

SOUTHERN BLASTING SERVICES Ltd.

HEALTH, SAFETY & ENVIRONMENTAL POLICY

Policy

Organisation

Responsibilities

Arrangements and Procedures

General Health & Safety Site Rules

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SOUTHERN BLASTING SERVICES LTD
HEALTH AND SAFETY POLICY
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SOUTHERN BLASTING SERVICES LIMITED

HEALTH, SAFETY AND ENVIRONMENTAL POLICY

SECTION 1 – HEALTH AND SAFETY POLICY POLICY STATEMENT

It is the policy of Southern Blasting Services Ltd (hereinafter referred to as SBS Ltd) is to ensure the highest standards of safety, health and environmental matters, which are reasonably practicable to attain, are achieved in all our activities. SBS Ltd requires the same high standards from all contractors and sub-contractors working on our sites.

All levels of management and supervision are expected to actively initiate and pursue ways and means of making the working environment as safe and healthy as possible. It is the responsibility of ALL employees to comply with their legal, moral and company safety obligations.

It is the policy of the company that all persons working on or visiting any site must wear safety helmets, footwear and other appropriate personal protective equipment and clothing with certain limited exceptions defined in the Site Rules.

ENVIRONMENT POLICY POLICY STATEMENT

SBS Ltd will control its activities to avoid causing unnecessary or unacceptable risks to the safety and health of all employees, clients and the public. Adverse effects on the environment will be minimised as far as is reasonably practicable. Responsibility for safety, health and the environment is ranked equally to all other activities within the company.

The objectives of the policy are;

1. To promote standards of safety, health and welfare that comply with the terms and requirements of the Health and Safety at Work etc Act 1974 and all other statutory provisions and codes of practices.
2. To develop health, safety and environmental awareness and individual responsibility for health, safety and environment amongst employees at all levels.
3. To encourage full and effective consultation on health, safety and environmental matters.
4. To provide employees with information, training, supervision and instruction they need to work safely and effectively.

5. To maintain a safe and healthy working environment for employees with adequate facilities and arrangements for their welfare.
6. To prevent nuisance to the community and to avoid damage to the environment.

This statement represents our commitment on behalf of the Company to strive for continual improvement of environmental performance and the prevention of pollution, as well as setting down and reviewing all the Company's environmental objectives and targets. This will include the review of the Company's annual environmental statement.

Managing Director

Date

SECTION 2 - ORGANISATION

SBS Ltd have in place, a Management structure that deals with corporate governance and strategic issues.

The Managing Director has ultimate responsibility for the safe and healthy execution of the Company's operations. In this the Managing Director is supported by a Health and Safety service (where required) and all Managers within the Company.

The immediate responsibility for health and safety in each workplace is carried out by the most senior manager involved.

SECTION 3 - RESPONSIBILITIES

Managing Director

Responsibilities are:

- a) to know the requirements of the Company Health and Safety Policy
- b) To create at all levels within the Company a positive approach to accident prevention.
- c) To advise the Company's employees and managers at all levels in their efforts to improve the health and safety performance.
- d) to advise all levels of management and supervision of the requirements imposed by or under the Health and Safety at Work Act 1974 and other statutory provisions governing the Company' operations.
- e) To maintain the positive measures in place and to raise the level of health and safety awareness at all places of work to improve the Company's health and safety record.
- f) To advise and assist in promoting safe systems, safe conduct at work and production of effective health and safety plans.
- g) To give guidance to any employee of the Company on health and safety matters.
- h) To undertake periodic inspections of any work place to ensure that the highest standards of health, safety and welfare are achieved and to monitor and report on compliance with statutory provisions.
- i) To stop and then make site management aware of any unsafe conditions or practices observed.

- j) To undertake investigations of reportable accidents, dangerous occurrences and/or near misses and make recommendations to prevent any recurrence.
- k) To liaise with the Inspectors of the Health and Safety Executive and other outside bodies.
- l) To identify the safety training needs of both site operatives and staff (in work skills and dealing with emergencies) ensuring adequate resources are made available to provide safe systems of work for both in-house and sub-contract operations.
- m) To ensure that all statutory notices are available to the managers for issue to their working staff.
- n) To check that statutory notifications have been completed and copies of the same are displayed where required.
- o) To check that welfare arrangements and facilities are of an acceptable standard and meet the requirements of the regulations and advise site management if they do not.
- p) To check that suitable and sufficient fire fighting equipment is available and is serviceable.
- q) To ensure that copies of the Company Health and Safety Policy and Safety Rules and the Company's Liability Insurance certificate are held within the site health and safety project file.
- r) To assist site management when and where required in undertaking safety inductions and Tool Box talks.
- s) To set a personal example when visiting sites by complying with all established site rules, legislation and the Company Health and Safety Policy and to stop, and then make site management aware of, any unsafe condition or practices observed.

Additional Responsibilities in relation to any project for when appointed by a Client to act as Principal Contractor.

Responsibilities are:

- a) To know the requirements and prohibitions imposed by the Regulations.
- b) To ensure that staff under their control are competent to fulfil their duties and responsibilities.
- c) To make provision for adequate resources to be allocated to undertake the work involved.
- d) To ensure that any contractor appointed is competent and has adequate resources.
- e) To ensure that the health and safety plan is prepared, updated and implemented until the end of the contract.

- f) To ensure co-operation between contractors.
- g) To promptly provide to the planning supervisor information required for the health and safety file.
- h) To ensure that arrangements are made for employees and self-employed persons to discuss and offer advice on health and safety matters and for the consideration of the views of employees.

Southern Blasting Services Ltd will employ the services of a Health and Safety Consultant where required to assist in above responsibilities.

Southern Blasting Services subscribe to GEE, a health and safety support and advice service;

Helpline No; 0870 241 2430

Contract Managers / Estimators

Managers will ensure that this policy is adhered to within their area of authority.

- a) To know the requirements of the Company Health and Safety Policy.
- b) To know the requirements of relevant statutory provisions and safe working practices and to ensure that staff under their control are competent and conversant with the same and have, or will receive, adequate an appropriate training.
- c) To know that tender prices include and are adequate for safe systems of work to be adopted.
- d) To make provision at tendering and planning stage for adequate allowances to be included for health, safety and welfare facilities and equipment.
- e) To be aware of the statutory requirements relating to the works being costed.
- f) To ensure that the health and safety responsibilities of contractors are taken into account when obtaining their prices.
- g) To insist that sound working practices are observed and take appropriate action when they are not.
- h) To consider the practical discharge of this Policy as a normal management function comparable in importance to the commercial arrangements and performance expected of responsible managers.
- i) To ensure that non-compliance with the Company Health and Safety Policy is a disciplinary matter.
- j) To ensure that the Supervisor of every site is provided with an up to date copy of the Company Safety Manual.

- k) To ensure that the competence and resources of contractors are adequate.
- l) To monitor health, safety and welfare standards during site visits.
- m) To ensure that the Health and Safety Site File is prepared, kept up to date and complied with.
- n) To ensure that the information required for the health and safety file is provided to persons as appropriate.
- o) To ensure the return of accidents and working hours promptly to head office.
- p) To set a personal example when visiting sites by complying with established site rules, legislation and to stop, and then make site management aware of, any unsafe practices or conditions observed.

