



# CONSTRUCTION

## H&S Policy & Procedures

### For construction sites

**DOMINION STEELCON A/S** a Global Dominion Company

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# Section 1

General Statement of Health & Safety Policy

## GENERAL STATEMENT OF HEALTH & SAFETY POLICY

Dominion Steelcon A/S is a professional and safety conscious organization which values the effective management of health, safety and welfare throughout all stages of a project. The clear objective is to minimize harm to persons and property by adopting a proactive approach to effective risk and safety management. All work will be carried out in accordance with best practice, to the relevant statutory provisions with all reasonably practicable measures being taken to avoid risk to employees or others that may be affected.

Management and supervisory staff have the responsibility for implementing the policy throughout the company and must ensure that health and safety considerations are always given priority in planning and day-to-day supervision of all work.

Dominion Steelcon A/S will fully comply with the duties placed upon it within the requirements of Statutory Legislation, whilst at all times complying with, as a matter of best practice, the requirements and duties set out within Approved Codes of Practice and Guidance.

All employees and sub-contractors are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own works, so far as is reasonably practicable, are carried out without risk to themselves, others or the environment. This includes co-operating with management on any health, safety or environment related matter.

Dominion Steelcon A/S will take all practical steps to ensure that potential hazards and risks are identified and that suitable and effective preventative and control measures are implemented. The correct safety equipment and personal protective equipment will be provided to all employees.

All employees will be provided with the necessary instruction and training in safe methods of work, and the safe and efficient operation and maintenance of tools and equipment.

The Managing Director has overall responsibility for all Health, Safety, Welfare and Environmental matters. The operation of this policy and the associated procedures will be monitored and reviewed on a regular basis to ensure that they remain current and applicable to the company's activities.

Date: March 2019

Signed



Henrik Holm Pedersen  
Managing Director

# Section 2

Organisation & Responsibilities

## Organisation

The effectiveness of the Safety Policy is dependent on the people who are responsible for ensuring that all aspects of work, whether in the office or on site, are carried out with due consideration for safety and with minimum risk to health.

Ultimate responsibility lies with the Managing Director, but specific duties are delegated to others according to their experience and training.

Senior management, both individually and collectively, will ensure that this policy is applied throughout the whole company and that those employed by the company are kept fully informed of its content.

Project Managers will ensure that this policy is applied by all employees, sub-contractors and visitors to any specific site.

Each individual person has a duty of care to himself as well as to all those they come into contact with during any part of the working day.

To assist the company in fulfilling its duties and obligations, an in-house competent person/or external safety consultancy will be appointed to provide health and safety advice and assistance to the management and employees of Dominion Steelcon A/S.

## Responsibilities

### Managing Director

The Managing Director has responsibility for:

- The overall implementation of the company's Health and Safety policy to prevent injury, ill health, damage and wastage.
- Ensuring that adequate financial provisions are made available for the implementation of the policy.
- Agreeing targets for the reduction of accidents.
- Ensuring Company Directors and senior management are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this policy throughout the entire company.
- Encouraging training for all levels of employees.
- Ensuring that safety directives (new legislation, etc.) are conveyed through all management levels down to site.
- Setting a personal example when visiting sites by wearing the appropriate protective clothing and equipment, whilst complying with all site rules and ensuring that the site management team is made aware of any potentially unsafe conditions or practices which he may come across.

## Senior Management

The responsibilities of Senior Management include:

- Knowing the appropriate statutory requirements affecting the company's operations.
- Knowing and promoting the company's policy for Health and Safety and ensuring that it is brought to the notice of all employees.
- Ensuring that appropriate training is given to all staff as necessary.
- Insisting that best working practices are adopted throughout the company, as laid down within Codes of Practice, and that work is planned and carried out in accordance with the statutory provisions.
- Ensuring that tenders are adequate and allow for sufficient welfare facilities, safe working methods and equipment to avoid injury, damage and wastage.
- Promoting the liaison on health and safety matters between the company and others working on the site, including the Client Supervisor, Principal Contractor, Principal Designer, Designers and other Contractors.
- Setting a personal example when visiting sites by wearing the appropriate protective clothing and equipment, whilst complying with all site rules and ensuring that the site management team are made aware of any potentially unsafe conditions or practices which they may come across.
- Arranging for regular meetings with the appropriate personnel to discuss company accident prevention, internal performance, contractor performance and future possible improvements etc.

