

OLIVER JOHN UK LTD.

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COMPANY HEALTH AND SAFETY POLICY



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1. GENERAL STATEMENT OF POLICY

It is the policy of the company to provide and maintain, so far as it is reasonably practicable, safe and healthy working conditions for all company employees and visitors to our premises and places of work.

Specifically the objectives of the policy are to:

1. Ensure that accidents and ill health arising from work activities are minimised
2. Prevent injury to visitors or persons associated with the company's work activities, by ensuring clear access or egress is provided around the place of work.
3. Ensure provision and maintenance of plant or work systems that are safe and without risks to health.
4. Maintain work places in a condition that is safe and without risk to health.
5. Provide instructions, safety training and supervision for all work activities.
6. Provide suitable and adequate personal protective equipment, as necessary, for work activities.
7. Ensure adequate resources are provided so that this policy may be effective in the prevention of accidents, to investigate accidents and take appropriate action to prevent a reoccurrence.
8. Ensure that all employees adopt a positive health and safety attitude to their work activities, to report any known divergences and to encourage employees to recognise and guard against foreseeable and unforeseeable hazards for their own safety or health, and for other persons not employed by the Company.
9. Ensure that disciplinary action is taken against any employee disregarding health and safety for themselves or others.
10. Ensure regular reviews of this Policy and alter as necessary in accordance with changes to legislation or as an improvement to this Policy.
11. Ensure all employees are issued with a copy of sections 1 and 2 of the health and safety Policy and to make available health and safety information, assessment or method statements as required.

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12. Ensure that employees and sub contractors are aware of their legal responsibility for themselves and the duty to care for others by not creating un-safe working conditions.

13. Consult with employees before changing or introducing of any measure that will affect the Health and Safety of the employees.

14. To ensure procedures and controls are in place for all designs we prepare, as far as it is reasonably practicable, safe and free from risks to health and safety during installation or future maintenance activities.

THE DIRECTORS consider this policy to be a management function comparable in importance with production and finance and look to Directors, Managers and Supervisors, of all levels to ensure the Company Health and Safety Policy is observed by all employees and Sub Contractors and to ensure procedures are implemented as defined in Sections 2 and 3 of this Health and Safety Policy.

Signed

Director

Date

Date of review 4th June 2007

Next review June 2008



2. ORGANISATION OF THE HEALTH AND SAFETY POLICY

All levels of management and employees have an active part to play in health and safety standards.

In particular the following persons have been given specific responsibilities to achieve the aims and objectives of the Policy.

2.1 Directors

1. Ensure the policy is effectively administered to adequately provide resources to comply with the requirements of the Health and Safety Policy.
2. Ensure that all aspects of the Company Health and Safety Policy are complied with in all respects and to implement disciplinary action against staff or employees who fail to comply with this Policy or Statutory requirements.
3. Ensure that all tenders have allocated adequate resources for welfare facilities, safe working methods and equipment to avoid injury or health problems.
4. Ensure a yearly review of the Policy Statement and arrange for alteration as necessary.
5. Ensure appropriate training is given to all staff and employees.
6. To set a personal example and suggesting improvements in safety arrangements where appropriate.
7. Ensure the Company's Policy is distributed to all employees and Sub Contractors.

2.2 Director in charge of Health and Safety

The nominated Director has overall responsibility for Health, Safety and Welfare within the Company, his specific duties require him to:

1. To act in an advisory capacity to provide a positive lead in health and safety activities, using the best available knowledge.

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2. To be competent with a sound knowledge of health and safety matters relating to the company's activities and the Construction Industry.
3. To ensure that staff is advised of any changes to legislation that effects them.
4. To ensure that they are aware of revisions to legislation, to continually improve their knowledge and to develop safety procedures.
5. To follow up reportable accidents and prepare reports of the causes and recommendations for future avoidance.
6. To ensure that the Company Management are provided with information on changes to current and future legislation and to recommend how these are to be incorporated into the company work activities.
7. To foster a positive health and safety culture to staff and operatives and where divergences are noted, to report these to the Manager in charge.
8. To ensure parents or guardians are informed of the risks to health of young persons when employed by the company.
9. To ensure new and expectant mothers are aware of the risks to their health from the work activities of the workplace.
10. Arrange for the Company's Health and Safety Policy to be individually issued to each employee, to ensure a copy is displayed within the office and temporary offices at each place of work.
11. To ensure the company makes the necessary arrangements for the recording of employee's hours, undertaking of Health Assessments and the keeping of those records for the statutory required period.

2.3 Contracts Manager

The Contracts Manager will be responsible to the Director in charge of the Company's Health and Safety, for all matters relating to work places and places of work under their control.

These specific duties will include:

1. Arrange for a copy of the Company Health and Safety Policy and other related Health and Safety Information, Site Rules, Notification Form, Insurance Details, Safety Posters and Signs be displayed within the confines of the construction site or other place of work.



2. Arrange for the Sub-contractors employed to carry out work on their behalf to be aware of the requirements of the Company Health & Safety Policy and that any divergences of statutory provisions are corrected immediately.
3. Make themselves aware of and understand the legislation, codes of practice and guidance notes relating to works under their control.
4. Ensure employees and sub-contractors are adequately trained and competent to discharge the duties required of them.
5. Ensure plant and equipment is provided and in good condition for the purpose required of it.
6. Not allow any person to carry out an unsafe activity and ensure that the appropriate corrective action is taken when the situation is observed and to set a personal example at all times.
7. Endeavour to establish an understanding with employees and sub- contractors the need for working in a safe and healthy manner.
8. Regularly inspect work places and places of work to ensure:- fire exits are clear and clean, fire fighting equipment is available, suitable and adequate warning signs are displayed, equipment or plant has been regularly inspected or tested, necessary guards and appropriate control measures are fitted and in working order.
9. Ensure assessments have been carried out on hazardous substances or work processes prior to work commencing.
10. Ensure appropriate personal protective equipment is available and used when necessary by employees and sub contractors.
11. Ensure a system of regular cleaning of the workplace or places of work is established.
12. Ensure method statements where necessary are provided prior to work commencing.
13. Discuss safety performance at site meetings and meetings with sub-contractors.
14. Ensure information is available on underground services and that services are located and pegged before excavation works with machinery commence.

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15. Arrange for all overhead services to be protected in accordance with the service authorities' recommendations and statutory requirements. Warning signs are displayed before works commence.
16. Arrange deliveries and stacking to avoid double and manual handling whenever possible and ensure that off-loading and stacking is carried out in a safe manner.
17. Provide and ensure all records are kept up to date of weekly scaffolding, excavation and lifting inspections, accident reports and where necessary all reportable accidents are notified to the appropriate authority.
18. Ensure that the contract planning considers the requirements of the health and safety, the welfare of operative's sub-contractors, visitors and staff members of staff and the separation of construction vehicles and pedestrians.
19. Arrange the provision of equipment/systems to control hazards associated with work operations.
20. Ensure that site managers/agents/supervisors under their control, comply with the requirements of the Company Health & Safety Policy, their own individual responsibility in this aspect, and clients own establishment rules and requirements.
21. Ensure safety notices and information are available on site and displayed as necessary in a prominent location.
22. Ensure that all necessary reporting procedures of each site are agreed and in place before commencement of work operations.
23. Ensure scaffolding is inspected by a competent person every time they are altered or modified and every seven days, records to be kept of the inspection and be available as necessary.
24. Ensure excavations below 1.2m deep and where in poor ground these are inspected by a competent person before the start of each working period/shift, records to be kept of the inspection and be available as necessary.
25. To arrange for any testing of atmosphere etc. where a workplace is considered to be a confined space, and to ensure persons at risk are aware of the danger and of the precautions necessary and arrangements are in place to prevent the danger.
26. Prepare for each site a site induction list, tool box talks training and record sheets for recording of the training undertaken.



27. To arrange for risk assessments to be undertaken and parents or guardians informed of the risk appropriate when employing young persons
28. Refer to Arrangements Sections 3 & 4 of this Policy for Company Procedure on controlling hazards associated with work operations.

2.4 Joinery Manager

The Joinery Manager is the Company's representative for Health and Safety within the workshop, external work areas, timber storage area and associated works, therefore responsible for all matters relating to work places under his/her control. These specific duties include:

1. To oversee the workshop and external workplaces including timber storage areas.
2. To ensure that all persons under his direct supervision and control receive suitable and adequate Health and Safety advice, receive the Company's Health and Safety Policy and are instructed on Health and Safety matters for their work processes.
3. To ensure new employees and trainees are inducted in the requirements of the Company Health and Safety Policy.
4. To ensure that all plant and equipment provided for use is safe to use, properly maintained and has been examined and inspected as required by the relevant legislation.
5. To ensure that operatives are trained or under the direct supervision of a trained and competent person before using work equipment.
6. To ensure that Health and Safety control measures are being used when required for dust, noise and when using hazardous or flammable products.
7. To ensure that the workplace areas are regularly cleaned and passageways are clear of obstructions.
8. To liaise with the Director or Safety Advisor on Health, Safety and Welfare matters.
9. To ensure adequate barriers and guards for machines are provided and not removed for work operations and personnel are reminded of the need to avoid loose clothing.



10. To ensure the safety of persons undertaking maintenance of machinery, to prepare a procedure indicating a safe method and of the controls necessary to prevent accidental start-up.
11. To ensure the safe system for future maintenance is implemented with all appropriate persons informed of the procedure requirements.
12. To ensure all machine operators have been assessed and received the appropriate training, that they are able to demonstrate competence and are authorised to use the machinery.
13. To ensure a record is kept of the training each person has undertaken and each trained person is issued with a copy of the record of which machines they are authorised to use.
14. Refer to Arrangement section 3 & 4 for this Policy for Company Procedures on controlling hazards associated with work operations.