Site Foreman / Site Administrators

- a) To know the requirements of the Company Health and Safety Policy.
- b) To monitor and implement as necessary the Health and Safety Plan.
- c) In conjunction with other managers ensure that the competence and resources of potential contractors are adequate.
- d) To establish site rules and ensure their implementation.
- e) To co-operate with other contractors on site.
- f) To ensure that suitable and sufficient welfare facilities are provided and maintained in a clean, healthy and safe condition.
- g) To ensure that all necessary and suitable personal protective equipment is provided, maintained and worn as required in accordance with legislation, this Policy and site rules. This guidance on PPE must be included on risk assessments.
- h) To ensure that all statutory registers, test and examination certificates, records and reports etc, are held on site and maintained as necessary.
- i) To follow the Company procedures for reporting and recording accidents and near misses.
- j) To ensure that arrangements for First Aid required by the Regulations are complied with and that the locations of the First Aid facilities and the identity of the Trained First Aider (s) are known to employees.
- k) To ensure that all plant and equipment is suitable for its intended use, properly maintained and operated by trained and competent persons; to ensure that copies of training certificates are obtained

and kept available on site and that any defects are reported promptly.

- l) to ensure that all persons whether SBS employees, labour only, self employed or contractors employees attend a formal Safety Induction talk prior to their commencement of work on site.
- m) To ensure that relevant Tool Box Talks are carried out on a regular basis (either weekly or at change of activity). A record of persons attending such talks is to be kept in the Site Safety File on the appropriate record sheet.
- n) To plan and maintain safe traffic routes, the safe delivery, stacking and positioning of materials and a tidy site through good house-keeping.
- o) To plan work processes in accordance with the approved safe procedures, particularly when working near overhead or underground services, or at heights and prohibit at all times the taking of unnecessary risks.
- p) To return the complete Site Safety File to head office so that statutory retention requirements are complied with.
- q) To set a personal example when visiting sites by complying with established site rules, legislation and to stop, and then make site management aware of, any unsafe practices or conditions observed.

Procurement:

Responsibilities are:

- a) To know the requirements of the Company Health and Safety Policy.
- b) To make arrangements with suppliers to gain sufficient information, to ensure that all articles and substances purchased can be used in a safe manner.
- c) To make arrangements to ensure that all information required for the safe use of the substances and articles is communicated to the site.
- e) To ensure that when plant and equipment is obtained current certification is supplied where necessary.
- g) To ensure that a fire certificate is obtained for the offices if necessary, that all fire fighting equipment is correctly maintained, escape routes and fire exits are kept clear and signed, that fire drills are carried out on a regular basis and that key personnel are trained in the procedures and in the use of fire fighting equipment.

Office Staff

Responsibilities are:

- a) To know the requirements of the Company Health and Safety Policy.
- b) To be aware of statutory requirements relating to the office environment.
- c) To ensure that the equipment and the premises under their control are used in a safe manner.
- d) To ensure that staff required using office machinery or equipment are trained in its use.
- e) To ensure that welfare facilities are adequate and maintained.
- f) To ensure that qualified First Aiders are available and that the first aid and emergency procedures are known to those employees under their control.
- g) All office machinery is safe and fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the supplier.
- h) To ensure that Work Station Assessments have been carried out for Users complying with the Schedule in the Health and Safety (Display Screen Equipment) Regulations 1992.
- i) To ensure that all electrical equipment and systems have been inspected and certified by a competent person in accordance with the Electricity at Work Regulations 1989 and the test records registered.
- j) To ensure that all accidents, diseases, dangerous occurrences and near misses are reported in accordance with the Company Health and Safety Procedures.
- k) To ensure that all accidents however minor are recorded in the Accident Book.

All Employees and Operatives

The Law requires all Company employees, including labour only, and self-employed persons to be aware of their duties and obligations and take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions. The Company expects a reasonable and responsible attitude from ALL towards meeting their health and safety obligations at work.

All employees must ensure that they dispose of waste products in receptacles specifically provided for that purpose taking note of any segregation requirements. If an appropriate container is not available, this must be reported to a manager who will make suitable arrangements.

The use of personal protective equipment may be necessary during the handling of some wastes. Any requirement must be established before the waste handling activity commences. Employees should be aware of their responsibilities under the Duty of Care. Employees must report any problems, which arise regarding

waste disposal to a responsible person (usually a manager or supervisor) so that corrective action can be taken.

Responsibilities are:

- a) Make yourself familiar with the Company Health and Safety Policy and all the site rules, notices and procedures made known to you and ask your Supervisor if you are in doubt about any health and safety matter.
- b) To follow the safe methods and systems established for the site which may be set out in method statements, risk assessments, site rules or otherwise.
- c) To use the correct tools and equipment for the job and keep such tools and equipment in good condition, reporting any defects to your Supervisor.
- d) To use and maintain the correct safety equipment and protective equipment as required and supplied.
- e) To develop a personal concern for your own and others safety and suggest ways of eliminating hazards and where appropriate to take part in safety meetings or other formal consultation processes.
- f) Do not take unnecessary risks, and report all unsafe acts, dangerous incidents and all accidents to your Supervisor.
- g) The wearing of a safety helmet, overalls and safety footwear at all times on site is mandatory in terms of this Policy.

NB: all employees are reminded that it is an offence to intentionally or recklessly misuse or interfere with anything the Company uses or provides to comply with health and safety legislation. Refusal or failure to comply with its safety rules and Policy will be considered a serious disciplinary offence.

SECTION 4 - ARRANGEMENTS, STANDARDS AND PROCEDURES

General Arrangements

Distribution of Health and Safety Policy and Procedures

A copy of this document is issued to Directors, all employees, clients and extracts of this policy are issued to contractors employed by the company.

Revision

Health and Safety Policy and Procedures are reviewed and revised at intervals not greater than two years. Interim revisions are issued as Addenda when necessary.

Agendas

Items for discussion and resolution of health, safety and welfare matters are included in the agendas of departmental meetings.

Improvements to Standard Site Rules or Health and Safety Procedures

Suggestions for improvement to Standard Site Rules or Health and Safety Procedures are welcome and may be submitted to the Company for consideration.

Monitoring/Inspection

Sites and other workplaces are inspected and reports compiled which are discussed with and given to relevant Project/Site Managers for action.

Should a site receive a Note (Prohibition or Improvement) from a Health and Safety Executive Inspector or a Suspension of Work Notice from any other person, the person(s) responsible for the site, together with the appropriate Manager are required to report to the Director/Manager and to investigate why the unsafe circumstances had been allowed to occur and what actions they are taking to rectify the situation.

Accident Data Collection and Analysis

Each site or other workplace is required to report immediately to the Managing Director using the form provided, details of any accidents, (minor, major and lost time) together with numbers of people employed and hours worked.

This information is recorded and the results reported to directors and senior managers for analysis and investigation.

Waste Arrangements for Securing the Health and Safety of Workers

Suitable receptacles for the collection of waste are provided in strategic positions through the workplace. Waste products must only be placed into those receptacles that have been allocated for that purpose. Containers must be adequate to prevent the escape of waste. Waste containers are emptied regularly and are removed by an authorised person. If additional disposal facilities are required these may be obtained by request from a responsible person.

Information and training

Suitable and sufficient information and training will be provided, as necessary, to ensure that this policy is fully understood and adhered to and that no person is put at risk by the inappropriate disposal of waste.

Disposal of hazardous waste

Suitable arrangements will be made for the disposal of hazardous waste that is generated as a by-product of a work activity. The correct pre-notification and documentation procedure will be followed for Special Waste.