## General Manager

The responsibilities of the General Manager include:

- Assisting in the monitoring the effectiveness of the company's Health and Safety Policy against the safety performance of the company. Initiating any changes, developments and amendments to the policy as and when necessary.
- Promoting an interest and enthusiasm for health and safety matters throughout the company and fostering, within the firm, an understanding that injury prevention and occupational hygiene are an integral part of business and contribute to operational efficiency.
- Ensuring that the directors, managers and employees are aware of their responsibilities and that each administers the requirements of this policy.

- Reporting to the Board on all matters relating to safety and training, new safety directives and legislation and seeking to establish the company's response. As a result instigating the necessary changes throughout the company.
- Assisting staff with implementation of the policy through:
  1. Obtaining copies of the legislation and any codes of practice for issue to senior management.
  2. Arranging training for employees.
  3. The distribution of posters, slides, films and other media to promote an awareness of injury prevention and hazards to health.
  4. Regular site inspections to see that only safe methods of working are in operation and that all regulations and procedures are being observed.
- Receiving information on new safety legislation or changes in existing legislation and liaising where applicable with the company's nominated Health & Safety Consultants with regards to the interpretation of safety legislation and the actions required in order to comply with statutory legislation.
- Informing the relevant authorities of all notifiable accidents - assisting in the investigation of notifiable accidents or dangerous occurrences and recommending means of preventing re-occurrence.
- Supervising the recording and analysis of information on injuries and ill-health, assessing accident trends and reviewing overall safety performance.
- Setting a personal example when visiting sites by wearing the appropriate protective clothing and equipment, whilst complying with all site rules and ensuring that the site management team are made aware of any potentially unsafe conditions or practices which he may come across.

## Office Staff

The responsibilities of the Office Staff include:

- Reading and understanding the company's Safety Policy and carrying out all work in accordance with its requirements.
- Not trying to use, repair or maintain any office equipment or machinery for which you have not received full instructions or training. Any defects should be reported immediately to the General Manager.
- Identifying the position of the First Aid Box, firefighting equipment and emergency exits and knowing the procedure in the event of a fire.
- Reporting any accident or damage, however minor, to the General Manager.

Ensuring that corridors, office floors, doorways, etc. are kept clear and free from obstruction.

- Not attempting to lift or move, without assistance, articles or materials so heavy as likely to cause injury. Do not attempt to reach items on high shelves unless using steps or a properly designed hop-up, do not improvise or climb.
- Co-operating with the employer on all safety matters.
- Suggesting ways of eliminating hazards and improving working methods.
- Warning new employees, particularly young people, of known hazards and office procedures.

## Project Manager

The responsibilities of the Project Managers include:

- Understanding the company policy for Health and Safety and ensuring that it is readily available on each site. Planning all works in accordance with its requirements and ensuring that working methods are regularly examined to establish if improvements or modifications should be made. Having a wide knowledge of the requirements of the Construction Regulations (CDM) and other relevant legislation.
- Ensuring the allocation of adequate resources to cover sound working methods and reasonable welfare facilities.
- Determining at planning stage:
  - The most appropriate order and method of working
  - The provision of adequate lighting and safe method of electrical distribution
  - The allocation of responsibilities to each level of staff
  - The welfare facilities and basic fire precautions required
  - Any particular equipment, training or instruction required for personnel
- Providing written instructions in unusual situations not covered by company policy to establish working methods and sequences, outline potential hazards at each stage and indicate precautions to be adopted. This requires the preparation of written assessments as required under the regulations for the Control of Substances Hazardous to Health, Noise, Manual Handling and the Management of Health and Safety. Make them available to the Works Supervisor and discuss them fully. Ensure, so far as is reasonably practicable that work, once started:
  - Is carried out as planned and that accounts taken of changing or unforeseen conditions as work proceeds and update the written assessments as necessary
  - Is carried out in accordance with the Construction Regulations and other appropriate statutory requirements

- Ensuring that any electricity supply is installed and maintained in a safe and proper manner. Protecting all overhead services in accordance with the service authorities recommendations and this company policy before work starts.
- Ensuring that any design calculations for unusual scaffolds or working platforms are independently checked.
- Setting a personal example when visiting sites by wearing the appropriate protective clothing and equipment, whilst complying with all site rules and ensuring that the site management team are made aware of any potentially unsafe conditions or practices which he may come across.

