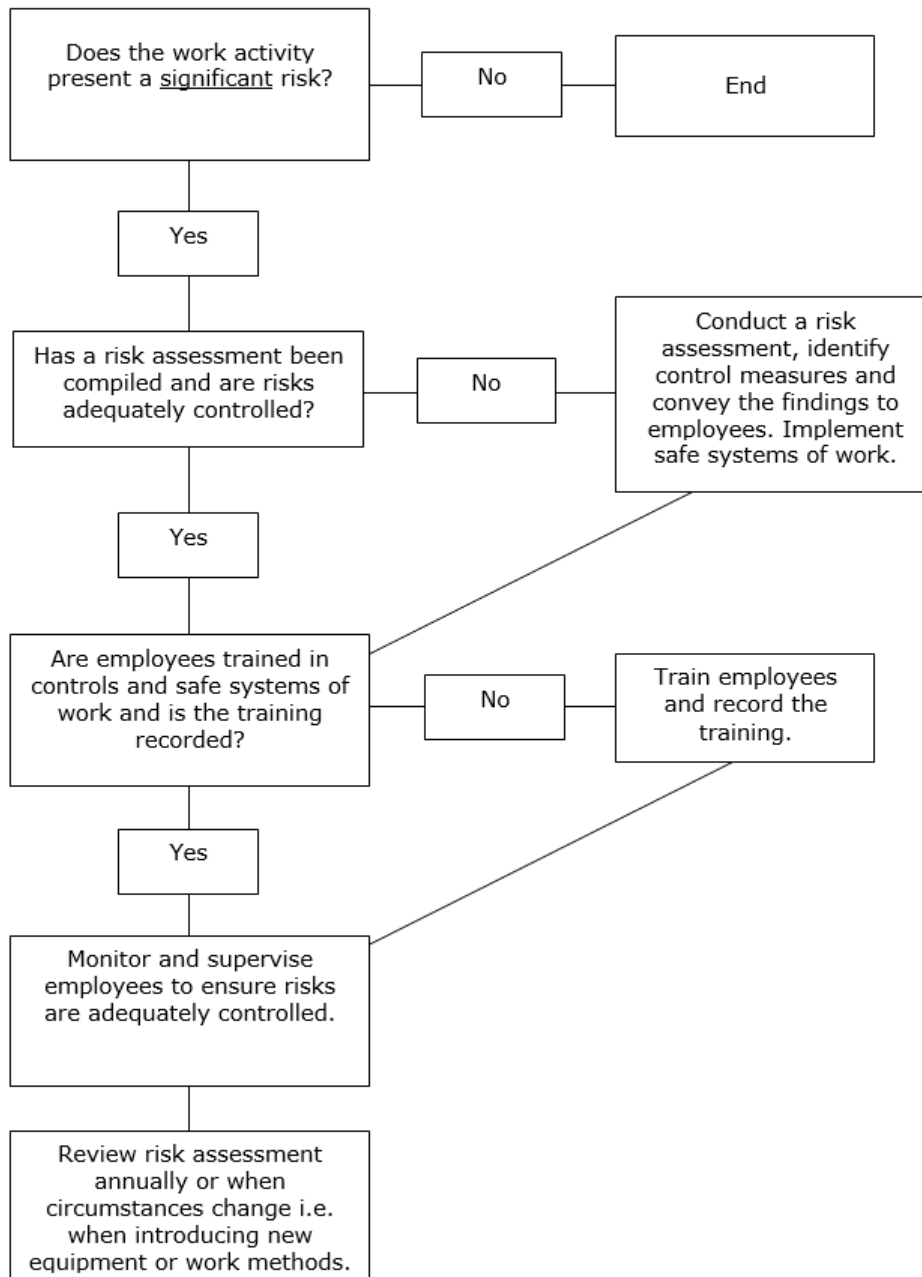
- Physical, chemical and/or biological agents
- Working conditions and processes
- Manual handling activities
- Exposure to infectious diseases
- Work-related stress
- Long working hours
- Workstations and posture
- Other workplace hazards.