Arrangements for the removal of special waste, eg liquids, asbestos and other hazardous substances, must be made with an authorised and competent person. Liquid waste, other than normal effluent, must not be poured into the sewers. Arrangements for disposal of liquid waste can be made with an authorised person.

Employees will be supplied with any personal protective equipment necessary for the safe handling of waste materials

Site Arrangements and Procedures

Health and Safety Plans

For sites on which SBS Ltd is the Principal Contractor and where circumstances warrant, site management will produce a health and safety plan to include method statements and safe systems of work etc. specific to individual operations?

Competence and Resource

The competence and adequacy of resources of potential contractors is assessed by Contracts Managers and Site Supervisors. On each site, the Supervisor in charge is required to ensure that all employees, contractors and person under his control comply with the appropriate regulations (as a minimum standard) and the Company Health and Safety Policy.

Appointment of Site Safety Supervisor

Where circumstances warrant a specific Site Safety Supervisors will be appointed by Directors/Contract Managers who are required to establish that the person to be appointed is experienced in the type of work being undertaken on the site and competent in the management of its health, safety and welfare aspects. When the appointed supervisor is absent, a suitable experienced and competent person is designated to undertake such duties as may arise during the period of absence.

Site Safety File

To facilitate management of the health, safety and welfare procedures each site is issued with a Site Safety file, which contains the following sections:

HSE Area Office Addresses and Telephone Numbers
Insurance Certificate
Accident Form
F2508 Reportable Accident and Dangerous Occurrence Form
Health and Safety Policy

Shared Welfare Arrangements
Methods statements and Risk Assessments
Data Sheets
Record of Scaffold Inspections

PPE Record Sheets

Training Records – Induction, Tool Box Talks, Operatives Training Certificates

On completion of the works, this File is returned to the Health and Safety Department where the site completed forms, etc are filed for the periods required by statute and Company Policy.

Assessments of Risks and Method Statements

At all places of work, site management will identify potential hazards and assess risks in accordance with legislation and formally record the findings. These findings are to be made known to all persons who may be affected. Health and Safety Plans take into account hazards and risks identified by Clients, Planning Supervisors and other Contractors.

On all sites the risk assessments will require that at least head and foot protection will be required at all times.

Temporary Works

The temporary work needs of projects will be assessed. Adequate and practical designs will be produced where required and the temporary works constructed, loaded and dismantled in accordance with a safe system of work.

Health Surveillance

Where exposure to toxic or harmful substances is possible, in addition to assessing risk and implementing controls, site management will ensure that appropriate health surveillance measures are undertaken in accordance with the Company's Procedures. These could include tests, before, during and after working, of blood, urine and /or faecal samples and responding if any abnormality is identified. Tests will also include air and noise monitoring where applicable.

Inspections and Reports

Working platforms, personal suspension equipment, excavations, and cofferdams will be used only after inspection by competent persons at the intervals required by legislation.

Reports of statutory inspections will be retained in the appropriate sections of the Site Safety File.

Matters found to be unsatisfactory will be brought to the attention of the manager concerned and remedied before the place of work is used

Accident Reporting/Investigation

Details of all injury accidents, however slight must be entered on the site Accident Record sheets held in the Site Safety Register. All injury accidents must be reported to Head Office for documenting as required by statute.

Industrial diseases, accidents resulting in major injury or absence from work greater than three days, or dangerous occurrences are to be reported to the local office of the Health and Safety Executive and to the Health and Safety Department following the Company's reporting procedure which incorporates the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR '95).

All reportable accidents, diseases and dangerous occurrences are investigated and recommendations are made to the appropriate levels of management.

Accidents and incidents arising from the activities of other Contractors or self employed persons employed by SBS Ltd or working on sites under SBS Ltd control are to be reported and investigated following the same procedure, and extended where necessary to include the other Contractor's own procedural requirements.

Adequate numbers of Certificated First Aiders and person trained in emergency aid must be readily available, as require by legislation, at all places of work, including remote or isolated locations.

Suitable and sufficient stock of first Aid and fire fighting equipment must be maintained in suitable places and their locations clearly indicated.

Site Rules

Standard Rules governing the managing of construction work and safe conduct on each site shall be established by the Contract Manager and Site Foreman. These will incorporate any relevant Standard Site Rules.

Project Health & Safety Files

On any project on which SBS Ltd is the Principal Contractor information for the Project Health and Safety File shall be provided as required to the Planning Supervisor.

Welfare

The provisions of the regulations with regard to

- Toilets
- Washing
- Showers (where applicable)
- Changing rooms
- Clothing storage/drying room
- Rest/mess room
- Hot and cold water supply
- Drinking water

must be complied with and facilities kept clean and in good condition.

Health & Safety Training

Staff health and safety training needs will be identified by Senior Management. Operative health and safety training needs will be identified primarily by the Contract Managers.

These identified training needs will be forwarded to head office to arrange the necessary training requirements.

Implementation of training plans will be monitored by the Managing Director.

General

Copies of the Company Health and Safety Policy must be displayed at all working places under the control of the Company.

The aim of SBS Ltd is to reduce accidents at work and to create a safe and healthier working environment.

IF ANYONE IS IN DOUBT, THEY SHOULD CONSULT THEIR IMMEDIATE MANAGER.

Emergency Plans

Plans to deal with foreseeable emergency situations including fire are to be established and made familiar to every person who may be affected. Named persons will be trained in these procedures and the use of fire fighting equipment.

First Aid

Adequate numbers of Certificated First Aiders and person trained in emergency aid must be readily available, as required by legislation, at all places of work.

Suitable and sufficient stocks of first aid and fire fighting equipment must be maintained in suitable places and their locations clearly indicated.

Plant Arrangements and Procedures

All Company plant, machinery, equipment and systems of work must conform to the requirements of the relevant legislation.

Assessments of Risks and Safe Methods

These are to include:

- a. Any operation involving moving loads by manual effort. Safe practices and/or additional equipment will be introduced where necessary to prevent injury or ill health.
- b. The storage, transport and use of any substance hazardous to health.

Electrical Equipment

Power circuits and all electrical equipment will be tested and the results of such tests recorded in accordance with the Electricity at Work Regulations 1989. Trailing cables are to be avoided wherever practicable.

Competence

All employees must be competent in their duties and are to be given sufficient training, information and equipment to work effectively within the requirements of the Policy and relevant legislation.

Site Equipment

Company plant, transport and equipment sent to site is required to be safe, operational, fully guarded, tested, examined and equipped with all safety devices required by the appropriate regulations. Any plant or equipment found to be unsafe is to be withdrawn from service.

Company plant and equipment are to be repaired and maintained efficiently.

All statutory tests, examinations and inspections of plant and equipment shall be carried out as required and proper records established, maintained and made available to Contract Managers.

Temporary buildings supplied for site use will comply with relevant legislation, Codes of Practice and HSE guidance.

Office Arrangements and Procedures

Assessments of Risks and Safe Methods

The Admin Manager will arrange for the potential risks to be assessed in accordance with legislation and formally record the findings. These findings are to be made known to all persons who may be affected.

All office machinery and equipment will be sited, maintained and serviced as required and all staff required to use machinery and equipment will receive adequate training and instruction in their use.

Power circuits and all electrical equipment will be tested and the results of such tests recorded in accordance with the Electricity at Work Regulations 1989. Trailing cables are to be avoided wherever practicable.