2.5 Supervisors, Foreman or Persons in Charge

The Supervisor is the Company's representative for health and safety on site or in the workplace and is responsible for day to day organisation and control of all persons, and their activities within the confines of that place of work. The main duties of the Supervisor are to:-

1. Understand the company Health and Safety Policy, to ensure a copy is displayed in that place of work and its requirements are brought to the attention of all employees and sub contractors prior to their work commencing.
2. Ensure the work is planned and that account is taken of the ever changing or unforeseen conditions as the work proceeds.
3. Ensure that operatives under his control are aware of their responsibility for their own safety and the safety of others and that they are not permitted to take unnecessary risks.
4. Ensure no mechanical excavation works are commenced before any underground services in that area are located and pegged.
5. Ensure adequate temporary propping materials are available before excavation works commence and are used during the work operation.

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6. Co-operate with the company's visiting Health and Safety Consultant, HSE, Inspector, and Client's safety representative, for any recommendations or instructions to be carried out immediately.
7. Ensure all accidents including damage to plant or equipment are reported to head office and recorded in the weekly/daily diary.
8. Ensure adequate fire control systems are in place, with a "Hot Work" permit system implemented by all persons on site and all flammable products are stored and used safely.
9. Ensure that C.O.S.H.H. and Risk assessments are available prior to that type of work commencing and the requirements of those assessments are adhered to.
10. Maintain a clean and tidy site or place of work.
11. Set an example by wearing the appropriate protective clothing as required by statutory legislation.
12. Ensure no person under 18 years of age uses or drives any mechanical plant without adequate, trained and direct supervision.
13. Check that sub contractors engaged in high risk activities are working in accordance with the agreed Health and Safety Plan, method statements and other statutory legislation.
14. Ensure scaffolding, excavations and lifting equipment are inspected by a competent person weekly and the appropriate forms are signed following the inspection. Scaffolding is also to be inspected each time altered or modified and excavations before the start of a shift.
15. Ensure site induction training is given to all operatives before commencing their works on site.
16. Ensure no "horseplay" or dangerous practical jokes and to reprimand any person disregarding health and safety for themselves or others.
17. Ensure provision of adequate welfare facilities suitable for that place of work.
18. Ensure that appropriate safety notices are prominently displayed, including the Company Safety Policy, insurance certificate, form F10, Health and Safety Plan and any associated assessments, method statements or legislation documents.



19. Prevent any person from carrying out work who is seen to be under the influence of alcohol or drugs and who are unfit to carry out their task of work safely.
20. Ensure materials are delivered, unloaded and moved with the minimum of manual handling, to also avoid or minimize double handling.
21. Ensure an adequate supply of First Aid items are on site within a clearly marked and noticeable appropriate box and this is regularly checked and made to comply with the relevant regulations.
22. Arrange work operations to avoid accidents between pedestrians and construction machinery or vehicles and ensure risks are kept to a minimum.
23. Ensure the provision of personal protective equipment is suitable for the purpose required is available and suitable for the operative and used when required.
24. Ensure that plant and equipment provided or brought on site is suitable for the work operations, and has been maintained, is regularly maintained, tested as necessary, has the correct certification and is in good working order. Remove from site any defective equipment or plant.
25. Supervisors will be Appointed Persons to assess an accident or incident, to call for the emergency services and, where life threatening, carry out emergency first aid to the injured person.
26. Not to allow materials to tip into an open excavation without the use of stop boards or other methods of preventing the vehicle falling. This also applies when near water, edge of embankment or earthworks.
27. To undertake site induction training before an operative is permitted to commence work on the site.
28. To arrange for appropriate tests to be undertaken and safety measures implemented before allowing works to commence in a confined space.
29. Not to allow any person who has not been trained in the correct signals act as banks man or slinger in a lifting operation.
30. Refer to Arrangement sections 3 & 4 of this Policy for Company Procedures on controlling hazards associated with work operations.



2.6 Operatives and Sub Contractors

Employees and labour only sub contractors have duties under this Health and Safety Policy. These main duties require them to:-

1. Read and understand the company Health and Safety Policy and to carry out their work in accordance with its requirements.
2. Co-operate with the Supervisor's instructions.
3. Develop a personal concern for health and safety for themselves and others
4. Report to the Supervisor any defects noted in plant, equipment, scaffolding or any item, which has an obvious health risk.
5. Use the correct tools or equipment appropriate for the type of work undertaken.
6. Not use un-tested electrical equipment.
7. Refrain from, "horseplay" or other dangerous activities.
8. Ensure that no unnecessary risk to health and safety is taken at all times.
9. Warn other employees, particularly new persons to that place of work, of the unknown hazards.
10. Wear safety helmets and appropriate personal protective equipment at all times including where necessary safety foot wear and not to abuse that which is provided. If damaged it is to be returned to the stores for disposal and replacement with other items.
11. Refrain from abusing the welfare facilities provided, and keep in a clean condition.
12. Report any personal injury sustained at work, even /if the injury does not prevent a person from working.
13. Suggest safe methods of working and ways of eliminating hazards.
14. Not use new types of equipment unless supervised or have undertaken a training course in the safe use of that equipment.
15. Request assistance/information on any unfamiliar work before attempting to commence.



16. Not repair electrical equipment or plant unless trained and competent.
17. Ensure all equipment provided is not abused or mistreated, kept in good condition, is sharp, all guards are in place before using, and returned to the appropriate storage place on completion of a work operation.
18. Not erect, alter or dismantle scaffolding unless trained in that type of equipment. Not to use scaffolding until inspected and the result recorded to each time the scaffolding is altered or modified.
19. Not to travel on dumpers or other self propelled vehicles unless designed to carry passengers and have the necessary restraint harness.
20. Keep all hoist gates closed except when loading or unloading.
21. Not remove guards from machines prior to use. Equipment or machinery must not be left running or unattended.
22. Not be under the influence of drugs or alcohol likely to cause drowsiness or otherwise impair their ability to carry out a work operation safely.
23. Carry out works in accordance with Health, Safety and Welfare Statute Legislation requirements and not to allow their work operation to create situations that cause hazards for themselves or others.
24. Not to make-shift and use equipment that is not designed for that purpose.
25. Keep clean the work activity area from rubbish, off cuts or materials stored for use. Employees are to keep waste bins emptied.
26. Not to remain on vehicles being loaded or unloaded of loose materials unless a safe location has been provided by the manufacturer.
27. Not to manually lift items which are too large to see over or are too heavy and seek assistance and guidance before commencing the lift.
28. Not to tip materials into an open excavation without the use of stop boards or other methods of preventing the vehicle falling. This also applies when near water, edge of embankment or earthworks.
29. Not to conceal fire fighting equipment, signage, emergency, egress routes or move safety equipment without prior agreement of the supervisor.
30. Not to enter a confined space without being informed it is safe to do so and wearing the appropriate P.P.E.



31. Not to act as a signaller or slinger unless trained in the correct safety signals.
32. Refer to Arrangement sections 3 & 4 of this Policy for Company Procedures or controlling hazards associated with work operations.

2.7 Office Staff

The main responsibilities include:-

1. To read and understand the company Health and Safety Policy and to carry out their work operations in accordance with its requirements.
2. To report to the Director any defects noted to equipment, plant, cables, plugs or switches and any hazards which are likely to cause an accident e.g. loose carpet or tiles to stairs, landing or passageways, fire doors not closing or opening correctly or loose shelving.
3. To immediately report to the Director any irresponsible actions that are likely to endanger the health and safety of yourself or others, e.g. materials or equipment that have been placed blocking emergency routes or exits, or fire exit doors that have been locked shut.
4. To develop a personal concern for health and safety for themselves and others.
5. To ensure that visitors egress from the building when required by the fire alarms.
6. To use equipment correctly.
7. To not reach up to high-level shelving or storage without using steps or hop-ups.
8. To avoid obstructing your vision when carrying a load.
9. To not repair electrical equipment unless trained and competent.
10. To not reach into equipment to clear jammed paper without prior turn off from the electrical system.
11. Refer to Arrangement sections 3 & 4 of this Policy for Company Procedures or controlling hazards associated with work operations.



3. ARRANGEMENTS OF THE HEALTH AND SAFETY POLICY

The foregoing section 2 "The Organisation" deals mainly with the responsibilities of people. This section "Arrangements" are mainly on how these responsibilities are to be carried out as a Company Procedure:-

These procedures do not seek to cover all aspects of the Statutory Regulations and duties for Health and Safety at work. For detailed information refer to the Company Risk and C.O.S.H.H. Assessments, method statements, Statutory Regulations and Approved Codes of Practice.

3.1 Safety / Site Induction

All new employees, operatives or sub contractors to the place of work or workplace will be provided with an induction prior to commencing work which will include the following:-

1. Indication of the location of fire exits, fire fighting equipment and emergency systems available.
2. The issue to or bringing to the attention of the operatives, the requirements of the Company Health and Safety Policy.
3. Explanation of who has overall responsibility for safety at that workplace and any rules that need to be adhered to.
4. Advice on known locations of electrical and gas services underground or surface fixed.
5. Advice on locations of first aid boxes, emergency telephone numbers and the location of the nearest emergency hospital.
6. Advice on any known hazardous substances or work systems.
7. Requirements for site cleanliness and locations of rubbish disposal points.
8. Procedures regarding fire to be in accordance with Section 3.4 and 3.5 of this document.
9. Procedures regarding Security arrangements.
10. Sample site induction form refers to the following page of this document.



Site Induction of Operatives and Sub-Contractors Personnel

Project

Date of Induction

Site Management

This site induction will be provided to all new operatives on the project prior to any work activity being allowed to commence.

It is this company's intention to complete the project with no person being put at a risk for their health and safety.

Everyone working on this project should pay close attention to the hazards of work activities for their own health and safety.

The following site rules and guidance information apply to this project.

RULES

Safety Helmets

Must be worn at all times (any exemptions will be confirmed in writing by Site Management)

Footwear

Adequate Safety Footwear must be worn at all times.

PPE (Personal Protective Equipment)

Including goggles, masks etc. must be worn in specified circumstances and to suit the task being undertaken.

Competence

All operatives must be competent or under supervised training in carrying out the task intended and certified to operate plant and small tools as necessary.



Comply with Instructions

All persons must comply with the instructions of the official notices, to the requirements of their own Health & Safety Policy. If one is not available, to undertake their works in accordance with this company's own Policy requirement A copy is attached to the board alongside the main site notices and notification Form F10

Working Methods

Defined and instructed methods of operation must be complied with. Avoid short circuit measures stated in Risk Assessments/Method Statements otherwise risks to health and safety of you will increase.