## Employees Responsibilities

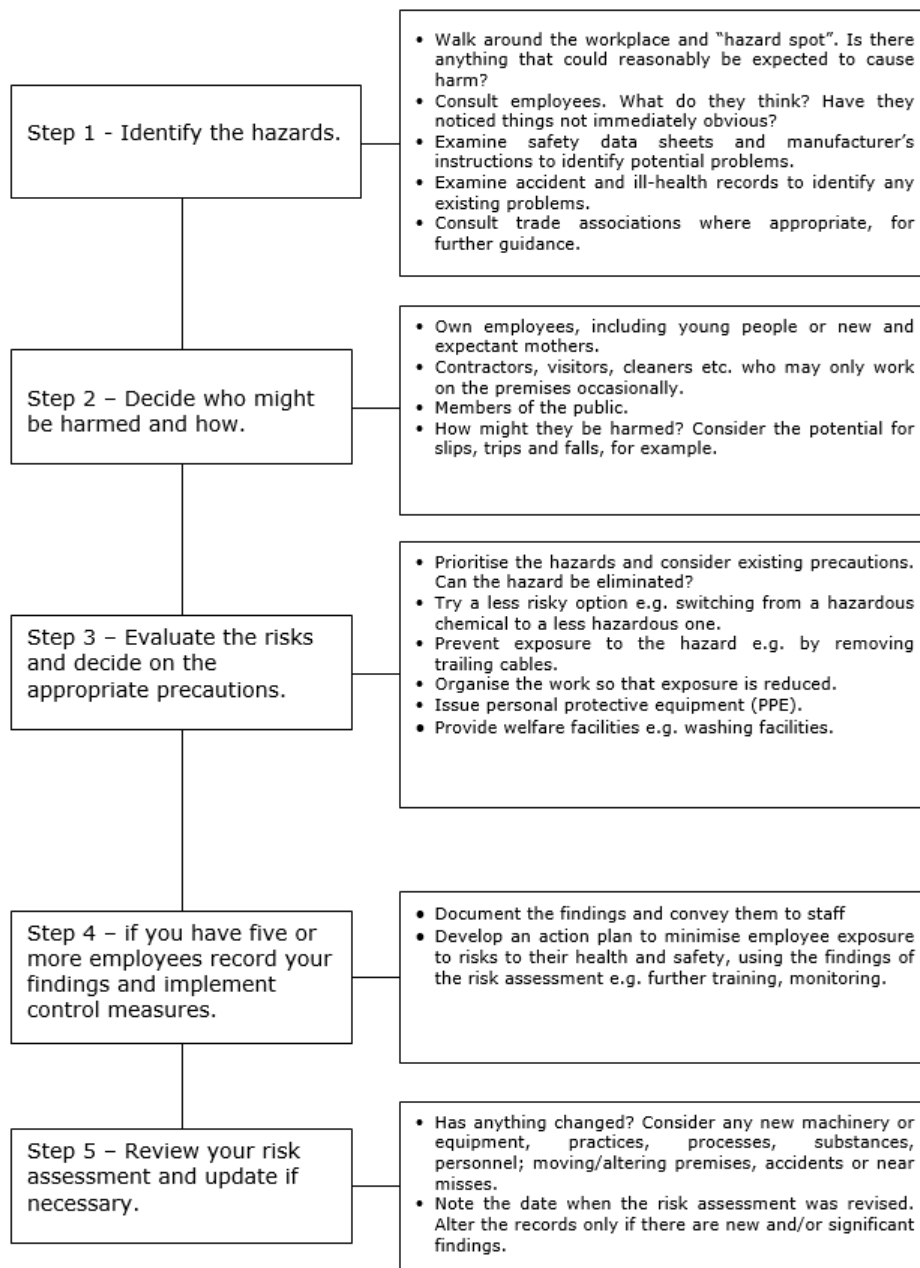
Employees must:-

- Co-operate with management arrangements in respect of workplace risk assessments
- Follow any training, information, guidance and instructions given by employer
- Comply with any control measures laid down within risk assessments
- Report any hazards or defects to the employer immediately
- Make full and proper use of any PPE provided.

## Risk Assessment Flow Chart



# Risk Assessment Process



# **Safety At Roadworks**

## Description

The live carriageway can be a dangerous environment to work. Drivers do not expect to encounter standing or slow moving vehicles, pedestrians or persons at work. Northern Piling Ltd will create a safe working environment and a suitable and sufficient means of controlling emergencies for road worker.

## Associated Hazards

These are often related to the interaction of people and vehicles i.e.: –

- Fast moving vehicles
- Vehicles moving in a contra-flow, which may reduce drivers alertness
- Poor visibility of drivers in adverse conditions
- Varied and different environments for workers that require high levels of concentration.