The posters required by legislation and the appropriate insurance certificate will be displayed in a suitable location.

Fire precautions are to be taken and equipment maintained in accordance with the requirements of legislation and of any fire certificate, or where no fire certificate exists, the advice obtained from the local Fire Prevention Officer.

All accesses, stairways, escape routes, fire exits etc. will be kept clear, well lit and signed appropriately.

Emergency Plans

Plans to deal with foreseeable emergency situations including fire are to be established and made familiar to every person who may be affected. Key personnel will be trained in the procedures for, and the use of, fire fighting equipment.

These procedures are practised at six monthly intervals to ensure their effectiveness and that they can be activated quickly and efficiently if needed.

Adequate numbers of Certificated First Aiders and persons trained in emergency aid must be readily available, as required by legislation, at all places of work.

Suitable and sufficient stocks of first aid and fire fighting equipment must be maintained in suitable places and their locations clearly indicated.

Accident Reporting/Investigation

Details of all injury accidents, however slight must be entered into the Accident Book.

Industrial disease, accidents resulting in major injury or absence from work greater than three days, or dangerous occurrences must be reported to the local office of the Health and Safety Executive and to the Health and Safety Department following the Company's reporting procedure which incorporates the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR'95).

All reportable accidents, diseases and dangerous occurrences will be investigated by Health and Safety Consultant whose recommendations will be given to the appropriate levels of management.

SECTION 5 – GENERAL HEALTH AND SAFETY SITE RULES

Waste Safe System of Work

This system of work has been designed to ensure that disposal of waste at the workplace is carried out safely and in accordance with the law.

- 1 Use only designated receptacles for holding waste products. Do not put waste materials in receptacles that have not been allocated for that specific purpose. Take note of any segregation requirements, e.g. for hazardous waste or recyclable materials.
- 2 Do not discard waste carelessly into receptacles, place it properly inside the unit.
- 3 Do not overfill waste containers. Inform head office procurement when additional resources are likely to be required.
- 4 Report any leakage or overflow of waste from a waste container to a responsible person.
- 5 Ensure that any spillage of substances at the workplace is cleared in an approved manner and that any materials used for clearing are properly disposed of.
- 6 Make a note of any special arrangements or precautions that will have to be taken by the authorised waste remover.

Places of Work and Means of Access

Scaffolding

Mobile Access Equipment

Ladders

Fragile Material

Excavations

Underground Services

Overhead Services

Confined Spaces

Work on/over/adjacent to water

Traffic Routes, Doors & Gates

Authorised Access

Good Order

Places of Work and Means of Access

Scaffolding

Scaffolding must be inspected by a competent person before being used, after substantial addition, or alteration, after any event likely to have affected its strength or stability (including strong winds or other adverse conditions), and at regular intervals not exceeding seven days. A report of every such inspection shall be recorded on the appropriate form in the Site Safety File.

All scaffold and working platforms on SBS Ltd sites must be suitable for their intended purpose, be properly constructed to provide adequate working space and comply with the Construction (Health, Safety and Welfare) Regulations 1996

Where system scaffolding or proprietary towers are to be used, the manufacturers instructions must be fully complied with, and must be erected only by competent/experienced persons.

Every scaffold must be adequate for its purpose and NOT overloaded.

Safe means of access/egress must be provided to all working platforms.

Platforms must be fully boarded out at all times and kept free from loose/waste materials.

Guardrails and toeboards must be fitted to all platforms from which a person might fall 2m or more, and may be required by risk assessment in order to prevent falls from platforms lower than 2m.

Each ladder must be tied by both stiles and project 5 rungs above landing level unless alternative, suitable and sufficient handholds are available.

Sheeted or covered scaffold must be designed by the appropriate persons to take account of wind loading.

Mobile Access Equipment

(Including Mobile Elevating Work Platforms (MEWP) Telescopic and Articulated Boom Platforms and Mast Platforms).

Mobile access equipment shall be operated only by persons competent to do so.

Emergency procedures to deal with power failure, fire, injury to or collapse of the operator should be established and personnel made familiar with them.

Equipment must be suitable for its intended use and be soundly constructed. Where equipment is hired in, evidence of regular maintenance must be provided from supplier.

The safe working load shall be clearly marked and must not be exceeded.

The conditions of the surface on which equipment is to operate shall be checked for stability and equipment shall not be operated on excessively uneven or sloping ground in accordance with the manufacturers' recommendations.

Equipment must be installed, modified and dismantled only by competent person.

Adequate barriers shall be installed to prevent people or vehicles being struck by the moving platform or falling materials and to prevent the platform striking obstructions.

No part of the equipment shall be allowed closer than 15m to an overhead electricity cable carried on a steel tower or 9m to a cable on a wooden pole except by arrangement with the Electricity Company.

Suitable precautions shall be taken to prevent any part of the equipment from touching any overhead electricity cable or from approaching close enough to allow arcing.

Due consideration shall be given to the effects of inclement weather including high winds, in siting and using the equipment.

At the end of each day platforms should be cleared of tools, materials and equipment, isolated from power and secured against unauthorised use.

All persons operating or riding on mobile access equipment shall wear suitable harnesses, the lanyards of which shall be clipped to a suitable part of the platform.

Care must be taken when travelling with the platform elevated to avoid overturning, collision or displacement of the occupants or anything carried on the platform.

Mobile access equipment must not be used as a jack, prop, tie or support, as a crane or lifting appliance or primarily for the transfer of goods or materials.

Ladders

All ladders are to be checked for defects or damage at least weekly whilst in use on site.

If a defect or any damage is noted the ladder must be taken out of service immediately and prevented from being brought back into use until it has been properly repaired.

Ladders in use are to have a solid level base, are to be secured against movement both sideways or away from structure and are to be used correctly.

Site management must ensure that ladders are removed or made inaccessible by some secure means at the end of each working day to prevent unauthorised access.

Ladders must be positioned clear of excavations etc. and be protected against being struck or dislodged.

Fragile Materials

Site management must identify operations requiring personnel to work or pass on/over or near fragile materials in roofs and elsewhere. A safe method of work shall be established and implemented.

If the height from which a person might fall through fragile material is 2m or more the safe method must include:

- a) Either platforms or coverings sufficient to support the weight of the person(s) and any work equipment working on or passing across the fragile material;
- b) Where personnel are required to pass or work near the fragile material guard-rails or coverings sufficient to prevent any person falling through and;
- c) Warning notices fixed at any point of access or approach to fragile material.

Overhead Electricity Cables

Where any electrically charged overhead cables or apparatus are liable to be a source of danger to persons employed during the course of any operations at work on site, advice must be sought from the Electricity Company.

All practicable precautions shall be taken to prevent danger by the provision of adequate and suitably placed barriers, warning signs etc.

Where it is necessary for item of plant to pass under the lines, they shall pass only by way of an authorised passageway, which must be established and clearly defined.

The 'safe system' for the passage of plant under the overhead lines etc must be made known to ALL employees.

A trained competent Banksman must be in attendance for the passage of plant under the lines at all times.

Where work has to be carried out beneath the overhead lines and isolation of these lines is not possible, consideration must be given to the type of plant to be used. Where necessary, modifications such as restricting devices and physical restraints are to be fitted to prevent this plant reaching beyond the safe clearance limit.