Awareness

Make sure your actions do not create a risk to the health and safety of yourself, other operatives, visitors or the general public. Report any hazard or unsafe work area to the Site Manager immediately and to their own supervisor.

Scaffolding

All scaffolding works must only be carried out by a certified scaffolder, or trained competent person for erection of mobile towers. Handrails must be at the correct height i.e. 1.07 metre above the working platform

Visitors

All visitors to the project must report to the site office before proceeding further

INFORMATION GUIDANCE

Emergency Details

The site telephone and Emergency contact details are posted in the office.

First Aid

The First Aid Box and Accident Book are located in the Site Office under the direction of



Existing Hazards

At the time of the commencement the Site Manager will explain to you the particular site hazards to be avoided on this project and these include

.....

Notice/Registers.

The Statutory Notices are posted in the site accommodation area and the Registers located in the site office

Welfare

The WC unit is situated near the

3.2 Accidents and Reporting

All accidents, however minor, must be reported to the Supervisor and recorded in the accident book held on site and or in the book held at head office.

1. Any accident resulting in more than three days off work or a visit to hospital must be reported to the Contracts Manager and a report will be issued to the Health and Safety Executive within seven days thereafter.
2. Any major incident which includes falling scaffolds, falls from a scaffold, machinery overturning, escape of gas, vehicle accident (this does not include vehicles on public roads unless unloading or is damaged by construction activities) any unintended collapse of a building or part of a building or structure, collapse of lifting appliance etc. which may not result in an injury must be reported to the Contracts Manager immediately.
3. Any fatality on site must be reported to the Safety Manager in charge immediately and nothing is to be removed, altered or repositioned other than to allow access or egress for the emergency services.
4. The Company will appoint a suitable competent person to be responsible for the first aid box.
5. First aid boxes shall include the necessary items to treat minor accidents. No medication will be stored or issued by the person in charge of the first aid box. Where required, a trained first aider will be in control of the first aid box and will organise treatment following any accident.



6. Accidents which are more than a simple cut shall be treated by personnel's own doctor or by hospital attendance.
7. The Company will appoint a responsible person in the event of an accident who will take control of the situation, he shall be responsible for:-
 - a) Taking control of the situation and giving instructions as necessary.
 - b) Summoning an ambulance, doctor etc as necessary.
 - c) Administering first aid.
8. All accidents referred to in items 3.2.3 and 3.2.4 will be investigated by the Health and Safety Executive and a report will be required for this authority and the Company's insurance department.
9. No person is to leave the site of an accident (unless they are injured) before being interviewed by the Contracts Manager/Safety Consultant or the H.S.E. Inspector. A full list of reportable and dangerous occurrences is available on H.S.E. Form 2508 held at Head Office.

3.3 Fire Precautions

Fires on sites are most commonly caused by cigarette ends, burning of paint, welding, fires out of control and children trespassing.

Other causes are faulty electrical equipment, defective heating appliances. The most vulnerable areas are the site huts, material stores, plant and equipment stores and in the use of contact adhesives or solvents.

The Manager/Site Manager/Agent/Supervisor of the project is responsible for setting up, maintaining the fire precautions throughout the contract period and persons are trained in the use of fire fighting equipment and that all precautions are being adhered to.

The following precautions will be adhered to, thereby helping to reduce the risk of fires: -

1. Every employee or sub contractor must adopt safe systems of work to ensure that adequate fire precautions are taken, emergency escape routes are not obstructed and suitably marked with signs.
2. All employees or sub contractors shall make themselves aware of the locations of fire exits, fire fighting equipment, emergency escape routes, and designated fire reporting points which are to be located in clearly seen locations and easily accessible at each place of work and suitably marked with signs.

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3. All flammable liquids, materials and gases will be stored and used in accordance with the relevant statutory regulations. Suitable fire extinguishers shall be available nearby.
4. Flammable gases shall be stored in suitable contained areas, well ventilated and lockable.
5. Flammable liquids or glues must be stored in fireproof containers, suitably marked.
6. No smoking or naked flames shall be allowed where flammable liquids or gases are stored or being used.
7. Refuse and waste materials shall be regularly swept up and removed from the workplace.
8. All hot work is to discontinue one hour before the close of the working day in accordance with a work permit and an inspection made of the premises/working area prior to closing/locking up. It is the responsibility of the employee or sub contractor to ensure the work permit is signed off at the close of activities each day.
9. Flammable products or substances shall not be stored in or next to the emergency routes and only used in well-ventilated areas.
10. Unauthorised fires or cooking appliances will not be permitted.
11. Rubbish fires must always be properly attended.
12. A competent electrician must install electrical supplies. Circuits shall not be overloaded.
13. Petrol for use as a fuel must be kept in a metal can or plastic container manufactured for that purpose and marked Petroleum Spirit -Highly Flammable. Each container shall contain no more than 5 litres.
14. Before commencing welding, flame cutting, brazing or cutting steels with an angle grinder any nearby combustible material shall be removed or covered with a fire resistant material. A fire extinguisher shall be available nearby.
15. Labels and manufacturers data sheets must be read before using a flammable product.
16. Flammable products must be used only in well ventilated areas.



17. Efficient arrangements for calling of the Fire Brigade in an emergency shall be made.
18. Bitumen boilers are not to be unattended when alight. Sub Contractors are to be aware of this requirement.
19. Provision of clearly marked fire exit routes from the work place. Some may need to be formed from fire resistant materials. All routes must be kept clear and free from obstructions.
20. When necessary, suitable fire detectors, alarm systems and suitable signage will be provided. This requirement may include where a shop fit out is within an area of other construction activities, such as a retail park, whereby communal service corridors are provided.
21. Fire fighting equipment is to be located in easily seen positions indicated by the red colour background or nearby sign.

3.4 Fire/Emergency

The following instructions in the event of a fire will be displayed at all work places:-

1. In the event of a fire, sound the alarm, shout "fire", leave the building or work place and assemble in the designated fire point.
2. Do not attempt to put out a fire where life is at risk. Only trained persons are to tackle anything other than a small fire.
3. Do not use water type fire extinguishers on an electrical fire.
4. Turn off electrical power at source before commencing any fire fighting. 5. Close all windows and doors.
6. An appointed person only is to telephone the fire brigade.
7. Never enter the area of the fire to retrieve personal possessions.

If during an exit you encounter thick smoke, try to get below it i.e. by crawling on the floor, if possible find another exit. Do not open doors which are hot to touch; this could be the only barrier between you and the fire.



3.5 Liquid Petroleum Gas (LPG)

Liquid petroleum gas (LPG) can be dangerous if not handled correctly. Its storage transport and usage is controlled by specific safety regulations.

The following precautions will be taken when using LPG:-

1. The area in which hot work operations are to be carried out must be clear and free from combustible material 'before operations commence.
2. Only cylinders in actual use should be taken into the work area.
3. A portable fire extinguisher must be nearby and ready for immediate use.
4. Empty and stored bottles are not to be left lying around the site or work place but kept in the vented store or returned to the supplier.
5. Cylinders are to be handled carefully, not dropped, bumped or laid on their sides and must only be used when in the vertical position.
6. Each appliance is to have a working control valve fitted. Appliances must not be turned on from the cylinder position.
7. LPG appliances must be turned off at the cylinder at the end of each work operation or day.
8. No appliance is to be moved when alight unless manufactured to do so.
9. Cylinders must not to be placed or used within a route, which is used for access or emergency escape.
10. Adequate ventilation must be available when using LPG for heating, cooking, drying or other purposes.
11. When using LPG for heating and lighting the cylinder should be outside the building and protected against displacement and the weather. If not possible adequate ventilation and fire fighting equipment must be available.
12. LPG must not be used at the edge of open trenches, manholes or basement areas.
13. Lighted blowtorches must not be left unattended.
14. No cylinder shall be used if the connector will not make a leak proof joint. Leaks are to be tested with soapy water, NEVER WITH A NAKED FLAME.



15. All cylinders are to be kept cool and if accidentally allowed to heat up, the gas turned off and taken outside and cooled down with water and the valve slowly opened, making sure there is no naked flame nearby.
16. Bottles must be kept upright when transporting and the dangers from the Trem-Card noted. A dry powder fire extinguisher must be made available.
17. Bottles must not be left overnight in an un-vented store or vehicle.

3.6 Temporary Electricity for Site Use

Electricity is one of the safest forms of power if used correctly but can easily be a killer if misused.

The installation of temporary supplies for site usage requires careful planning to prevent damage by vehicles or construction operations.

Important considerations when supplying or using electrical power are:-

1. The installation or alteration of temporary electrics is to be carried out by a competent and trained electrician. No work is to be undertaken on "live" electrical systems. Tests must be carried out to ensure systems are "dead" and switches locked off.
2. All generators shall be supplied and used with a localised and suitable earthing system.
3. Long trailing leads shall be avoided wherever possible.
4. Trailing leads will not be allowed to lie in water or be in a position where they could be damaged by vehicles, work operations or cause a trip hazard.
5. Overhead cables shall have the necessary warning system located above vehicle routes or where they can be damaged during construction work.
6. Cables that cannot be avoided being laid on the floor shall be protected against damage by a vehicle or work operation.
7. 110V power will be provided, wherever possible, at places of work. Any 240V power route and cables must be clearly marked and equipment must be protected by a R.C.D.
8. Damaged cables will not be used and withdrawn from the work place.



9. In the case of an electric shock POWER MUST BE TURNED OFF BEFORE TOUCHING THE VICTIM.
10. Any electrical hazard or fault noted by an operative or self employed person must be reported to the supervisor of that work place.
11. The correct type of electrical equipment must be used when working in or about to enter an area where flammable products, liquids or gases are used or stored.
12. Generators must only be used in the open air or well ventilated areas.
13. All electrical systems must be protected by an earth leakage circuit breaker and be able to be isolated easily. Breaker switches must not be held down or restrained in any way.
14. Adequate lighting shall be provided for work processes and moving the temporary lights or changing of a bulb or lamp when in use must be avoided.
15. Electrical cables and equipment shall be regularly inspected and checked. Cables are to be held tight within the plug or equipment and must not be damaged.
16. Before replacement of light bulbs the equipment or cable must be isolated from the live power. Broken bulbs must be replaced or removed from equipment or cables.
17. Fuses must be of the correct type and never substituted by nails, silver paper or wire etc.
18. Keep electrical distribution boards clear of obstructions and protect them against damage by work activities.