## Design Engineer

The responsibilities of Design Engineers include:

- Reading and understanding the policy for Health Safety and Welfare and ensuring that it is brought to the notice of those under his direction.
- Ensuring that information affecting the health and safety of any person on a proposed site is brought to the attention of the Project Manager, in particular:
  - The existence of overhead electricity cables
  - Underground services
  - Ground conditions affecting the stability of excavations or safety of operatives (soil, water table, toxic substances, gases, etc.)
- Establishing records of any underground services laid on site and ensure that, wherever possible, these are defined by marker posts and signs.
- Undertake all design work in accordance with current best practice, giving consideration to the elimination and control of all potential hazards likely to be encountered during the construction, maintenance or stripping out of the works.
- Recording all potential hazards and risks associated with the works, whilst ensuring that those affected by the specific operations are kept informed.
- Co-operating and communicating with other designers, the principal contractor, contractors and the Planning Supervisor at all stages of a project.
- Report to the Works Supervisor any unsafe situation observed whilst on site.
- Carry out your own work in a safe and professional manner, take the appropriate precautions when working on or near public roads, wear any necessary protective clothing or equipment.

## Site Supervisor

The responsibilities of the Site Supervisor include:

- Understanding the company Health and Safety Policy and ensuring that it is brought to the notice of all employees, particularly new starters. Carrying out all work in accordance with its requirements and bringing to the notice of the Project Manager any improvements or additions which may be necessary.
- Knowing the requirements of the Construction Regulations and other relevant legislation and ensure that they are observed on site.
- Organizing sites so that work is carried out to the required standard with minimum risk to employees, other subcontractors, the public, equipment or materials.
- Ensuring that registers, records and reports are up-to-date and properly filled in and ensure that they are kept in a safe place. Ensure that copies of regulations are available and statutory notices are prominently displayed.
- Where necessary, issue written instructions setting out the method of work.
- Referring regularly to the prepared written assessments/procedures as required, including:
  - The Control of Substances Hazardous to Health Regulations
  - Noise Regulations
  - Manual Handling and Lifting Regulations
  - The Management of Health and Safety Regulations
- Making them available to all employees, including sub-contractors and discussing the requirements with them fully.
- Ensuring that all hazardous materials are properly marked, used and stored, as outlined in the Coshh assessments.
- Planning and maintaining a tidy site. "A safe site is a tidy site".
- Arranging for the delivery and safe stacking of materials to avoid double handling and ensuring that off-loading and stacking is carried out in a safe manner.
- Implementing arrangements with sub-contractors and others on site to avoid confusion about areas of responsibility for health, safety and welfare.
- Ensuring that all information available relating to underground and covered services on the site are obtained and available on site, and that such services are located, marked and plotted accurately before work starts.
- Protecting all overhead services in accordance with the service authorities recommendations and company policy before work starts.

- Satisfying yourself that the “competent persons” appointed to make the necessary inspections of scaffolding, excavations, plant, etc have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected. Request proof of competence where necessary.
- Ensuring that sub-contractors are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks. Stop any work if you consider that there is an imminent risk of serious injury to any person.
- Ensuring that any electricity supply is installed and maintained in a safe and proper manner.
- Ensuring all electrical equipment has been tested for safe working, tagged and a register kept, by a competent electrician. No electrical equipment will be brought on to site, by anyone, including sub-contractors, without the appropriate proof of regular testing.
- Ensuring all plant and equipment is tested at the statutory intervals and will not be brought onto site by anyone, including sub-contractors, without the appropriate certified proof of regular testing.
- Checking that all machinery and equipment on site, including power and hand tools, are maintained in good condition and that all temporary electrical equipment is not more than 110 volts.
- Ensuring that adequate supplies of protective clothing and equipment are maintained on site and that the equipment is suitable. Ensure that it is issued when required and keep a register of PPE issue.
- Setting a personal example by wearing the appropriate protective clothing on site.
- Ensuring that first-aiders or appointed persons and adequate first-aid facilities, as required by Construction Regulation (Health, safety and welfare) 2010, are on site and that all persons on site are aware of their location and procedure for receiving treatment for injuries.
- Ensure that any accident on site which results in an injury to any person (not just employees) and/or damage to plant or equipment is reported in accordance with company policy.
- Accompanying any HSE Inspector on site and acting on his recommendations. In the case of the Inspector issuing a Notice, (Prohibition or Improvement), contact the Project Manager immediately after complying with any requirements to stop work.
- Ensuring that adequate fire precautions are provided for site offices and welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely.
- Liaising when necessary with the Fire Brigade on fire prevention.