Confined Spaces

Site management shall prevent any person from entering or working inside a confined space where it is practicable to undertake the work by alternative means. Where entry is unavoidable site management must ensure that an appropriate assessment of risk, to evaluate hazards, has been undertaken and a safe method of work including a 'Permit to enter' and 'Permit to work' system has been established before anyone is allowed to enter or work in any confined space, tank, manhole, sewer or any such area where there is a reason to suspect danger from explosive, flammable, toxic gases or lack/excess of oxygen.

The safe system of work and 'Permit to Enter' and 'Permit to Work' systems must be made known to the employees who are to carry out the work.

Employees, who are to carry out work in a confined space, must be physically capable of doing so and must have received adequate instruction and training.

All necessary protective and rescue equipment must be provided and available prior to entry into a confined space.

The atmosphere within any confined space must be safe before entering and constant monitoring must take place during the work period.

An emergency procedure must be established. This must include for evacuation of personnel and summoning of emergency services.

Employees working in sewers, manholes, culverts or adjacent to watercourses or standing water will be issued with Medical Advice cards giving details of action to be taken if Leptospiroses (Weil's Disease) is suspected.

Work On, Over or Adjacent to Water and Other Liquids

(Or granular material into which a person could sink and suffocate)

Adequate platforms, barriers, fencing etc. to prevent persons falling into the water or other liquid must be provided and installed before any work commences which could place personnel at risk from drowning.

All persons remaining at substantial risk of falling into the water, etc. must wear life jacket, or safety harnesses if appropriate to the conditions.

Site management must devise adequate procedures for rescuing any person who may fall into the water, etc. Including retrieval, first-aid, and summoning emergency services.

Adequate rescue equipment must be provided before work commences and checked regularly. Any defective equipment must be repaired or replaced immediately. Rescue equipment may include lifelines, grab ropes/chains, heaving lines, life belts and boat(s) with oars or engine as appropriate.

Site management must ensure that personnel are able to operate rescue equipment and are instructed and trained in the emergency procedures, and that personnel appointed as members of the rescue team are available during the working period and that replacement personnel are selected for standby duties where necessary.

Precautions must be taken to prevent the theft of rescue equipment, boats etc. outside working hours.

Weather, tidal and flooding conditions must be taken into account when planning the works, and the emergency procedures, or when using boats as transport.

Hand and Arm Vibration

The risk of hand and arm vibration must be assessed the contract manager and included in the risk assessment.

Monitoring amount of tool vibration:	Use of low vibration tools
Monitoring length of time for which tool is being Used	Team rotation
Whether use of tool is continuous or Intermittent:	Exercise fingers periodically to encourage blood flow.
Individual Susceptibility :	Report any numbness or whiteness to site foreman
Workplace temperature:	Keep hands and body warm at all times

Traffic Routes/Doors/Gates

Site management must organise the site so that pedestrians and vehicles can move about safely.

Pedestrians and drivers of vehicles must follow any route designated for their use.

Traffic routes should be clearly defined and be fit for their purpose. They should be such that pedestrians and /or vehicles can use them without causing danger.

Any pedestrian door or gate leading onto a vehicle route must be arranged so that pedestrians can see approaching vehicles.

Pedestrian routes and doors should be separated effectively from vehicle routes and gates and be clear of obstructions. If separation is not feasible, other means of protecting pedestrians must be provided and warning arrangements made.

Authorised Access

Site Management should ensure that only authorised person are allowed into the site.

All persons on site must co-operate in such arrangements by closing gates, replacing barriers/fences and challenging strangers, notifying management of breaches etc.

Particular care should be taken to exclude children both from the site generally and from individual areas of high risk such as scaffolds, excavations, tanks etc.

The site perimeter should be indicated by signs and the extent of the site should be made obvious.

Good Order

Cluttered and untidy workplaces are dangerous.

Every part of the site must be kept in good order and reasonably clean.

Provisions for cleaning and tidying should be set out in the Health and Safety Plan or site rules, in induction and training sessions and where applicable in subcontract arrangements.

Plant and Equipment

Plant – General
Mobile Plant & Vehicles
Circular Saws
Cartridge Tools
Electricity Powered Tools
Air Driven Tools
Abrasive Wheels

Plant – General

Any plant or equipment must be suitable for its intended use and the operating conditions.

Plant or equipment must be used only for operations and under conditions for which it is suitable.

Every item of plant and equipment whether owned by SBS, a contractor, a self employed person or a hire company must be maintained in good working order and good repair.

If the use of any plant or equipment involves a specific risk, repairs and modifications or maintenance must be undertaken only by designated persons who have received adequate training in those operations.

Any person required to use, or supervise others using plant or equipment, must be given adequate information and instructions about its use. These must include the correct conditions and method of use, action to take in abnormal situations and any known risk arising from its use. In addition operators of any plant or mechanical equipment must have received adequate training in its safe use, risks entailed and precautions to be taken.

All dangerous parts must be adequately guarded and guards, protective devices, etc. must not be interfered with. Measures must also be taken to prevent or control risks of objects or substances falling or being thrown from equipment,

rupture or disintegration, overheating or fire and unintended discharge or explosion of any substance.

Controls for all equipment must be clearly identifiable and marked if necessary.

Mobile Plant & Vehicles

Mobile plant must be operated by trained, authorised personnel only.

No passengers are permitted, except in a safe place provided for the purpose.

Drivers are to ensure that their routes of travel are safe and free from hazards wherever practicable.

Extreme care is to be taken when routes or working areas are in close proximity to personnel, overhead power lines, bridges/structures, excavations or dangerous ground.

Loads to be lifted must be assessed for their weight and stability by a competent person.

Current test/examination certificates must be obtained for all plant and lifting equipment.

Cartridge Operated Fixing Tool

Only low velocity, captive piston type tools may be used on site.

No one is permitted to use a cartridge tool unless:

- a) They have been trained in the use of the tool by the supplier.
- b) They have been issued, by the person carrying out the training, with a certificate of competence;
- c) eye protection to BS EN166 or BS 2092, Grade 1 impact, together with ear protection to BS EN352 are used, and;
- d) Authorisation from management has been received to use the tool.

Site Management must ensure a system is employed for secure storage, issue and return for all tools and cartridges, spent or unused.

Regular maintenance to the manufacturer's instruction must be carried out.

Electrically Powered Tools

All site electrically powered tools, generators, transformers etc. must be tested and tagged by a competent person at a maximum of 6 monthly intervals, dependent on usage. The results of these tests must be recorded and available for inspection in accordance with legislation.

Electrical hand tools must be 110V maximum. Mains leads to transformers shall be as short as practicable. The condition of leads, plugs etc. are to be checked daily by the user. Unserviceable items must be taken out of use until repaired or replaced. No makeshift repair is permitted.

Equipment must be disconnected (unplugged) from the power supply before any adjustments or repairs are carried out.

Air Driven Tools

The condition of fitting and hoses must be checked before each use.

The compressor must be turned off and the pressure released before tools are changed or carried.

In accordance with legislation, a programme of planned maintenance is to be carried out and results recorded and made available for inspection.

Only employees who have received adequate instruction and are competent are to use air driven power tools.

Abrasive Wheels

Only trained and appointed persons may change discs or wheels.

Management must ensure that equipment to be used is designed and suitable for the work to be carried out.

The user must have a place of work that allows a good footing and a safe two footed stance. The workpiece must be held securely in position.