## Employees Responsibilities

- Co-operate and follow directions of responsible persons in order to comply with the method statements and risk assessments
- Report immediately any hazards, which are identified and proceed with work activities only when controls have been implemented and permission is given by the responsible person
- Wear high visibility clothing and PPE as determined by the risk assessment must be worn at all times
- Obey any site rules imposed by the Principal Contractor.

## Approaching The Works

- Approach in the lane adjacent and maintain vehicle speed with the surrounding traffic
- In advance of the Works Access 100 Yards sign, turn on flashing amber beacon and indicate to turn
- If entrance IS NOT clear continue with traffic and repeat attempt in a safe manner
- Never stop or park your vehicle immediately on entry to the site, which may prevent site traffic from entering the zone.

### Within The Works Area

- Ensure other traffic can pass before parking and opening the door
- Never leave the vehicle unattended in an emergency lane
- When stationary and unattended in a coned-off area the flashing amber beacon should be turned off.

### Leaving The Site

- Check the exit is clear and proceed only when safe to do so
- Build up speed to that of the live traffic and merge with the traffic when safe to do so
- When leaving from an outside enclosure, move over to the left, only when speed and traffic permit.

### Stopping Outside The Works Area

- Always use Amber Beacons when stopping on the hard shoulder or adjacent to the nearside verge. When stopped switch on the hazard lights and stop as far away from the live carriageway as possible
- Dismount from the non-traffic side of your vehicle wherever possible
- DO NOT stop on the hard shoulder opposite a lane 2 and 3 closure, nor unless absolutely necessary a lane 3 closure
- When waiting to cross a live carriageway DO NOT stand by the side of the vehicle adjacent to the live traffic. Stand at the rear so approaching traffic can be clearly seen
- If there is no hard shoulder then the vehicle must have impact protection and be fitted with a light arrow sign.

### Applicable Legislation

- The Health and Safety at Work etc. Act 1974
- Construction (Design and Management) Regulations 2015
- Management of Health and Safety at Work Regulations 1999.

## Safety Signs

### Description

Safety signs include the use of illuminated signs, hand and acoustic signals (e.g. fire alarms), spoken communication and the marking of pipe work containing dangerous substances. Traditional signboards such as prohibition and warning signs may need to be supplemented to comply with more specific legislation e.g. photo luminescent signs for fire exits and fire-fighting equipment.

Northern Piling Ltd will provide specific safety signs whenever there is a risk that cannot be avoided or controlled by other means, for instance by engineering controls and safe systems of work. Where a safety sign would not help to reduce that risk, or where the risk is not significant, there is no need to provide a sign.

All safety signs are colour coded and each colour has a meaning, for example: -

- White circle with red edging and a diagonal line indicates **PROHIBITED** e.g. no smoking



- Blue signs indicate that it is **MANDATORY** to carry out an action, e.g. the wearing of personal protective equipment



- A triangular sign with black edging and a yellow background indicates **WARNING** of a hazard and would normally contain a black pictogram, e.g. radiation



- Green signs identify or locate safety equipment as well as marking emergency escape routes.



### Employees Responsibilities

- Familiarise yourself and comply with any signs and notices that are displayed
- Bring any defects to the employer's attention
- Follow safe operating procedures
- Wear relevant personal protective equipment as identified.

## **Scaffolding**

### Description

Fixed or mobile scaffolding is versatile and highly adaptable. Selected and installed correctly, scaffolding provides a useful means of access and a safe working platform. In line with the 'Work at Height Regulations' hierarchy of control, scaffolding is a preferred method for working at height, however the use of scaffolding is not risk free.

### Associated Hazards

- Falls of persons
- Falling materials
- Collapse of scaffolding structure.

### Employees Responsibilities

- Report to site safety management team any faults or damage to the structure
- Follow site rules, manufacturer's instructions and approved safe methods of working with scaffolding
- Never carry out adaptations to any scaffold without full permission of site safety management team – NASC supervisor or designer
- Stop work if it is not safe to continue
- Keep the scaffold platforms clear of unnecessary materials, equipment and debris
- Keep to a minimum the amount stored on a platform and never allow materials to exceed the guardrail height
- Do not overload the scaffold
- Always remove unwanted items from the scaffold at the end of each working day
- Never throw any item from a scaffold. Follow the method described in the risk assessment or other safe system of work
- Never use a bandstand, trestle or hop-up (unless the correct type) to gain additional height.