3.7 Equipment or Plant

Many injuries are caused by movement of plant around a restricted working area. Most can be avoided with early planning of vehicle routes and pedestrian access to work areas.

No untrained person, or those not under the direct supervision of a competent person, will be allowed to operate plant or equipment. All risks associated with the use of such equipment must be brought to the attention of the user.

No person is to be allowed to work at woodworking machines until they have demonstrated their competence and have received written authority to do so.



The authorisation will list those machines and operations for which authorisation is given and will only be issued after each person has attended refresher training.

No electrical equipment is to be maintained connected to the power supply, unless special arrangements are in place to prevent persons being entangled with moving parts.

All new equipment before being used for the first time shall have the relevant safety certifications or declarations with it, along with the operating instructions.

Company vehicles including vans and cars are classified as work equipment. When used on public roads these are also subject to the requirements of Road Traffic Acts.

3.7.1 Access Equipment (Lifts are covered in Section 3.7.2 Hoisting)

The following precautions must be considered and action taken as required:-

1. All plant and equipment will be regularly inspected and maintained by trained and competent persons.
2. Ladders are for access and used for work for a short duration, they must be of an adequate length and strength for their intended purpose and prevented from slipping. They must be a minimum of 1 m above the working platform and tied at the top wherever over 3 metres in length.
3. Tower scaffolds must not be climbed by the rails but by using of an additional ladder or those supplied with the equipment. Towers also must not be used beyond the recommended base to height ratio of 3:1 externally and 3.5:1 internally.
4. Prior to using self-propelled work equipment an assessment is to be undertaken to identify the risks and how to control them. This assessment will consider persons nearby, members of the public, materials falling, overhead obstructions and the work activity required of the equipment.
5. Self-propelled mobile work equipment is to be separated from pedestrians by the erection of barriers or other suitable warning system such as separation by an earth bank or by stacked materials.
6. Mechanical work platforms must not be moved when in the elevated position unless manufactured for that purpose and operators should be wearing a safety harness.



7. Mechanical work platforms must not be overloaded or used as a crane.
8. Persons using elevated platforms must have a good head for heights, be in a good physical condition and have sufficient agility to climb in and out of the platform. Where required to over reach the operator is to wear a safety harness.
9. Keeping vehicles away from standing scaffolds or false work.
10. Incomplete scaffolds must be clearly marked with appropriate signs.
11. The supervisor must be informed if a defect is noted with equipment.
12. Scaffolds are not to be used until inspected and a report prepared.

3.7.2 Hoisting

(This section refers to mobile work platforms, forklift trucks, excavators, lifts and telescopic handlers etc.) (Refer to Section 3.12 for crane operation and other goods lifts)

The following precautions must be considered and action taken as required:-

1. All plant and equipment will be regularly inspected, maintained and used by trained and competent persons.
2. Adequate and suitable personal protective equipment will be required and used in the operation of plant or equipment.
3. Provision of an overhead warning system where operating under or near overhead cables.
4. Lifting equipment is not to be used to pull items into place. All lifting operations are to be under the supervision of a trained and competent person.
5. Use of the correct type of lifting equipment and ensuring chains are not shortened or slings made by forming a knots.
6. The supervisor must be informed if a defect is noted with equipment.
7. Provision of a stable and suitable base for hoisting equipment. Avoidance of positioning over recently filled excavations.
8. The effect of weather on hoisting operations including checking of weather reports before organising work operation.



9. Any person carrying out the duty of a banksman and slinger must be trained in the correct use of hand signals.
10. Excavators used for lifting purposes must be of a type which has check valves or similar and has a lifting position, not the teeth of the bucket.
11. A clear, clean and safe working area is to be provided locally when using equipment or plant.
12. Ensuring start and stop controls work correctly and attempts are not made to stop equipment other than the methods provided by the manufacturers.
13. All materials for hoisting must be secured to prevent part slipping or falling.
14. No person is to be lifted by a forklift truck unless they are in a carrier manufactured for the purpose and only then undertaken in exceptional circumstances, where the risk is less than that of other methods. The person(s) being lifted are to have a reliable means of communication with the equipment operator or other responsible person. The floor of any carrier is to be slip-resistant.
15. Pneumatic tyres fitted to mobile lifting equipment are to be at the correct pressure recommended by the manufacturers.
16. All equipment used for hoisting must be adequately braced or tied and examined weekly and on no account must the lifting capacity be exceeded.
17. Mechanical work platforms must not be overloaded or used as a crane.
18. Lift cars are to have devices to prevent free-fall, regularly checked by competent persons.
19. Lifting ropes or chains are to be inspected daily by competent persons.
20. In the event of a malfunction of the lifting equipment the person(s) being lifted are not to be exposed to danger and a reliable means of rescue is to be available;
21. Any carrier must display the maximum number of persons to be carried. Any carrier not for lifting persons must be clearly marked indicating this restriction.
22. Gates on hoist ways are to be interconnected to prevent opening whilst the lifting machine is in operation.



3.7.3 Site Plant

The following precautions must be considered and action taken as required:-

1. Where vehicles and pedestrians enter the works from the same direction there must be separation of traffic routes from pedestrians including separate entry and egress openings to the site, and where pedestrians cross the vehicle routes suitable barriers and signs are to be displayed.
2. Provision of adequate and suitable warning signs at all obstructions, on traffic routes, pedestrian crossings, fuel storage, unloading areas, excavations etc.
3. All plant and equipment will be regularly inspected, maintained and operated by trained and competent persons.
4. Electrical equipment will be regularly tested by a trained and competent person.
5. Guards fitted for protection of an operation are not to be removed or altered to provide a lower level of protection, especially riving knives to power saws.
6. Adequate and suitable personal protective equipment will be required and used in the operation of plant or equipment.
7. Prevention of overloading of vehicles and materials or spoil falling off moving vehicles or loading of vehicles near pedestrian routes.
8. Avoidance of traversing of unsuitable gradients or difficult terrain.
9. Provision of adequate lighting.
10. Provision of clear vision for operators above loads or of other users of the work area.
11. Avoidance of transportation of loads which do not allow the operator total control of the load.
12. No person must travel on a vehicle which is not designed to carry passengers. Where restraint straps are provided drivers are to ensure these are being used.
13. The supervisor must be informed if a defect is noted with equipment.
14. Any person carrying out the duty of a banksman must be trained in the correct use of signals and ensure when vehicles are reversing no persons including themselves are in the danger area.
15. Excavators used for lifting purposes must be of a type which has check valves or similar and has a lifting position, not the teeth of the bucket.



16. Compressed air tools must not be connected or disconnected to or from a live hose.
17. Vehicle stops are to be provided when tipping materials into an excavation.
18. Adequate ventilation or extraction must be provided when using mechanical equipment internally or in confined spaces.
19. Location of underground services by hand before using mechanical equipment.
20. Use of a push stick when using wood working equipment.
21. A clear, clean and safe working area is to be provided locally when using equipment or plant.
22. Ensuring start and stop controls work correctly and attempts are not made to stop equipment other than the methods provided by the manufacturers.
23. Ensuring blades are sharp and capable of carrying out the work without being forced.
24. All equipment used for hoisting must be adequately braced or tied and examined weekly and on no account must the lifting capacity be exceeded.
25. Mechanical work platforms must not be moved when in the elevated position unless manufactured for that purpose.
26. Consideration of one way systems for vehicular movement around the site or workplace.
27. Keeping vehicles away from standing scaffolds or false work.
28. Never use make-shift props to support vehicle bodies when being repaired.
29. Vehicles or equipment must be turned off before re-fuelling.
30. Vehicles must not remain unattended without being locked or, at a minimum, the keys removed from the ignition.

3.7.4 Tools/equipment

The following precautions must be considered and action taken as required:-

1. All plant and equipment will be regularly inspected and maintained by trained and competent persons.



2. Electrical equipment will be regularly tested by a trained and competent person.
3. Guards fitted for protection of an operation are not to be removed or altered to provide a lower level of protection, especially riving knives to power saws.
4. Adequate and suitable personal protective equipment will be required and used in the operation of plant or equipment.
5. Provision of adequate lighting.
6. Avoidance of using mechanical powered equipment/tools in non-vented areas, such as roofs, basements or inspection chambers. Where possible use compressed air or electrically powered .
7. Operators of electrical tools and equipment are to inspect daily, cables and trailing leads, switch action and correct operation of safety guards.
8. The supervisor must be informed if a defect is noted with equipment.
9. Ensuring start and stop controls work correctly and attempts are not made to stop equipment other than the methods provided by the manufacturers.
10. Ensuring blades are sharp and capable of carrying out the work without being forced.
11. Cartridge tools are to be stored away to avoid unauthorised use and are used only by trained persons, cartridges issued only on a need-to-use basis, and all those unused to be returned to the locked store.
12. Abrasive wheels are to be changed only by trained persons are to be of a type that is suitable for the machine, and rated at a higher speed than the equipment.
13. Vehicles or equipment must be turned off before refuelling.
14. Use of a push stick when using woodworking equipment.
15. A clear, clean and safe working area is to be provided locally when using equipment or plant.
16. Tools and equipment must be suitable by design and manufactured for the actual work it is required to do.
17. Chainsaw operators must be competent and have received relevant appropriate training before using equipment. Where required to work on a tree they must have a national certificate of competence.