Substances and Processes

COSHH Policy Statement

Lead

LPG & Other Gases

COSHH Policy Statement

Control of Substances Hazardous to Health

To comply with the COSHH Regulations SBS Ltd will:

- a) Assess the health risks created by work involving substances hazardous to health and wherever possible, substitute these substances with none or less hazardous products;
- b) Take measure necessary to control the exposure of employees or others to hazardous substances;
- c) Ensure that the exposure of employees is prevented or adequately controlled;
- e) Ensure that any control methods provided are properly used and maintained;
- f) Provide information, instruction and training for employees on the risks to health and the precautions to be taken regarding work with substances hazardous to health, and;
- g) Carry out Health Surveillance in specified circumstances i.e. spray painting etc.

All contractors are required to provide site management with a COSHH assessment relating to hazardous substances used by them.

It is the policy of SBS Ltd to advise clients, contractors and others that may be affected by its operation, of any risks to health involved, to which they may be exposed and to co-operate with them in measures including information, training and instruction, to ensure health & safety.

Asbestos

Any material suspected of containing asbestos fibres must be analysed to establish the type of asbestos involved.

Where appropriate a licensed contractor will be employed to remove or make safe asbestos materials.

Control of Lead at Work Regulations 1998

It is the Policy of SBS Ltd that all activities involving work with Lead will be carried out in accordance with the Control of Lead at Work Regulation, the company will:

- a) Assess the health risks created by work involving Lead.
- b) take measures necessary to control the exposure of employees or others;
- c) ensure that any control methods provided are properly used and maintained;
- d) monitor the work environment as necessary to measure the concentrations of lead in air;
- e) provide information, instruction and training for employees on the risks to health and the precautions to be taken regarding working with Lead;
- f) Provide washing facilities.
- g) Provide changing facilities and facilities for the storage of protective and personal clothing;
- h) Provide adequate and suitable PPE;

NB Where respirators are necessary they must conform to the requirements of the HSE approved list;

- i) ensure that employees DO NOT eat, drink or smoke in places which may be contaminated by lead;
- j) establish procedures for cleaning work areas, premises, plant and equipment which may be contaminated by Lead, and;
- k) Carry out health surveillance in specified circumstances and advise an Employment Medical Advisor from the HSE or another doctor appointed by the HSE.

Personal Protective Equipment

PPE Policy

Head Protection

Head Protection – Utilities

Protective Footwear

Eye Protection

Noise (PPE and other controls)

Hands & Skin Protection

Body Protection

Respiratory Protection

PPE Policy

To avoid ill health or injury to its employees and to comply with the Personal Protective Equipment (PPE) at Work Regulations 1992, SBS Ltd will:

- a) carry out assessments to evaluate the risk to the health and safety of company employees and others who may be affected by the Companies activities;

- b) provide SUITABLE PPE to company employees;
- c) ensure that the PPE issued to employees is maintained in an efficient state and good order;
- d) ensure that PPE is cleaned or replaced when necessary;
- e) provide facilities to safely store PPE when not in use;
- f) provide information, instruction and training to employees, to explain the risks that will be avoided by the use of the PPE, and its correct use, and;
- g) Ensure that the PPE issued to employees is used correctly.

Employees must:

- a) ensure that the PPE provided is correctly used, stored and cleaned in accordance with both the training and instruction given, and;
- b) Report immediately any loss or defect of any PPE provided for their use.

Head Protection – General

It is Company Policy in accordance with the Construction (Head Protection) Regulation 1989 that every person working on or visiting a site must wear a safety helmet in good condition and conforming to BS 5240 or BS EN 397.

Every person in control of other people at work shall ensure that head protection is worn by those people. Safety helmets must be adequately maintained and stored.

The SBS Contract Manager at the time has the authority to permit a relaxation from the overall Company requirement for the wearing of Safety Helmets on all sites.

This relaxation can only be allowed where a risk assessment has established no foreseeable risk of head injury exists, subject to the following:

- a) where a Client or Principal Contractor has defined the site as a "hard hat" site no relaxation to be given, and;
- b) Safety helmets must be readily available at all times to take into account the likely changes in the working environment, e.g. the delivery and lifting of pipes, etc.

Protective Footwear

Every person at work on a site must wear suitable protective footwear. Complying with BS EN 345 or 346 or BS 1870.

Such footwear must include toe caps sufficient to resist and impact of 200 joules.

Where there is danger of penetrations of the sole by sharp objects (such as nails or reinforcing steel) a protective midsole is required.

Footwear must be maintained and stored carefully and replaced when necessary to ensure the protective properties remain effective.

Eye Protection

It is mandatory to wear eye protection wherever there is a risk of injury to eyes from chips of stones or metal etc, or from dust, gas, chemicals, molten metal or sparks.

Eye protection to BS EN166B or BS 2092, Grade 1 must be worn when using hand chipping tools, powered hand tools, abrasive disc saws, or cartridge operated equipment etc.

Noise **(PPE and Other Control)**

Excessive noise can cause serious and permanent damage to hearing.

Every effort must be made to remove or limit noise at source.

It is Company Policy that noise levels at places of work be assessed and the results recorded.

Where daily noise levels exceeding 85 dB(A) but less than 90 dB(A) are experienced, employees will be advised of the noise level, that ear protection is available on request and should be worn.

Where daily noise levels in excess of 90dB(A) or high intensity 'impact' peak levels are experienced, the wearing of ear protection is mandatory.

Plant must be well maintained and effectively silenced.

Covers on machinery must be kept closed.

A careful assessment and thorough noise reduction measures will be required where members of the public or a client's workforce, etc, would be affected. The measures will need to take account of the requirements of the Noise at Work Regulations 1986, The Control of Pollution Act 1974 and The Environmental Protection Act 1990.

Hand and Skin Protection

Hands need to be protected against cutting, abrasion, wet, high or low temperatures and chemicals

Persons must wear the correct type of glove.

To avoid dermatitis and other infections or entry of toxic or biochemical substances through skin absorption, cuts/lacerations must be covered.

Contaminated clothing must be changed at the end of the working period and washed as frequently as necessary to ensure the skin is not brought into repeated or prolonged contact with the contaminant.

Body Protection

High visibility jackets or tabards complying with the appropriate standards must be worn. They are also necessary on sites where plant/vehicle traffic is not effectively separated from pedestrian routes and other designated areas.

Respiratory System Protection

If sources of air contamination are known to be present they should be eliminated or controlled.

If a respiratory hazard remains the risk assessment must specify suitable respiratory protective equipment (RPE), taking into account the person undertaking the work, other persons, the elimination of the identified hazard, the tasks, the duration and the location.

When using disposable filtering face-piece respirators (simple paper type dust masks) it is important to avoid contaminating the inside of the face-piece.

Welfare

Welfare Facilities

Personal Hygiene

Food Safety on Site

Fresh air and Light

Welfare Facilities

Sufficient sanitary conveniences must be provided at readily accessible places. Where reasonably practicable they should be connected to mains drainage and water supply. Elsewhere they should be of the chemical flushing type. They must be kept clean and orderly.

If facilities are shared with another employer an agreement must be made in writing.

Facilities should be provided (where practicable) for changing, storing and drying clothes, for heating water, for washing and drinking and must have seating for each person and wipe-clean mess table tops.

All shelters and accommodation must be kept clean.

Accommodation should also be provided for the storage of Personal Protective Equipment (PPE) in accordance with legislation.