### Tower Scaffolds – tube and fitting (Mobile Access Towers)

#### Description

It is a requirement of the Work at Height Regulations 2005 that unless a scaffold is assembled to a generally recognised standard configuration, eg NASC Technical Guidance TG20 for tube and fitting scaffolds or similar guidance from manufacturers of system scaffolds, the scaffold should be designed by bespoke calculation, by a trained



and certified person, to ensure it will have adequate strength, rigidity and stability while it is erected, used and dismantled.

- Adhere to the NASC guidance for the safe working height of the equipment ensuring that the maximum height to base ratio is not exceeded
- External working: ratio height to base ratio 3:1 advised max height 8m
- Internal working: ratio height to base 3.5:1 advised max height 12m
- As the design classification been considered i.e., class 2 or heavy-duty work
- Both internal and external use of a mobile scaffold type towers shall only be on hard – level - firm ground
- Outriggers or ballast may be necessary to ensure tower stability at all times
- Check that wheel's castors are damage free on assembly they can be locked, or base plates suitably supported when the scaffolding is being used
- Move mobile scaffolds by pulling or pushing the base, avoiding obstacles and ensuring that no person or equipment is on the platform – appropriate push-pull risk assessment shall be in place
- Ensure safe distances are kept between the tower and hazards such as overhead power lines, particularly whilst the tower is being moved (refer to safe working procedures working near to or under power lines)
- Ensure mobile scaffolds are only used on ground that is firm and level
- Only move the tower scaffold if a trained person is supervising the operation
- Ensure an appropriate rescue from height plan is in place together with trained personnel and rescue equipment is in place.

# **Smoking In The Workplace**

## Description

Second-hand or passive smoking has now been shown to cause lung cancer and heart disease in non-smokers. In addition, tobacco smoke is a cause of discomfort and irritation to many people, particularly those suffering from respiratory illnesses such as asthma, and may lead to increased absence.

Northern Piling Ltd will comply with statutory duties in respect of smoking in the workplace and, in particular, fulfil obligations to assess the risks associated with smoking in the workplace. Effective measures to prevent or control any ill health effects or accidents arising from such activity will be applied.

This policy is not concerned with the right of individuals to smoke but with where they smoke whilst on Northern Piling Ltd's premises and with due regard to the effects this may have upon the health and wellbeing of others.

## Associated Hazards

- Health risks including stroke, cancers and heart disease
- Fire damage to building and associated risks to those in and around the premises.

**Note:** the above list of hazards associated with smoking is not exhaustive.

## Employees Responsibilities

In order for Northern Piling Ltd to control the hazards associated with the effects of second hand smoke on non-smokers and to reduce the risks of fire, compliance with our arrangements for smoking is critical to the safety of everyone. Employees must:-

- Adhere to our arrangements for smoking, follow instructions and comply with 'No Smoking' signage
- Not smoke in any area or vehicle that is designated as 'Non-Smoking'
- To take reasonable care for the health and safety of themselves and others.

Any employee who refuses to comply with the smoking policy may be in breach of employment law and subject to disciplinary action.

## **Social Distancing**

### Description

Social distancing is a Public Health measure introduced to reduce the spread of the highly infectious Covid-19 virus which is the causative agent in the current global pandemic.

Social Distancing measures are in place throughout the whole of society, but it is the responsibility of Northern Piling Ltd to ensure that social distancing measures can be implemented and maintained wherever possible throughout the workplace and across all work activities.

Adherence to social distancing measures is one of the primary means of controlling the risk of transmission of this infection alongside effective hand and respiratory hygiene measures.

It involves keeping a safe social distance from other persons at all times where possible. In circumstances where it is not possible to maintain this safe social distance there must be further controls in place to reduce the risk.

As social distancing is the primary control for managing Covid-19 transmission, interactions with other people should be eliminated or reduced as much as possible. Where able to, a 2m distance should be maintained between people and where this is not possible the distance should be as far as possible and will require additional measures to reduce the risk of transmission.

The required social distance for businesses is regularly reviewed by the relevant Governments and it is vital that this is reflected in reviewed risk assessments and working practices.

### Associated Hazards

Whilst the full extent of the consequences of acquiring the Covid-19 infection are not yet known the range of outcomes include- mild flu-like symptoms such as cough, fever, aches and malaise, (loss of sense of taste or smell) through to serious respiratory distress syndrome, organ failure and death.