3.7.5 Woodworking Machines.

The following precautions must be considered and action taken as required:-

1. All operators of woodworking machines and those who have the responsibility for supervising them are to be able to demonstrate their competence and to receive written authorisation for the types of machines they can operate. Copies of written authorisations are to be issued to the operatives.
2. An assessment will need to be undertaken of each operator's capability including identifying any additional training required.
3. Persons may work at woodworking machines as part of their training or whilst under checks for their capability. This will be under the direct supervision of a competent person.
4. Refresher training for experienced woodworking machinists will be organised in consultation with the operator and will be undertaken in normal hours of working.
5. Training will include general operation of a machine, use of safety equipment, dangers of kick-back, dropping on, the need for clear areas around equipment, adjustment and the need for "locking off" for maintenance.
6. No machine is to be maintained unless "locked off" from the power supply.
7. Maintenance shall be undertaken at regular intervals by competent persons and shall include worktables, mechanical feed systems, extraction guards, protection devices, protection appliances, work piece clamping systems and the operation of the machine.
8. A record should be kept of the maintenance of each machine.
9. Information on the safe usage of machines is to be available and accessible for operatives.
10. Push sticks must be available at all times.
11. For vertical spindle moulders a "jig" for controlling the work-piece along with backstops is required.
12. Protection appliances should be designed to be properly used, be of strong and rigid material, when properly used to control the movement of the work-piece, capable of being held firmly and where necessary by means of clamping, hold the work-piece.

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13. Access is to be prevented to all dangerous parts of machinery or to any rotating stock-bar.
14. Materials are to be prevented from being projected, kicked-back and disintegration (break-up), by the use of appropriate devices.
15. Riving knife is to be adjusted to be within 8mm of the blade at table level and no more than 25mm at the top of the blade, except for blades over 600 diameter where by the knife would be a minimum of 225 above the table.
16. Cutters must project no more than recommended by the manufacturers. Limited cutter projection tools (known as chip thickness) will soon be required to be fitted to all machines.
17. Work equipment is only to be used for operations for which it is suitable in respect of the health and safety of the operator, for example:-
18. A circular saw being used to cut rebates is not suitable, whereby a spindle moulder would be suitable as it can be guarded to a high standard. A crosscut saw should not be used for ripping operations, unless the machine has been designed for such use.



3.8 Hotwork

Fires that develop overnight on sites are mostly caused through Hotwork processes, by burning of paint, welding, flame cutting, soldering, brazing, application of hot applied bitumen coatings and roof felting.

Every employer, employee and sub contractor must adopt safe systems of work to ensure that Hotwork processes are controlled.

The following precautions are required to prevent fires from starting:-

1. Appropriate type of fire extinguisher must be available near to the work position.
2. Refuse and waste materials are to be regularly cleared and removed from the work area.
3. A Hotwork Permit system will be adopted to provide written information of where Hotwork has been carried out that day. All Hotwork is to discontinue one hour before the close of the working day and an inspection made of the premises/working area prior to closing/locking up.
4. Fire resistant materials shall be used as a barrier to prevent overspread of the flame or sparks to ensure others are not affected by the work activity.
5. Cavities behind the work areas are to be checked for flammable materials.
6. Welding shall be carried out only by trained and competent persons.
7. Gas pipe work shall be installed and connected by trained, competent and Corgi registered persons.
8. Vessels are to be empty, cleaned and purged free of vapour before cutting up or welding.
9. Adequate warning signs shall be suitably positioned at the working area where passing persons may be affected by over spark or welding process.
10. Gas bottles must be used in a vertical position and kept away from the naked flame or heat.
11. When arc welding, take precautions to avoid an electric shock especially when near water.
12. Refer to section 3.3 Fire Precautions.



3.9 Hazardous Substances

The purpose of this section is to indicate the hazards presented by the wide range of materials and substances in use or encountered within the construction industry i.e. cement, resin, acid, mineral oils, adhesives and paints (this list is not conclusive).

Many other processes cause hazards i.e. welding, chemicals, pre treated timber, insulation, cutting of concrete, micro-organisms etc.

The main procedure for providing information is covered by the C.O.S.H.H. Regulations which require:-

- 1) Assessment of the hazards and risks to health
- 2) Provision of control measures
- 3) Correct use of controls iv) regular monitoring
- 4) Information and training of persons in the correct use of the control systems
- 5) Keeping records

In addition to the foregoing the following precautions must be considered:-

1. Read content labels on containers before opening or attempting to use a substance or product.
2. Avoidance of skin contact.
3. Assessments and safety data sheets and adherence to their recommendations.
4. Use of long established products. Manufacturers often change the formula to improve a product, which may require more careful handling than before.
5. Correct use of the control systems that the assessment recommends.
6. Correct use of personal protective equipment at all times when recommended.
7. Storage of hazardous products only as recommended by manufacturer's data sheets.
8. Use only in well ventilated areas wherever possible as vapours are not always visible.
9. Open containers or jars in the open air where possible.



10. Not decanting products to an unmarked container or bottle.
11. Containers or bottles require the correct label to be applied and be easily readable.
12. Keeping dangerous substances under lock and key. Immediately clean up spillages.
13. Keeping dust down and cleaning up regularly with equipment appropriate for that purpose.
14. Checking that others are not in danger from the product in use and keeping them away from the relevant work area.
15. Not using control measures which are faulty or not designed for that purpose.
16. Transporting only in the correct way by keeping containers upright and not allowing contents to spill.
17. Hazardous substances or bacteria can be:-
 - 1) Breathed in
 - 2) Penetrate the skin
 - 3) Swallowed
 - 4) Transmitted from other persons
18. Being aware that some products are a catalyst for asthma and what might trigger the attack e.g. hardwood dust, vehicle spraying, flour, grain, hay, soldering flux, epoxy resins (this list is not conclusive).
19. Being aware of fumes especially in closed or poorly ventilated areas. Some products have a solvent base, which require high ventilation or breathing equipment.
20. Avoiding concentrations of pigeon droppings within roofs or other enclosed areas
21. Avoiding water where rats are frequent.
22. Knowing emergency procedures.
23. Informing the supervisor when feeling ill after using a product. Take a note of the product in use if visiting a doctor.
24. Wash before drinking or eating food.



25. Avoiding smoking in the work place where hazardous substances are being used.
26. Avoid, during demolition works, the flame cutting in confined space or inadequately vented areas.

3.10 Asbestos

Asbestos has been widely used in the past within the construction industry in various products, sheet materials and sprayed fire protection coatings.

Asbestos is a long term exposure problem; it is usually 20 years or more before problems start. DUST or loose FIBRES are the problem. Special masks designed for that purpose must be used.

Many existing buildings have an asbestos product within them and it remains a problem for alteration or demolition works. Where encapsulation is not an option then controlled removal has to be undertaken.

Past uses of asbestos have been:-

1. Boilers and pipe work.
 2. Switch gear
 3. Fire protection of steel and doors.
 4. Insulation of buildings
 5. Cladding of walls and ceilings.
 6. Partitions
 7. Floor and ceiling tiles.
 8. Rainwater goods.
 9. Roof sheets and under panels.
 10. Rope or gaskets.
-
1. The type of asbestos used requires differing levels of control to remove.
 2. Any asbestos other than asbestos cement products must only be removed by trained, competent and licensed personnel.
 3. Some asbestos cement products can be removed in the whole sheet form providing certain precautions are taken.
 4. Do not take home with you asbestos dust etc; change before leaving the workplace. Wash hands before eating, drinking or smoking.



5. Do not disturb asbestos products. Leave alone.
6. All asbestos products removed are required to be marked and taken to a special tip. Do not put in a normal skip with other rubbish.
7. Special precautions are required before asbestos is removed. Do not remove unless you are one of those personnel referred to in item 3.10.2.
8. Specialist cleaning of the work area is required after removing asbestos and before anyone else can enter.
9. Request clients for asbestos record before cutting or drilling of surfaces.

3.11 Personal Health

Personal hygiene is particularly important when working with materials that may be an irritant or cause obnoxious or flammable vapours. The work process may be noisy, vibratory, and dusty or liquids may be spilt.

In general, personal protective equipment or barrier creams should be the last method of control considered for prevention of occupational health problems.

Irritants can cause dermatitis, cancer and poisoning, the causes need to be controlled.

The following list provides information on preventative measures available:-

3.11.1 Dust

1. For dusty operations an adequate supply of ventilation or extraction, preferably at the source, shall be made available.
2. Masks or respirators shall be of a type suitable for the work process and be used correctly.
3. Dust in confined spaces from grinding, drilling, cutting including the movement of bagged materials can result in the potential risk of explosion. Protection can be provided with adequate ventilation.
4. An assessment shall be made with recommendations of the type of controls necessary to prevent problems. Such recommendations shall be read and followed carefully.
5. The amount of dust caused by cutting of concrete with high speed disks, breakers or scabbling shall be removed by extraction if possible or damping down. The correct type of respirator or mask shall be worn.



6. Personal protective clothing and the correct type of mask shall be worn when cutting, planing, or sanding hardwoods and many of the softwoods.
7. Cement and plaster dust may be controlled by good ventilation.
8. High speed cutting can cause dust, damping down shall be done wherever possible.
10. Standing down wind when using powder form of irritants e.g. cement or plaster dust.

3.11.2 Solid or Liquid Irritants

1. Personal protective equipment shall be of a type suitable for its purpose.
2. Smoking, drinking or eating must not occur when using any hazardous product.
3. Protective clothing and barrier creams shall be worn where irritants to come into contact with skin.
4. Spillages or splashes shall be avoided and cleaned up immediately.
5. Any containers receiving decanted products must be labelled correctly.
6. Protective clothing or equipment shall be worn when working with wet concrete. Wearing continually wet clothes shall be avoided.

3.11.3 Manual Handling

Many injuries are sustained to the lower back whilst manually lifting materials or equipment incorrectly.

Although mechanical lifting should be used whenever practicable, much of the industry's work will need to be manually handled. Pushing, pulling, twisting or movement of any item are all manual lifting operations.

Injury can be avoided by taking elementary precautions, such as:-

1. The lifting operation shall be assessed before the works commence.
2. The heaviest side of the load must be nearest the body.
3. Bend the legs to lift or lower, not the back.
4. Lifting and twisting of the body at the same time must be avoided.