Where female employees are present on site, separate toilets, washing and changing facilities will be provided where appropriate.

Suitable and sufficient fire fighting equipment will be provided for all site accommodation.

Personal Hygiene

Various substances are hazardous to health if transferred to food, drink, cigarettes, etc, or if allowed to remain on the skin. Good standards of personal hygiene are necessary to avoid these hazards.

The risk assessments for contaminated areas or identified processes will forbid eating, drinking and smoking in specified areas.

Hands should be washed before eating, drinking or smoking, and before and after using the toilet.

The risk of dermatitis is reduced substantially by washing any skin area exposed to hazardous materials as soon as practicable. Barrier cream should be used before working with such materials.

Food Safety on Site

The building/cabin provided for food provision/supply must have the walls, floors and ceilings kept clean and in a good state of repair, free from contamination by dirt, vermin, insects or odours and provision must be made for periodic, thorough cleaning of these areas.

All buildings/cabins must be well lit and ventilated and all drainage systems must be adequately trapped.

A hand washbasin separate from the one where food is handled or prepared must be provided for personal cleanliness.

All toilets must be kept separate and away from this food room.

A First Aid kit must be provided and must contain waterproof dressings.

Arrangements must be made for all waste, contaminated food and refuse to be removed from this area regularly and disposed of.

Fresh Air and Light

Every place of work must have sufficient fresh air. Where this cannot be achieved naturally, forced ventilation must be provided.

Every place of work and access route shall be adequately lit and where reasonably practicable, by natural light. If the primary lighting has to be artificial, and its failure would give rise to a risk to health or safety, a secondary lighting system must be provided.

Emergencies

Emergency Procedures – General

Fire Prevention

Fire Detection & Fire Fighting

First Aid

Flood Prevention

Emergency Routes and Exits

Emergency Procedures – General

Procedures for dealing with foreseeable emergencies must be established by the site management. They must have regard to the types of work, site characteristics, plant and equipment being used, physical and chemical properties of substances and the number of people on site as well as the activities of any client or other contractors.

In addition to fire, emergencies will include flooding, asphyxiation, tripping, scaffold or falsework collapse, injury at height or in a confined space, recovery from fall arrest equipment, falls into water, etc.

This will normally be a topic within the site induction training and shall be posted in the site accommodation and elsewhere around the site.

The names and locations or normal duties of the persons assigned special responsibilities (e.g. First Aiders, Appointed Persons, Fire Safety Co-ordinator, etc) must be stated.

The procedures must detail the alarm system(s) to be used, how to set them off, and what response is required (e.g. site evacuation, rescue team assembly,

summoning emergency services, posting a person at the site entrance to direct ambulance/fire crews etc.). The alarm must be audible above work noise (or visible if appropriate) to every person affected.

If the emergency involves a Reportable Injury or Dangerous Occurrence as defined in RIDDOR 1995 and set out in the Site Safety Register, the Health and Safety Department and the Health and Safety Executive must be informed promptly by telephone or fax by head office.

Procedures must be tested by practice at suitable intervals and any necessary improvements incorporated in revised procedures.

Employers, self employed persons and contractors must co-operate in testing and implementing the procedures.

Fire Prevention

A fire safety co-ordinator should be appointed on larger and more complex sites. The need for fire marshals to assist the co-ordinator, and their respective responsibilities will be defined in the project and Health and Safety Plan.

Adequate steps must be taken to prevent risk of fire or explosion.

Sources of heat or ignition must be kept away from combustible materials (e.g. paper, wood, plastics, glue, paint, bitumen, gas cylinders etc.)

Gas cylinders and highly flammable liquids must be secured in a vented store.

Combustible waste materials must be regularly cleared away to skips which must be emptied at suitable intervals so as not to overspill.

Oily or solvent soaked rags or paper tissues must be placed immediately after use into separate metal bins with closely fitting lids.

Areas such as bases of shafts, stairwells etc., where discarded materials may collect must be included in this operation.

Smoking should be prohibited in any area where combustible materials temporarily accumulate, e.g. during painting etc. The containers of solvent based and other flammable materials should be kept closed, except those in immediate use.

Places of hot work must be inspected for smouldering etc. one hour after hot work has ceased.

Fire Detection and Fire Fighting

Suitable and sufficient fire detection and alarm systems must be installed where any person could be at risk of injury from fire. Detection should include rate-of-rise or smoke detectors where appropriate.

Every person who may need to use fire-fighting equipment must be trained in its use.

First Aid

Site Management must make an assessment of the First Aid provision for the site.

A sufficient number of suitably trained and certificated personnel must be appointed to render first aid to people who are injured or become ill at work and to be responsible for maintaining first aid equipment and boxes.

For sites where five or more persons will be present at any time, a holder of a full current "First Aider" certificate is required.

For smaller sites including those employing one or two people, at least one person trained in emergency aid is required if a full First Aider is not available.

Additional trained personnel must be available during the absence of the appointed person(s). The names and working locations of the appointed person must be displayed and made known to everyone on site during induction training.

Due to the nature and variability of construction work and the inconsistency of workforces during the course of a project, as many personnel as practicable should be trained in emergency aid.

Every site must have at least one fully stocked first aid box, whose location must be clearly marked and indicated during induction training.

The type of work to be carried out and the characteristics of the site must be taken into account in deciding what equipment is needed in addition to the basic first aid kit, adhesive plaster and eye washing provision e.g. first aid room, stretcher etc.

Flood Prevention

Adequate precautions must be taken to prevent injury to any person due to the workplace being flooded.

Wherever practicable those precautions will include for example, the isolation of pumping plant from power, adequate caulking or sealing of caissons and bracing of cofferdams, etc.

Emergency procedures should include the means of rescue of any person(s) who would be affected by any flooding which might occur.

Emergency Routes and Exits

The means of evacuating the whole site and separate parts if applicable must be assessed.

All emergency routes and exits must be adequately lit. If the primary source of lighting is artificial, or daylight may become poor, additional emergency lighting must be provided.

Access for fire appliances (at least 3m wide and 4m high) and ambulances must be provided and maintained including keeping clear connection points to rising mains, hydrants etc.

Instruction & Training

Induction

Tool Box Talks

Method Statements and Risk Assessments

Technical Knowledge and Skills

Plant and Equipment

Safety Induction Training

The Company's Policy is that Safety Induction Training is given to **ALL** site based operatives and staff prior to their commencement of work on the site.

The Safety Induction Training will be given by a senior member of site staff i.e. Contract Manager or Site Foreman or a nominated member of his management team.

The content of the Safety Induction Talk given must include the 'general guidelines' which are set out in the Tool Box Talks Manual and should include specific items applicable to the individual site, especially those identified in the project Health & Safety Plan and these General Health & Safety Site Rules.

NB: Safety Induction Training is specific to individual sites and cannot be carried over from one site to another.

Tool Box Talks

(On – site Safety Training for Operatives)

Tool Box Talks should be undertaken by a member of the SBS site staff who has received the appropriate training from the SBS.

Tool Box Talks must be given frequently and on a regular basis as determined by Site Management or the Project Health and Safety Plan. Relevant Tool Box Talks must also be given prior to new work processes commencing on site.

The content of each Tool Box Talk is given on the individual Tool Box Talk Card. These can be adapted to suit the individual needs of each site.

A record of **ALL** Tool Box Talks undertaken on site together including the persons attending the subject covered and the date must be recorded on the Tool Box Talk Record Form found in the Site Safety Register.