- Where applicable cooperate with the company's Health & Safety Consultants and ask for advice before commencing new methods of work or potentially hazardous operations.

## Employees (Including Labor Only Contractors)

The attention of all employees is drawn to their responsibilities under the Health and Safety at Work Act 2010, including in particular the following:

- It shall be the duty of every employee, while at work, to take reasonable care of the health and safety of himself and of other persons who may be affected by his acts or omissions at work.
- As regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety and welfare in pursuance of any of the relevant statutory provisions.

Employees are reminded here that a breach of safety procedures could possibly result in disciplinary action being taken by the company. In simple terms this means employees shall:

- Read and understand the company Health and Safety Policy and carry out your work in accordance with its requirements
- Use the correct tools and equipment for the job
- Keep tools equipment in good condition
- Wear safety footwear at all times and use, where necessary, all protective clothing and safety equipment provided, e.g. safety helmets, respirators, etc.
- Work in a safe manner at all times. Do not take unnecessary risks which could endanger yourself or others. If possible, remove site hazards yourself, e.g. remove or flatten nails sticking out of timber, tie unsecured access ladders, etc
- Warn other employees, particularly new employees and young people, of particular known hazards
- Do not use plant or equipment on work for which it was not intended, or if you are not trained or experienced to use it
- Report to your supervisor any damage to plant or equipment

- Do not play dangerous practical jokes or “horseplay” on site
- Report to your supervisor any person seen abusing welfare facilities provided
- Report any injury to yourself which results from an accident at work, even if the injury does not stop you working
- Suggest safer methods of working

## Sub-Contractors

All sub-contractors will be expected to comply with the companies Health and Safety Policy and submit their own Health and Safety Policy and procedures to the company for verification.

Sub-contractors will receive a copy of this company's Safety Rules and Requirements and sub-contractors' operatives will be expected to be fully aware of what is required of them whilst working on the company's sites.

All work must be carried out in accordance with the relevant statutory provisions and take into account the safety of others on the site, and the general public and sub-contractors' employees must comply with any safety instruction given to them by the Works Supervisor.

All plant, equipment and tools brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices, and with any necessary certificates available for checking. All operatives must be adequately trained in the use of such plant and equipment and, where appropriate, provide proof of their competence.

Sub-contractors' employees are not permitted to alter any scaffold provided for their use, or use, or interfere with any plant or equipment on the site unless authorized and competent to do so. Where sub-contractors are required to hire or erect scaffolding (or other working platforms) they shall ensure that it is inspected at weekly intervals by a suitably trained and competent person and the appropriate inspection report is completed.

No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to the latest British Standards for industrial use and in good condition. All such equipment must be regularly tested for safe working and suitably tagged in accordance with the requirements of this policy.

Any injury sustained or damage caused by sub-contractors' employees must be reported immediately to the Works Supervisor.

Sub-contractors informed of any hazards or defects noted will be expected to take immediate action. Sub-contractors will provide the Works Supervisor with the name of the Responsible Person they have appointed to manage and control their works.

Suitable welfare facilities and first-aid arrangements in accordance with the Regulations must be provided by subcontractors for their employees, unless arrangements have been made for sub-contractor's employees to have the use of shared facilities, in which notification will be issued detailing the shared facilities provided. Subcontractors will be required to provide, when appropriate, that at least one of their workforces on site is a suitably trained first-aider.

Any material or substance brought on site which has Health, Fire or Explosion risks must be used and stored in accordance with regulations and current recommendations, and that information must be provided to the Works Supervisor and any other person who may be affected on or off the site.

Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work progresses.

It is our policy that all operatives, sub-contractors, visitors, etc. on the company's sites will wear safety helmets and protective footwear at all times other than in areas specifically designated "no risk" areas by the Works Supervisor or Principal Contractor. Sub-contractors will be required to provide and wear and/or use any appropriate items of protective clothing and equipment required for the process in which they are engaged.