5. Lifting anything beyond an operative's capability must be avoided.
6. Lifting operations shall be arranged for when operatives are least fatigued.
7. Where possible heavy loads shall be broken down into lighter packages.
8. When team lifting, one person shall take charge of the lift.
9. Sharp edges or awkward shapes pressing into the body shall be avoided
10. Gloves shall be worn when handling rough products.
11. Devices shall be provided to make the lifting of a load easier.
12. Walkways shall be kept clear of obstructions.
13. Lifts shall be arranged to avoid changing grip whilst being moved with rests taken before changing grip if necessary.
14. When moving loads clear vision must be ensured.
15. Loads shall not be lifted above shoulder height, use intermediate platforms to gain height.
16. Avoid lifting from the floor to above in one movement. Arrange for a rest platform at approximately mid-chest height.

3.11.4 Noise

Noise on construction sites is usually caused by machinery, breaking out, hammering, mixers, cartridge tools, hoists or wood cutting which generally builds up a level of noise that is harmful.

Excessive noise can cause permanent damage to the hearing. Every practical step shall be taken to control it, such as:-

1. Compressors or mixers shall not be used with the lid open.
2. Erecting barriers to screen off a noisy operation.
3. Making sure machinery is regularly serviced.
4. Organising the work so that noisy operations are spread over a period of time.
5. Keeping away from areas designated 'A Noise Zone'



6. Using less noisy equipment.
7. Wearing ear defenders when carrying out noisy work operations.
8. Using earmuffs or defenders of the correct type for the particular noise hazard.
9. Looking after ear defenders and storing when finished with them.

3.11.5 Head and Foot Protection

Safety helmets are to be worn for construction operations wherever there is a risk of head injury.

This does not only mean working below other persons, it includes working next to machinery, brick or block laying, when any work is being carried out overhead, even if it is inside a building.

There are only a few circumstances that safety helmets are not required. The person in charge of the site is the only person to instruct when helmets are not required. Suitable signage is to be displayed in clearly seen locations. If safety helmets are damaged, scratched, painted or covered in concrete these must be replaced as they are not suitable for head protection. Avoid leaving helmets in the full sun i.e. on the back shelf of a car.

Safety footwear is to be worn on construction sites. Where there is a risk of under sole penetration then footwear must be of a type with mid sole protection.

Footwear is to be of a type suitable for the purpose it is intended e.g. water boots for wet or excessively muddy conditions.

3.11.6 Vibration

There are many construction work operations which need vibratory equipment. Excess vibration can cause loss of balance, blurred vision, loss of concentration or induced white finger.

Most of these conditions can be avoided if work is organised to have many rests from that operation and using of suppressed vibratory equipment.

If tingling is experienced after 5 to 10 minutes of continuous vibratory work, health surveillance will be required.

A vibratory work activity is to be assessed to identify which work equipment causes the problems.



3.11.7 Eye Protection

Blindness is probably the greatest hardship anyone can suffer:

Eye protection is advisable in many situations and for many processes is required by statutory provisions. Eye protection must be worn for:-

1. Striking of masonry or hardened nails by hand or power tools.
2. Using cartridge operated tools.
3. Using compressed air equipment.
4. Drilling, cutting or breaking of brick, block, concrete, masonry, plaster, stone or similar materials.
5. Cutting of metal.
6. Welding.
7. Using abrasive wheels.
8. Application of wood treatments or other spirit based liquids or acids.
9. Demolition works.

3.12 Lifting Operations

Many injuries are caused during the varied types of lifting operations required by work operations within the Construction Industry. Most can be prevented with early planning of the work operation.

Lifting operations are to be planned and an assessment undertaken indicating the risks, who would be at risk and of the controls necessary to prevent those risks happening.

The precautions necessary are to include the following:-

1. Ginny Wheels need to be securely fixed to prevent displacement, hooks on ropes to be an approved type with a safety catch.
2. Provision of safe working platforms with all guards and boarding where it is possible to fall when removing the load.
3. Hoist operator being able to see all landing levels from the operating position.
4. Provision of sliding gates at unloading landings or ground level with adequate safety signs.
5. Loads are to be prevented from displacement when being hoisted or lowered.

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6. Provision of adequate clear working space around and under the lifting position.
7. Hoist ways and openings in floors are to be guarded to prevent falls by materials or persons.
8. Hoists are to be used by competent trained persons, to be examined weekly and a record kept of the inspection.
9. Hoists to be examined and tested after each erection.
10. Mobile cranes require sound and solid base to track over or work above.
11. Position mobile cranes where the driver has a clear view, away from excavations and overhead power cables.
12. Ensuring the load is not greater than the capacity of the crane and no one overrides the safe load indicator.
13. Cranes and lifting gear are to be regularly tested and inspected daily by the operator.
14. Lifting operations are to be under one co-ordinator.
15. Competent person and appointed person only to sling the load.
16. Young persons should not be allowed to be near lifting equipment unless under the direct supervision of a competent person.
17. Mobile crane operators are to have evidence of the last examination report. The user is to inspect this before permitting a lifting operation.
18. Lifting equipment shall be suitable for the lift operation required of it.
19. When lifting operations may be affected by high wind, appropriate devices must be used to prevent the load from "spinning" or moving in an uncontrolled manner.
20. The banksman or signaller shall be trained, competent and have a clear view of the work operation.
21. Loads are to be slung so that they are balanced with the centre of gravity under the hook.

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22. Slings or chains are not to be shortened by unauthorised methods.
23. Chain and slings may be damaged by the load. Packaging is to be used where necessary.
24. Ensuring there is adequate clearance from people and other materials before the lifting operations commence. Avoid lifting above people. Temporary crash decks may be required where this is not possible, of sufficient strength to protect persons if the load should drop.
25. Wearing of Safety helmets.

3.13 Offices

Many accidents take place within offices, usually these are minor injuries which are avoidable if the following precautions are taken:-

1. Floors, including stairways, access routes and washrooms are to be kept clear, clean and free of obstructions.
2. Electrical and equipment trailing leads shall be positioned to avoid trip hazards.
3. Ensure personnel protective equipment is used when changing the toner on the photocopier.
4. Emergency exits must be kept clear at all times.
5. With the exception of any computer or other specific equipment requiring a 24 hour supply to be maintained, all electrical equipment is to be turned off/disconnected when the office is not in use.
6. Electrical equipment is to be regularly inspected or tested as required by the Electricity at Work Act 1989, carried out only by competent, trained persons.
7. If storage shelving is above shoulder height, hop-ups or a pair of steps suitable for the purpose shall be used to gain height to remove an item from the shelf.
8. No loads shall be lifted beyond a person's capability. Assistance shall be sought.
9. Obstruction of vision when carrying a load shall be avoided.
10. Running shall be avoided.
11. Smoking is not to be undertaken within the rest area of the premises. Only designated areas are to be used.

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12. Items or clothing shall not be put onto electrical or gas heaters.
13. Users of VDU's are to organise their work to alternate with other tasks to give periodic rest breaks from the VDU. Minimise eye strain by avoidance of overhead glare from lights or windows.
14. VDU operators should adjust seating and foot rests to avoid uncomfortable positioning.
15. Electrical equipment is to be used safely. Photocopiers are to be turned off before moving jammed paper.
16. Fire fighting equipment must not be obstructed, and must be returned to its correct location.
17. No unnecessary risks to health and safety shall be taken at any time.
18. Filing cabinet drawers shall be opened one only at a time.
19. Drinks are to be kept away from PC's or typewriters and positioned where the risk of knocking over is minimal.

3.14 Company Vehicle/Drivers

Not all accidents with vehicles happen whilst the vehicle is being driven on the public highway, many happen on site, within workshops or when loading or unloading. Many of these can be prevented by taking the precautions as follows:-

1. Making regular inspections of the vehicle for obvious defects and ensuring these are corrected without delay.
2. Ensuring the vehicle is regularly serviced in accordance with manufacturer's recommendations.
3. Checking tyres, wipers, oil and lights weekly.
4. Not taking medication or alcohol which affects driving ability.
5. Ensuring the vehicle's road handling is not affected by overloading of the storage/carrying area.
6. Securing or checking loads to avoid movement.
7. Not climbing the load.
8. Cleaning footwear before access into the vehicle.



9. Cleaning head lights and windows.
10. Not to remain within or on the vehicle whilst being loaded or unloaded with loose material.
11. Not to tip materials into an open excavation, be near water or on an embankment unless stop boards are in position to prevent over tipping.

3.15 Environmental/Waste Disposal

During pre-planning of the project, consideration will be taken into account with the works being carried out with the least damage to the environment or nuisance to the adjoining property occupiers. This can be achieved by:

1. Protection fences being erected around trees.
2. Water courses and ponds not being polluted.
3. Burning of rubbish will be kept to a minimum.
4. Diesel or fuel storage drums will have regular inspections for leakage and kept away from drains or water courses.
5. Noisy operations will be organised to be carried out during the most suitable time for others and where possible barriers will be erected around the noise zone.
6. Making contact early in the project with those affected by work activities.
7. Ensuring warning signs, lighting etc is provided and is in suitable locations.
8. Ensuring waste skips are covered to prevent dust or paper blowing out of the site area.
9. Waste to be carried away only by licensed waste carriers to an approved and registered waste station or tip with a record kept of the transaction.
10. Hazardous waste to be removed by a licensed waste carrier within sealed unit/skip to an approved and registered special waste disposal area.
11. Pesticides applied by trained persons only.
12. Wetting down dusty operations before work commences and frequently during the work activity. Where possible remove dust by the usage of dust extraction / bags.



13. Materials selected to be of a type that is safer to use or dispose of.

3.16 Consultation with Employees

In the promotion of health and safety, employees are required to be consulted / informed about activities which have an affect on their health and safety whilst at work. The information is to include:

1. Any measures of the workplace that has a hazardous manner, requiring certain controls.
2. The name of the competent person appointed to provide/assist in health and safety duties.
3. Organisation and planning of health and safety training.
4. The name of the employees elected representative if such a person is appointed.
5. The health and safety requirements and consequences of new technology being introduced into the workplace.
6. Nothing of a personal nature about other employees is to be disclosed without their permission. Disclosure about the interests of the company which may harm the business is not included for consultation.