Method Statements and Risk Assessments

The statement of safe method devised for any process must be explained in advance to the people who will carry out the work.

Constructive discussion should be encouraged and workers' views taken into account in formulating the method statement.

Similarly, the hazards, risks and control measures identified in any risk assessment must be explained to the people involved.

Site management must ensure that contractors employed on SBS Ltd sites adhere to this procedure.

Technical Knowledge and Skills

Tasks which require people to have training, technical knowledge or experience to undertake them safely must be carried out only by someone with that training, knowledge and experience, or by someone under the direct supervision of such a person.

Plant and Equipment

The training and instruction required for operators of plant and equipment is described in the Plant and Equipment section.

General

Alcohol and Drugs Personal Actions Manual Handling

Alcohol and Drugs

Alcoholic drinks and unauthorised drugs are strictly prohibited on site.

Anyone seen with or under the influence of alcohol or drugs will be immediately removed from site or refused entry.

For the safety of themselves and others, any one believing that a person may be under the influence of alcohol or drugs should report it to site management immediately.

Consumption of alcohol on site or off site during working hours is prohibited for all site employees.

Personal Actions

Employees must apply the information given to them during their safety induction or other instruction and ensure that their own actions do not endanger other personnel or themselves.

Employees should advise site management of any unsafe action or condition observed or included in the method of work they have been instructed to use.

Employees should always examine the work place and equipment before starting work and report any defects to site management.

Employees should ensure their work area is kept and left in a safe condition.

Safety helmets must be worn on all sites, in accordance with the Company Health and Safety Policy, Working Rule Agreement and the Construction (Head Protection) Regulations 1989. Other personal protective equipment must be used as set out in Personal Protective Equipment.

Manual Handling

All practicable means of reducing the need for manual handling of loads must be taken wherever possible.

Materials should be stacked/stored as close as practicable to where they are to be used.

Mechanical plant or handling aids should be utilised wherever possible.

Where manual handling cannot be avoided, an assessment of risk must be undertaken and the results made known to the person(s) affected.

Assessments should take into account:

- a) the task to be undertaken;
- b) the weight, shape, size of the load to be lifted or moved;
- c) the working environment, e.g. excessive heat or cold, space available etc, and;
- d) The individual's capacity.

The formal risk assessment undertaken must be recorded.

A review of this assessment will be required if conditions change.

Person(s) required to undertake manual handling tasks should be trained in the techniques necessary to enable them to carry out those tasks without risks to their health or safety.

Supplementary Rules

Work on highways Contractors

Work on Highways

Managers and supervisors must plan works to effectively minimise the particular risks to workers and highway users arising from the operations to be undertaken.

Consideration must be given to ensure that safe routes for pedestrians and vehicles are maintained, that drivers of vehicles have adequate sight lines past obstructions, that warning signs, barriers and fencing are kept standing and that the working area is separated from the public.

All work on highways must be provided with adequate fencing, barriers, cones, lamps and warning signs, complying at least with Chapter Eight of the Department of Transport Traffic Signs Manual. Additional signs, barriers, etc should be installed where necessary to reduce risk to highway users or to satisfy the reasonable requirements of the local highway authority.

High Visibility clothing of the appropriate grade must be worn by all personnel at work on the highway at all times.

Care must be taken to maintain an adequate width of footway or temporary walkway for pedestrians, the prescribed widths for vehicular traffic, and for safety zones around working areas as indicated in the 'Safety at Street Works and Road Works' Code of Practice Booklet.

The tripping hazards presented by trailing hoses and cables, boards, loose tools or equipment, excavated spoil, backfill material etc where reasonably practical, must be minimised.

Mechanical plant, excavators, etc. must not stand, protrude or swing outside the working area.

Sub-Contractors

It is Company policy that every Sub-Contractor will submit, before appointment:

- a) A copy of their company safety policy statement and safety organisation (for companies employing over 5 employees)
- b) Written method statements showing how their works are to be carried out safely and who is to be responsible for ensuring that safe working practices are followed. Such method statements must be included in the Project Health and Safety Plan.
- c) COSHH Assessments for all substances they intend to use on the site.

All contractors must report to the SBS site office on their arrival at site.

All contractors and their employees will receive, prior to their commencement of work, a formal Safety Induction talk given by SBS site management.

The SBS Contract Manager or Site Foreman will satisfy himself that the contractor's Supervisor and his men are aware of and conversant with their own Safety Policy and with the approved Method Statement for the works to be undertaken. The Supervisor must be in possession of a copy of the written Method Statement relating to the works.

Further Guidance

(Notes for checking Sub- Contractors' method statements)

Before a contractor in one of the following categories commences work, SBS Site Management must examine the safety method statements for the general matters set out in the sections below, as well as for issues specific to their own site.

Access Contractors Roofing Groundworks

Access Contractors

Assurances as to adequacy and competency of supervision and workforce, including evidence of training in the operation of mobile access equipment where applicable.

Proposals to ensure stability of temporarily unstable or insecure structures e.g. staying etc., erection procedure and sequence including prior sub assembly of steelwork.

Proposals as to provision of adequate safe access/egress and places of work to prevent falls e.g. mobile powered access equipment, sufficient and secure ladders, scaffold platforms, towers, etc., as appropriate.

Proposals to ensure safety of employees working at height e.g. provision and use of fall arrest equipment such as safety nets, harnesses and lines, including fixing method.

Proposals to ensure safety of other persons on site e.g. provision of debris nets, fencing off of work areas, barricades, notices etc.

Proposals for emergencies, e.g. recovery of personnel from fall arrest equipment, power failure of mobile access equipment, injury or collapse at height requiring rescue etc.

Roofing Contractors

Assurances as to adequacy and competency of supervision and workforce including evidence of training in the operation of mobile access equipment.

Method of access, scaffold, etc. including changes as work proceeds.

Proposals to ensure safety of employees from falling through the roof e.g. provision of roof ladders, crawling boards, guardrails, coverings to roof lights etc.

Arrangements to prevent men falling from edges e.g. provision of edge protection – guardrails and toeboards.

Means of arresting falls such as nets, harnesses and line, including fixing method.

Proposals to ensure safety of others on site e.g. debris nets, toe boards, safe lowering and lifting of materials, movements of plant or equipment fencing off of work areas, barricades, notices etc.

Arrangements for co-operation with other contractors.

Groundworks Contractors

Assurances as to adequacy and competency of supervision and workforce, including evidence of training of plant operators.

Procedures for daily and weekly inspections of excavations and use of all equipment.

Proposals for supporting the excavations.

Arrangements to protect exposed edges, e.g. warnings, physical barriers etc.

Provision of sufficient means of safe access and egress

Procedure for ensuring safety of site vehicles, e.g. stop blocks, bunds, banksmen etc.

Proposals for ensuring safety of persons in confined spaces, e.g. deep shafts, manholes or tunnels.

Formwork and Steel Fixing Contractors

Assurance as to adequacy and competency of supervision and workforce, including evidence of training in the operation of mobile access equipment if applicable.

Proposals to ensure stability of formwork and reinforcing steel during erection/fixing.

Adequacy of proposed methods of access, erection and removal of working platforms.

Proposals for preventing falls of people or objects.

Assessments of manual handling tasks e.g. manhandling formwork components, steel bars and bundles etc.

Arrangements for mechanical lifting/lowering/positioning operations.