### Employees Responsibilities

- To take care of themselves where activities both in and outside of the workplace, give rise the potential of COVID 19 infection
- Adhere to social distancing at all times by following instructions, signage, markings and training
- Observe good hygiene practices at all times with frequent hand washing or sanitising for at least 20 seconds- including before and after eating, touching the face, touching common touched surfaces such as buttons, dials, handrail and handles, coughing and sneezing

- Carry out good respiratory hygiene practices including catching coughs and sneezes in tissues which are disposed of correctly followed by good hand hygiene afterwards
- Follow the further controls in the risk assessment and work plan methods to ensure that where social distancing cannot be maintained the risk is reduced by other means
- Use, store and dispose of the appropriate PPE and RPE in accordance with training and manufacturers guidelines
- Report if they feel unwell at work with any of the Covid-19 symptoms and go directly home and follow the current Government / NHS guidance. <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>
- Not attend work if they should be self-isolating due to displaying symptoms or residing with someone who is displaying symptoms, if they have been contacted by NHS Test and Trace and asked to isolate or if they are required to due to recent travel and quarantine requirements. Duration of isolation should be determined from up to date government information
- Report any concerns or issues relating to non-conformance with social distancing in the workplace
- Attend Covid-19 tests where there is a requirement to do so.

# Stress

## Description

Stress is not a weakness and can affect anyone. Northern Piling Ltd recognises that there is a difference between pressure and stress at work and that taking action to reduce the risk of ill-health, because of work-related stress, leads to the creation of a good working environment and a healthy workforce.

Although a certain amount of pressure can be motivational and enable employees to perform at their best, it is when too much pressure is experienced, leaving employees unable to cope, that stress can result.

The Health and Safety Executive has defined stress as 'the adverse reaction a person has to excessive pressure or other types of demand placed upon them'.

Work-related stress can be tackled by Company and its employees working together to identify sources of stress and how those can be managed.

Sources of stress can include:

- Demands of the role, leading to an unmanageable workload
- Being under challenged or having no autonomy, leading to a lack of job satisfaction or low esteem
- Environmental factors, such as noise, temperature, lone working
- Lack of support from management or colleagues
- Organisational changes and how those are communicated and managed
- Relationships and being subjected to unacceptable behaviours, such as bullying.

## Employees responsibilities

Employees will:-

- Follow Northern Piling Ltd reporting procedures if they are experiencing work-related stress. It will be beneficial to do this at an early stage, to prevent a situation from getting worse
- Contribute to the development of any work-related stress risk assessment carried out by the employer
- Read all communications from the employer that concern work related changes and the reasons behind those
- Attend any counselling or stress management training sessions provided by the employer.

# **Underground Services**

## Description

Underground services may be found where work involves penetrating the ground at or below surface level. Buried services are widespread and it should be assumed they are present unless it has been proven otherwise. The term services includes underground pipes, cables and equipment associated with electricity, water, sewage, gas telecommunications and pipelines.

It is important that groundwork is planned well in advance and full details obtained of any underground services likely to be in the vicinity of the working area. Services may also be at risk of damage by the collapse of ground due to heavy plant crossing over it.

## Associated Hazards

- Electrocution or burns by striking a high voltage electricity cable
- Flooding or drowning from water services
- Hazardous substances
- Explosion
- Asphyxia from gas leak.

## Employees Responsibilities

- Ensure you have received adequate and appropriate training before embarking on any work incorporating underground services
- Ensure that you have received site-specific induction training
- Where any doubt exists regarding the location of underground services, avoid mechanical excavation
- Follow the utility owner's guidelines when using mechanical plant or power tools near underground services
- Where in force, ensure that you follow a permit to work system
- Ensure you are wearing ALL Personal Protective Equipment (PPE) that has been identified as being essential by the risk assessments
- Ensure you report anything suspicious or anything you consider could pose an imminent danger.

## **Visit By An Enforcement Officer**

The Health and Safety at Work etc. Act 1974 and associated legislation conveys powers on inspectors who are appointed by the relevant enforcing authority, in order that they ensure statutory requirements are being complied with.

Most dealings with those on whom the law places duties (employers, the self employed, employees and others) are informal - inspectors offer information, advice and support, both face to face and in writing. They may also use formal enforcement mechanisms, as set out in health and safety law, including improvement notices where a contravention needs to be remedied and prohibition notices where there is a risk of serious personal injury, or ultimately prosecution.