3.17 New Employees & Young Persons

New employees and especially young persons are at risk form workplace activities due to their inexperience and lack of knowledge. These can be overcome by:-

1. Explaining to the new employee what they are required to undertake, who they are directly responsible to and when and how to report their presence.
2. Providing a copy of this Health & Safety Policy, explain its purpose and what their responsibility is.
3. Ascertain what disability impediment or illness that they may have, which could prevent them carrying out certain operations or the wearing of personal protective equipment.
4. Warning the new employee of any prohibited actions or hazards of the workplace e.g. designated noise zones.
5. Arranging for any necessary training.



6. Indicating where the first aid facilities are located, explaining the procedures in an event of an accident, the necessity for recording accidents, however trivial it may appear at the time.
7. Prior to a young person commencing work, an assessment on the risks relating to their inexperience is required to be undertaken.
8. Parents or guardians are required to be informed of the risks associated with the work and how it will be controlled.

* Young persons will not be allowed to work with equipment unless under direct supervision of a competent person.

* Young persons will not be allowed to work alone.

3.18 Protection of the Public

The hazards of construction work are not restricted to those working on sites. Children and other members of the public are also killed or injured because construction activities are not adequately controlled.

To avoid these accidents various actions need to be undertaken e.g.

1. Work activities need to be planned taking into account movement of materials, plant and pedestrians and environmental issues.
2. Risks are to be assessed.
3. Warning signs installed on the boundary of the site area.
4. Fence type barriers to the boundary of the site area.
5. Site entrances to be clearly marked.
6. Prevention of excavating plant or equipment being allowed to slew into the public areas. ,
7. Prevent materials falling onto the public areas.
8. Warning signs located inside the site entrance warning drivers of vehicles leaving the site.
9. Provision of separate entrances for pedestrians and vehicles.
10. Prevent the unintentional collapse of structures.



11. Prevent unauthorised use of plant or equipment.
12. Provide barriers alongside each excavation and to prevent materials flying out into public areas.
13. Prevent children displacing materials, climbing ladders etc
14. Not to lift materials above the public areas.

3.19 Removal of Rubbish from Upper Floors

During the pre-planning of the project, consideration will be taken into account of how the excess materials and rubbish will be removed from the upper floors. "Bombing" is not permitted.

Many of the projects undertaken by the company do not have the facility for materials to be removed via hoists, crane or other mechanical methods.

To understand the problems relating to the removal of rubbish etc the following need to be considered:-

1. Is there a goods lift nearby, is it used by others?
2. Will the lift need to be protected internally.
3. How will the rubbish be moved from the work position to the lift?
4. What will prevent the spillage of materials?
5. Can a chute be utilised? Is it possible to place a waste skip below a chute?
Will the rubbish be of a suitable type for the skip?
6. Will the skip need to be enclosed to prevent rubbish/dust from causing a problem.
7. Can the chute be supported adequately? Will it need special supports?
8. Can the chute be accessed easily?
9. If the chute became jammed how it could be unblocked?
10. If a chute or lift is not feasible, what other method of removing is available?
11. To bag the material is one option; however, will the rubbish easily cut the bags or person carrying it - are waste bins more suitable?



12. Is there any other option than manual carrying of the rubbish?

3.20 Working in Occupied Premises

Prior to working in occupied premises it will require careful planning, otherwise someone could be put at risk for their health or safety.

The risk could arise from the occupant's normal business/trade, vehicle movement, obstructing pedestrian routes, overhead working, and storage of materials, security or the environmental aspects of the premises.

The hazards that may need to be considered and controlled are as follows: -

1. What is the occupier's business?
 - a. Does it involve chemicals?
 - b. Does it involve flammable products?
 - c. Is there any health risk?
2. What are the vehicle movements each day, what times do these happen?
3. Are members of the public involved?
4. What Client's rules are there that we will have to contend with?
5. What are the emergency facilities? How will this involve us?
6. Are there any obstructions, overhead or otherwise?
7. What will be our access? Will it be shared with others?
8. Where will vehicles park to unload, or stand during the day?
9. What emergency escape routes are near our activity area? Will our activities block those routes? What arrangements will be needed to provide alternative routes?
10. Will existing electrical systems be affected? Will we be working near to live services?
11. Will the noise of our works affect others? Will we need to take precautions?
12. What barriers or hoardings will be required? Will these present problems to the occupiers?



13. What is the structure? Does it have any hazardous materials? Will we be affected? Have we received a copy of any associated report?
14. Are there are record drawings or other associated information available?
15. What work permits will be required?

4.00 WORK PROCESSES

4.1 Demolition / Structural Alterations

Demolition is a dangerous operation and shall be carried out only by experienced personnel under the control of a competent supervisor.

Before demolition works commence the following precautions must be adhered to:-

1. All demolition work is to be under the control of a competent supervisor, experienced in that type of work.
2. A method statement is to be prepared, issued and agreed before any works can commence. It must include details of precautions to other site operatives or members of the public.
3. Barriers are to be provided to prevent unauthorised entry into areas where persons are likely to be struck by falling materials.
4. Suitable guard rails, scaffolding and barriers to prevent falls from high level are to be provided. Where this is not possible safety harnesses or some other means shall be provided to prevent falls.
5. All operatives must wear appropriate and adequate personal protective equipment.
6. Safety helmets must be worn during any demolition works.
7. Before any demolition works commence, the building shall be inspected for hazardous products or substances. These shall be removed by the correct method as required by Statutory Regulations.
8. Mechanical equipment used for demolition works shall be of a type suitable for that purpose and under the control of a competent and experienced operator, tested and inspected as required by Statutory Regulations.
9. Works shall be protected by hoardings, scaffold and temporary barriers etc and where necessary temporary shoring erected to prevent unauthorised collapse of the structure.



10. Adequate warning signs are to be erected around the area of demolition works.
11. All services are to be disconnected before works commence.
12. Floors must not be overloaded with demolition materials.
13. Warning signs shall be displayed where fragile materials are near to work operations or access is required over them.

4.2 Excavations

Excavation work must not be treated haphazardly. Works must be planned prior to commencement. The person responsible for excavation works shall be competent, aware of the hazards and conversant with the requirements of statutory regulations.

The precautions will include the following:-

1. Details are to be provided on known underground services and these are to be found and pegged before mechanical excavation works commence.
2. Where excavations exceed 1.2m deep, or in poor condition ground suitable methods shall be employed to protect persons being struck by a dislodgement of soil, rock or other material.
Suitable methods include but are not restricted to:-
 - a) Battering the sides to a safe angle of repose
 - b) Stepped excavations
 - c) The use of trench sheets, adjustable steel props, timber walling, timber struts of which a minimum size shall be no less than 100 x 65mm, timber packers and hanging rods.
 - d) Propriety system of shoring
3. There shall be available on every site an adequate supply of trench sheets and struts against any unforeseen need.
4. Where excavations are in ground not suitable for simple shoring systems, the support system required shall be designed for each individual situation by a competent person.
5. Entering or exiting excavations by proper access or secured ladders.
6. Reporting any unsafe conditions.
7. Daily inspection of all excavations by a competent person with a written report of the inspection.



8. Weekly inspection of all excavations by a competent person with the result being recorded on the appropriate form.
9. Open edges of excavations shall have adequate and suitable barriers or warning tape.
10. There must be a physical barrier to open edges of excavations to prevent persons or machinery falling into an excavation/water or from an embankment/earthworks. Stop blocks are to be provided to prevent any vehicle overturning into an excavation when unloading.
11. Excavated spoil is to be kept away from the edges of trenches or pits.
12. A suitable pump is to be available to remove ground water from excavations.
13. Personal protective equipment is to be used in all excavation works.
14. Some excavation works become "confined spaces", and these are subject to special arrangements. Refer to the section 4.3 for guidance.
15. No work shall be carried out beyond the earthwork support system.

4.3 Confined Spaces

Where work is in deep excavations, pits, tunnels, manholes, tanks and any other closed area and where there is very poor or no ventilation, this is deemed to be a confined space.

Confined spaces require various controls/precautions to prevent hazards causing death.

The precautions necessary are to include:-

1. Ventilation is required to ensure a healthy atmosphere by pumping in fresh air or the wearing of breathing apparatus. Oxygen must not be used to dilute contaminated air; it may cause a flammable problem.
2. Emergency systems must be in place to recover a person incapacitated i.e. belts, ropes, retrieving apparatus such as a hoist, oxygen, trained persons.
3. Testing of the atmosphere must be carried out where there is a doubt.
4. Only authorised persons are to enter a confined space.
5. Pumps are to be available to remove ingress of water.



6. Every effort must be made to prevent fumes or gases entering confined spaces.
7. Internal combustion engines must not be used in a confined space.
8. Work is to be planned before entering a confined space.
9. No attempt should be made to rescue someone in difficulty if they are in a confined space unless trained and suitably protected.
10. Breaking into and working in a sewer manhole shall be subject to the confined space requirement.
11. Only work that is authorised or controlled under a work permit should be allowed.

4.4 Underground and Overhead Services

Buried services are mainly out of site, out of mind until the time comes for excavation works to commence.

Many deaths and fatal injuries can be avoided by taking various precautions similar to the following:-

1. Work must be planned. Record drawings must be organised to be issued by the statutory authority before works commence.
2. Arrange for and carry out a search with a cable detection system.
3. Buried services must be found and pegged before commencing machine excavation.
4. Some cables have a low voltage and do not show up easily with cable detection equipment. A different type with a transponder may be required to locate these and buried pipe work.
5. Care must be taken when using pickaxe or forks to locate services.
6. Guidelines and advice issued by the statutory authorities must be followed.
7. No attempt shall be made to repair a damaged buried service. The statutory authority shall be called out and all personnel kept well away.
8. Overhead services must be protected from damage by machinery. Temporary warning barriers are required below and beside overhead services.



9. No scaffolding shall be erected near an overhead service cable without prior arrangements made for its disconnection or temporary protection by the statutory authority.

4.5 Scaffolding / Falsework

Special rules apply to scaffolding / Falsework to protect persons working on, nearby or members of the public passing under.