## Health and Safety Consultants

Dominion Steelcon A/S may from time to time appoint Health and Safety Consultants with responsibility for:

- Advising senior management of any new safety legislation or changes in existing legislation
- Providing general assistance to the company in the fulfillment of its obligations and duties as set out in statutes and by clients/principal contractors
- Providing assistance in the formulation of safe systems of work and project specific method statements
- Providing an interpretation of safety legislation so that the management fully understands the actions required in order to meet the legislation
- Assisting, where required, with the initial implementation of the changes required by changes to safety legislation
- Suggesting suitable training for employees, posters, reference texts, films etc to provide awareness of safety management, accident prevention and hazards to health
- Recommending to senior management ways to improve working conditions
- Investigating notifiable accidents or dangerous occurrences and submit to the

company a written confidential report, when required by the company

- Carry out pre-arranged site inspections, as required by the company

It is the responsibility of the company to ensure that the Safety Consultants are notified whenever assistance or support is needed.

The Safety Consultants should ensure that regular systematic inspections are carried out on all sites through scheduled and un-scheduled visits where requested to do so. Formal inspection reports will be completed for all such inspections and issued to the companies General Manager. Such reports will not only identify potential hazards and comment on the operative's compliance with the safety policy and procedures but will also recommend improvements to working methods and any training considered necessary for the site operatives and supervisory teams.

The visiting Safety Inspector shall, wherever possible, be accompanied by the works supervisor or other responsible person when making his inspections.

The Safety Inspector will keep and analyses site inspection reports and concentrate on weaknesses that may become evident from such reports. The Safety Inspector will stop work if, in his opinion, the place, condition or method of work is dangerous.

The nominated Safety Consultant for Dominion Steelcon A/S in Denmark is:

Name: Avidenz A/S  
 Address: Magnoliaevej 6, 5250 Odense SV  
 Tel: +45 66173455

## Safety Committee

In accordance with the rules of Arbejdstilsynet (Danish Labour Authority) an internal Safety Committee will regularly meet with the aim of involving personnel at all levels throughout the company, to highlight the legal requirements and the steps necessary to carry out the company's responsibilities in a safe and effective manner.

The purpose of the committee is to:

- Monitor and review the effectiveness of the Safety Policy and Procedures
- Discuss any accidents or incidents that have occurred since the last meeting, investigate any commonality and instigate procedures for future prevention
- Consider amendments in the light of changing methods, requirements and legislation
- Receive and consider any reasonable request, recommendation or report on matters of health and safety from any employee and advise on any decision made
- Report and communicate on safety matters with all personnel
- Discuss any breaches of regulations and take steps to prevent re-occurrence
- Provide an open forum for the development of best practice

# Section 3

Arrangements

## Tendering & Planning

At the planning stage, the requirements of this company policy and any client specific safety management requirements must be taken into account.

Any aspects of work not covered by this policy must be identified and planned by the Project Manager and written procedures defined. If necessary, pre-contract meetings will be held, and specific safety matters discussed.

Where a Health and Safety File or Health and Safety Plan exist, its contents shall be reviewed, and any pertinent information extracted and communicated to those planning the works.

Written method statements will be prepared taking into account health and safety requirements and defining procedures as necessary.

## Contractors

All sub-contractors shall be issued with a copy of the Company Health and Safety Policy Statement and a list of Safety Rules and Requirements. The following paragraph will be inserted in all contracts to sub-contractors.

*"Please refer to the enclosed copy of our Company Health and Safety Policy Statement and list of Site Safety Rules and Requirements. Your acceptance of this contract will be deemed to include acceptance of the requirements of our company policy and those of both our Clients and the Principal Contractor. Please contact the Project Manager should you require further information on any matter in connection with health, safety or welfare".*

Furthermore, no contractor or sub-contractor will be permitted to commence their works until documentation such as risk assessments and method statements have been provided.

## Suppliers

All information received from suppliers will be passed to the Project Manager for implementation or reference on site.

## Training

All staff shall receive appropriate training in their responsibilities as defined in this policy, training will be updated at regular intervals and whenever changes in legislation or working methods require.

Sub-contractors are required to demonstrate that their employees, where required, have undergone similar appropriate training and are competent to undertake the specific work. Whilst appropriate qualifications are required by the company before employment begins, it is not accepted that training will cease for that employee. This policy requires all employees to continue training during the course of their employment.

The company will provide such staff training as is appropriate and necessary for the requirements of their duties. All training will be mandatory with records of any training being kept. Employees are encouraged to enquire about suitable training where they feel it would be beneficial.

All riggers employed on UK construction sites will carry CNSG Safety Passports.

## Documentation

The Project Manager will ensure that a complete copy of, or where appropriate, relevant extracts from the company Health and Safety policy are made available at the site/workplace for reference. A copy of the current Employer's Liability Insurance Certificate and Principal Contractors site rules should also be issued for display.