Non-compliance can lead to prosecution but this is always seen as the last step in the process, except for:-

- Failure to comply with an Improvement or Prohibition Notice
- Breach of the law that has significant potential for harm, regardless of whether it caused an injury
- Reckless disregard for the health and safety of workers or others
- Repeated breaches of legal requirements where it appears that management is neither willing nor structured to deal with adequately
- Substantial legal contravention, where there has been a serious accident or a case of ill health.

### Employees Responsibilities Include:-

- Not obstructing any reasonable request made by an Enforcement Officer
- Complying and co-operating with requests by the officer
- Follow instruction and guidance given by your employer.

# **Violence And Aggression**

## Description

Northern Piling Ltd recognises the difficulties in managing violence and aggression at work and aims to put in place steps to identify and minimise risks to support employees and monitor incidents to help address any potential problems.

The Health and Safety Executive's definition of work-related violence is any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. Employees whose job requires them to deal with the public can be at risk from violence.

## Associated Hazards

- Physical attacks
- Verbal abuse
- Low morale
- Depression
- Stress.

## Employees Responsibilities

Employees will: -

- Attend appropriate training sessions if they are deemed to be at risk at work from violence or aggression
- Report any incidents of violent or threatening behaviour to the employer
- After any violent incident, employees are advised to complete an incident report form regarding the event. This form outlines who has been involved along with details of the situation that lead to the incident occurring
- Co-operate with management arrangements for dealing with violence and aggression at work.



# **Waste Disposal**

## Description

This arrangement covers the general waste generated by the company in the carrying out of workplace activities but not those related to the disposal of waste food by retail premises.

## Associated Hazards

- Build up of combustibles presenting a fire hazard
- Health hazard due to possible vermin infestation
- Poor housekeeping presents a tripping hazard.

## Employees Responsibilities

- To dispose of waste as instructed
- To inform management if an activity produces waste that has not been previously identified or removed from site so that the relevant steps can be taken for safe removal
- Not to climb onto skips or other waste receptacles
- To inform management if waste receptacles are full and need emptying
- Not to remove items from waste receptacles and take or use for personal use.

## **Welfare**

### Description

The provision of welfare in the workplace should be taken seriously; it applies to all areas including construction sites, the common parts of shared buildings, private roads and paths on industrial estates, business parks and temporary work sites.

Welfare provisions will also be provided for those people who are not employees of Northern Piling Ltd but may use the premises or site on an infrequent basis e.g. visitors and contractors

The availability and maintenance of welfare facilities should be considered at the planning and preparation stages of every construction project, before any construction or demolition work.

### Client's Responsibilities

Clients do not have to provide the welfare facilities ultimately; however, they must ensure that welfare arrangements are in place before the construction work commences, they also must ensure that adequate welfare facilities are arranged for every project. This is provided in the pre-construction information.

### Principal Contractor Responsibilities

The Principal Contractor has the responsibility to assess and provide, adequate welfare facilities for employees and other persons using the site or involved with the construction stage.

All welfare provisions and locations should be communicated to the relevant parties.

The following should be considered when planning welfare provision: -

- Positioning on site - welfare facilities should be sited, and traffic movement managed, to ensure that vehicles and pedestrians are adequately segregated
- Safe installation and removal procedures from site
- The nature of the work and the associated health risks
- The number of people who will use the facilities
- The distance workers may have to travel to get to the facilities
- The duration of the work and the number of locations
- Cleaning and maintenance of the facilities
- Whether there is a need for the facilities to be moved during the construction phase.

### Facilities that should be provided

- Toilets - The number of toilets needed, will depend on the number of workers on site and the type of facilities provided. All toilets should have appropriate water and drainage, be well ventilated, clean, well lit and ventilated and have appropriate sanitary supplies.
- Washing facilities – should be located next to toilets & changing rooms, have sinks

Hot & cold water, cleaning agents & drying facilities. Showers would also potentially be required if the work is particularly dirty or hazardous, these would be located away from main facilities.

- Changing Rooms – Rooms should be lockable and separate if required for men & women, there should be provision for secure storage of personal and work clothing on the site, as well as a means whereby wet clothing can be dried.
- Drinking Water - A supply of clean drinking water should be available and wherever possible supplied direct from the mains. Cups or similar should be provided.
- Rest Facilities - Rest areas should provide protection against the weather and should be adequately heated by means of either electrical or LPG heaters. If LPG heaters are used an appropriate risk assessment will need to be completed.