These precautions will include:-

1. Safety helmets are to be worn nearby, on or within the area of the scaffolding or where there is an overhead working platform.
2. Ladders are to be a minimum of 1.1 m above a working platform unless suitable hand holds are provided, restrained at the top and bottom, and are not to be defective.
3. The access and egress locations shall be clear and clean.
4. The working platform shall be fully boarded with toe boards and two handrails where ever there is a risk of injury from falling from height. No person is to alter or remove any component unless authorised to do so.
5. Scaffolding and towers are to be only erected by competent and trained persons. Inspected after each alteration or modification and the result recorded in writing form.
6. No materials to be stacked above guard rail height.
7. Where members of the public are nearby, debris netting is to be provided to the open edge and bottom level working platform.
8. Scaffolding is to be adequately braced in both directions.
9. Standards must be vertical, ledgers horizontal and fixed to standards with 90 degree couplers.
10. The foundation of the scaffold must be of an adequate strength to support the load. Excavations near the base should be avoided.
11. Sole plates and timbers must be used on unsound ground. Bricks or blocks are not to be used.



12. Scaffolds partly erected, dismantled or under alteration shall have warning notices displayed and access blocked.
13. Scaffolds must not be overloaded, nor used as a loading tower unless erected for that purpose.
14. All scaffolds must be tied to the structure or adequately braced. Ties are normally to be through window openings. Suitable other types are available for where this is not possible. Ties are not to be removed unless directed by the scaffolder.
15. In poor weather conditions, boards should be tied down or otherwise restrained and be inspected after each event.
16. All working platforms are to be inspected after each alteration and within 7 days thereafter and records produced before work activities being allowed to commence.
17. Access holes for ladder positions on loading areas must be as small as practicable.
18. Where scaffolding is required on footpaths or roadways, application shall be made to the local authority for a permit.
19. Ladders shall be of a type suitable for their intended purpose, be footed or securely placed to prevent slippage. Ladders over 5m long must be tied and not rely on being footed.
20. Mobile working platforms must only be erected and operated by trained persons.
21. Warning signs are to be erected around the work area wherever it is not apparent that people are working overhead.
22. Mobile working platforms or towers are not to be moved with a person on the platform unless the platform is at its lowest position.
23. Mobile towers must not be climbed via the framing. A separate ladder is to be provided if an internal one is not part of the manufacturer's supply.
24. Any formwork requiring support from the structure or forming a temporary working place must be designed before erection.



26. Erected formwork and the supporting system is to be inspected by a trained and competent person before loadings are applied.
27. Reference shall be made to BS 5973 and HS(G)32 for guidance on types of formwork which require specialist design.
28. Erection of formwork at height shall have working platforms with a handrail and middle rail unless other methods are adopted to prevent falling through and under the top rail.
29. Working platforms and gangways are always to be kept clear.

4.6 Roof work

Working on roofs results in a substantial number of fatal and serious injuries each year. These can be prevented as most of these are caused by the same common reasons.

The precautions will include the following:-

1. Ladders are to be a minimum of 1.1 m above the roof level, securely tied, not defective and be pitched at the correct angle.
2. Safe access to the ladder position at the bottom and at roof level shall be ensured.
3. When working on sloping roofs suitable roof ladders or crawling boards are to be used.
4. Walking on fragile roof coverings where no adequate walkways are provided is to be avoided. Fragile roof lights must be adequately covered or suitable barriers erected around them to prevent walking on to them; warning signs to be installed in easily seen locations.
5. On flat or low-pitched roofs guardrails, barriers or other suitable restraint systems are to be used to prevent falling from the open edge.
6. Care must be taken when walking on slippery surfaces of existing roof coverings.
7. When laying sheet roof coverings adequate walkways are to be provided from the storage or access position to the work position.



8. Materials are to be stacked in such a way so as not to cause a danger to other persons working below, and tied down to the roof structure when high winds or poor weather is expected.
9. Crawling ladders or boards must be fixed to the roof via ridge hooks that do not rely on the ridge tile.
10. Access to sloping roofs over 10-degree pitch must only be by persons who are physically capable.
11. Walking on asbestos cement or similar looking fragile materials must be avoided at all times.
12. Walking on valley gutters where fragile materials are on both sides must be provided with suitable guardrails or the fragile materials covered to prevent falling through.
13. Adequate warning signs stating "People working above" shall be provided.
14. Hoisting of materials to high level shall be with equipment manufactured for that purpose and operated by a trained person. Hoisting equipment is to be regularly inspected and tested. Damaged equipment is not to be used.
15. Materials removed are to be carefully lowered or via a purpose-made chute, not "bombed".

4.7 Pre-Manufactured Structural Steel or Concrete

Planning for the safe erection of a structure should commence at design stage and will be the responsibility of the steel or concrete erector with agreement of the structural designer.

The following items are to be considered for a safe system of working:-

1. Concrete foundations or padstones are to be of an adequate strength and age before erection works commence.
2. A method statement is to be provided by the erectors and the erection sequence once agreed is not to be altered.
3. Method statements are to include reference to existing environmental problems and how the erection sequence will overcome them.



4. Mechanical hoisting/lifting of steel or concrete members shall be by a trained and competent crane operator using a regularly inspected machine and equipment.
5. Lifting operations will be under control of a competent person trained in the requirements of safe lifting techniques and safety signals.
6. Timber packers are to be provided when chains or slings are used for lifting unless special lifting points are fixed there on.
7. Loads are to be properly secure and adjusted before lifting commences.
8. Provision of safe and secure access for craneage and access towers.
9. Safe access for erectors via ladders, mobile towers, wearing a safety harness and lanyard. Mobile working platforms or scaffolding will be provided as necessary. No "walking" on top edge of steelwork will be allowed.
10. Adequate temporary bracing must be provided.
11. Edge barriers will be required to the working area before laying of pre-cast concrete floor planks or beam and block type floors.
12. Areas under steel erection or lying of floors shall be kept clear unless protected by previously installed floors or temporary enclosures.
13. Adequate and suitable hard-standings are to be provided for craneage equipment and delivery vehicles.
14. Safe storage of materials, delivery of materials in correct sequence.
15. Weather conditions.
16. Consultation with Structural Engineer regarding any queries upon erection works.

4.8 Structural External and Internal Walls

Safe erection of wall claddings/structure require to be planned during tender periods as the type of working platforms require to be addressed at an early stage of the construction period.

The following items will be considered.

1. Access to the workplace.

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2. Access around the workplace.
3. Existing environmental problems.
4. Mechanical hoisting requirements, offloading positions for materials and how these will be transferred to the working position.
5. Type of working platform to be suitable for the location of the working area, to have two handrails or other method of preventing falls by persons or materials from height with prominent warning signs.
6. Access under working platforms and what precautions may be necessary.
7. Personal protective equipment will be necessary and worn by erectors and persons in the area below.
8. A working sequence is to be agreed before works commence.
9. Materials not to be stacked above the handrails.
10. Adequate warning signs provided around the work area.
11. Lowering of excess materials or rubbish via hoists or chutes.
12. Protection for the public or other people passing by.

4.9 Mechanical, Plumbing, Gas And Electrical Installations.

These installations are usually carried out by sub contractors therefore before the work activities commence a meeting will be held to lay down procedures for site safety, site rules and induction, method statements, risk assessment, who will be in charge on site for the safety operations of their work.

The precautions that will be considered include the following:-

1. Fire stand points and locations of fire exits.
2. Storage and use of hazardous substances or gases.
3. Access for equipment into required location.
4. Working platforms for high level installations.
5. Handling of materials including fixing.
6. Preventative measures for others whilst welding.

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7. Working in non or poorly vented areas.
8. Access into and working on cable or pipeducts.
9. Disconnection of live services.
10. Connection of services to live outlet.
11. Working with live equipment and the need for suitable warning signs.
12. Allowance for future maintenance of equipment.
13. Storage and movement of materials to working areas.
14. Hot working and permits if required.
15. Waste disposal.
16. Working with hazardous materials.
17. Hazardous materials in existing building.
18. Work operations of the existing premises and existing environmental problems.
19. Testing of systems.
Temporary electrical systems and the prevention of trailing leads that can be easily damaged or cause trip hazards. All systems are to be 110v.
20. Record drawings for layout of cable and pipe routes.
21. Connections by trained, competent persons.
22. Keeping existing systems live and in safe working order.

4.10 Testing / Commissioning & Handover

To ensure the health, safety and welfare of the client, customer, staff, visitors or other contractors employed to carry out work on their behalf, it is essential that all service installations are carried out by competent persons and suitable checks are undertaken prior to handover. A methodical approach is required similar to those based on the following:



1. Gas Systems

- Check to be made on emission of dangerous fumes
- Check to be made on gas connections/fittings
- Check to be made on faulty materials or workmanship by application of a pressure test on the pipe work
- Mark up gas pipe work with appropriate warning signs
- Check to be made on the air flow of the vent system
- Operating instructions to be handed to the occupier

2. Water & Heating Systems

- Drinking water systems to be cleaned chemically and checks made
- Check to be made on pipe work for leakages
- Vent pipes to be checked for effectiveness
- Check operation of water heater, boiler, taps/and wastes
- Check temperature of hot water
- Operating instructions to be handed to occupiers
- Recorded drawings of installation to be prepared and issued.
- Conformity to EC requirements will need to be confirmed.



3. Electrical Systems

- Installation checks to be made on wiring
- Completion checks to be made
- Fire Alarm check is to include audible sounders effectiveness
- Emergency lighting to be checked
- System operating instructions to be handed to occupier
- Record drawings of installation to be prepared and issued
- Trip devices to be checked for effectiveness
- Warning signs to be installed in appropriate locations
- Conformity to EC requirements will need to be confirmed.

4. Ventilation, Extraction & Cooling Systems

- Extraction systems to be checked for effectiveness
- Cooling systems to be checked for coolant or gas leakages
- Suitable warning signs to be in easily seen locations
- Ventilation systems to be checked for effectiveness in all areas
- Installation checks to be made on electrical systems
- Operating instructions handed to occupier
- Record drawings to be prepared and issued
- Conformity to EC requirements will need to be confirmed.