There may be times where welfare provisions are transient or it's a mobile site. Ultimately these provisions should be determined from risk assessment.

#### Contractor Responsibilities

Contractors are required to ensure that there are adequate facilities for employees under their control. Facilities should be determined pre-construction from the principal contractor and the measures appropriately communicated to those "workers".

#### Employees Responsibilities.

Employees are required to make sure they use the facilities responsibly and leave in a clean manner and any damage must be reported to the responsible person.

## Whole Body Vibration (WBV)

### Description

Machinery vibration passing through the buttocks of someone seated or the feet of someone standing can result in symptoms associated with WBV. Northern Piling Ltd will assess the potential for this injury through risk assessment and will particularly consider the exposure to persons driving plant and other machinery, which may give rise to this type of risk potential. This exposure will be reduced as far as reasonably practicable through the limitation of driving times, adequate maintenance and training for employees regarding the common signs and symptoms associated with this health hazard.

### Associated Hazards

- Exposure to shocks and jolts resulting in back and muscle pain
- Fatigue.

For Whole Body Vibration (WBV) there are prescribed legal Exposure Action Values (EAV) and Exposure Limit Values (ELV) where: -

- EAV is the amount of daily exposure (8 hours) to vibration which if reached or exceeded, employers are required to take action to reduce the risk
- ELV is the maximum amount of vibration an employee may be exposed to in any single day (8 hours).

The legal values and levels for WBVs are: -

Exposure Action Value (EAV) is **0.5 m/s<sup>2</sup> A (8)** (e.g. 0.5 metres per second squared over an 8 hour working period).

Exposure Limit value (ELV) is **1.15 m/s<sup>2</sup> A (8)** (e.g. 1.15 metres per second squared over an 8 hour working period).

### Employees Responsibilities

Take care of themselves in work activities involving potential exposure to WBV and to also: -

- Follow training, guidance and instruction given, to prevent injury or ill health
- Report any failure of equipment or safety device including defects arising from the maintenance and daily checks of the machinery

- Ensure seating/back supports and suspension adjustments are made
- Report to management any instances of back pain or injury
- Co-operate with management arrangements for health and safety.

# Work Equipment

## Description

The definition of work equipment is wide and includes machinery, apparatus, equipment, installations and tools. Therefore, items as diverse as tractors, photocopiers, laboratory equipment and apparatus, soldering irons and scalpels are included. Scaffolding, access equipment and safety devices etc. are also considered to be work equipment.

## Associated Hazards

- Dangerous/rotating parts of machinery
- Ejection of materials
- Rupture or disintegration
- Fire, overheating or explosion
- Gas, liquid, vapour or hazardous substance
- Excessively hot or cold surfaces
- Failure of safety controls on powered equipment
- Dangers from instability, poor lighting or poor maintenance
- Noise or vibration.

-

## Employees Responsibilities

Employees will: -

- Use work equipment safely and in accordance with the information, instruction and training provided by the employer
- Only use, clean or maintain the equipment that they are trained on
- Visually check and carry out other checks, required by risk assessment, prior to and during use and report any faults and unsafe conditions to the employer
- Take reasonable care of themselves and others who may be affected by their actions
- Co-operate with the employer in the management arrangements for the provision and use of work equipment
- Seek the permission of the employer before bringing any personal items of equipment to work where it is intended that they be used by either themselves or others as part of work activities
- Make full and proper use of any personal protective equipment provided by the employer

- Inform the employer if they are taking any prescription medications that may affect their ability to safely operate any item of work equipment.

Receipt of health and safety handbook is on the next page



## **Receipt Of Health And Safety Handbook**

Northern Piling Ltd have compiled a health and safety policy as legally required under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations, the full policy is available for inspection upon request.

To assist with the communication of information, the organisation will issue each employee with a reduced copy of the health and safety policy, this is in the form of a handbook. It is important that the contents of the handbook are read and understood prior to returning this acknowledgement slip.

I confirm that I have read and understand the employee health and safety handbook and will comply with all rules that are imposed in the interest of safety.

I acknowledge receipt of this Employee Handbook, which is the property of the Company, and which forms an integral part of my Contract of Employment. I agree that if I have been issued a hard copy version of the document, that there may be a charge incurred if not returned on leaving the business.

Name:-
Signature:-
Date:-
Email address:-

Please return this form to the Directors