All necessary statutory notices, regulations and registers and accident report forms will be issued to and maintained on site.

The Works Supervisor must ensure that all registers, site inspection reports and other documentation relating to health and safety are returned to his office for safe keeping upon completion of the contract and that the Managing Director is responsible for ensuring this documentation is maintained in a safe place for a minimum of three years.

## Monitoring Policy

Employees are encouraged to bring to the attention of their immediate supervisor areas in which, in their opinion, this policy appears inadequate. All such comments will be passed to the safety committee for their consideration and review.

This policy and arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

## Site Offices

Where applicable, site offices will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 2001 or the Construction (Health, Safety and Welfare) Regulations 2010 as applicable.

The Project Manager will apply for a fire certificate if required under the Fire Certificate (Special Premises) Regulations 1976. Where a fire certificate is not required all fire precautions in accordance with the regulations shall be supplied and maintained. All fire extinguishers shall comply with the relevant British Standard and will be serviced and maintained at regular intervals. Training will be provided to members of staff in their use.

All site offices must be cleaned out daily and waste paper shall not be allowed to accumulate.

Any electrical installation shall be to the requirements of the IEE Regulations and shall only be installed, tested, altered and maintained by competent qualified electricians.

## Fire Precautions

Fire precautions will be provided and maintained to the requirements of the Fire Precautions Act 1971, the Health and Safety at Work Act 2010, the Workplace (Health, Safety and Welfare) Regulations 2001 and the management of Health and Safety At Work Regulations 2010.

Fire extinguishers will be provided and located at strategic points throughout the workplace. Staff will be instructed in the use of office extinguishers in order that they may use them safely and effectively.

The company will enter into a contract service and inspection arrangement to ensure that all portable extinguishers are inspected and maintained.

The names, locations and actions to take in the event of an emergency will be posted at strategic positions throughout the workplace.

Where necessary, Fire Certificates will be obtained from the local fire authority.

## Safe System of Work - Site

The Works Supervisor will undertake the specific duties outlined earlier in this policy. In summary these include:

- Instigate a procedure for the safe evacuation of all buildings on site in the event of emergency
- Ensure this procedure is executed in such an event
- Summon the emergency services when an incident is reported
- When conditions require, fire extinguishers of a suitable type will be kept on site and adjacent to any activity which may lead to the outbreak of fire
- Instruct site staff in the use of portable fire extinguishers
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer

## Accident Reporting

All injuries resulting from accidents on site or in other workplaces however minor will be reported by the Project Manager, (or General Manager as appropriate), on the Accident Report Form and sent to the office. This applies to injuries received by members of the public, visitors, etc as well as company employees.

In the event of a fatal or major injury to any person, or dangerous occurrence as defined by the Reporting of Injuries and work-related illness 2010, the Health & Safety Executive must be notified by phone immediately by the Project Manager (or General Manager).

The Health and Safety Executive will be informed within seven days using appropriate forms.

An accident book will be available and maintained at each site office to ensure any injured employee can record details of his/her accident.

All fatalities, major injuries, dangerous occurrences and other notifiable accidents will be recorded in a Register. These records will be kept permanently by the company in a safe place. All reportable accidents will be investigated and a copy of the Investigation Report, together with any photographs, statements or other relevant material forwarded to the company insurers or legal advisers. This Investigation Report is privileged information and will not be issued to any other person without permission of the company insurers or legal advisers.

All accidents resulting in damage to premises or plant and machinery on site must be investigated by the Project Manager and details reported to the company.

## **Welfare and First-Aid**

The Construction (Health, Safety and Welfare) Regulations 2010 specify minimum requirements for welfare facilities on sites. The Workplace (Health, Safety and Welfare) Regulations 2001 specify minimum standards for offices.

These two regulations together with Approved Code of Practice and Guidance Note, specify the first-aid equipment, facilities and personnel required, depending on the type of work and numbers of persons affected at each site or workplace.

All work will be planned to take into account the requirements of the above regulations.

The Project Manager will ensure that the welfare and first-aid requirements are established before work starts or that sub-contractors are notified of their requirement to provide such facilities.

The Works Supervisor will ensure that all planned welfare and first-aid facilities are provided and that they are maintained to at least the minimum required standards.

The Project Manager will formally notify any contractor/sub-contractor to whom joint/shared facilities are provided on site.

## **Communal Areas**

Where work must be undertaken in communal areas such as hallways, passageways and staircases, or occupied premises, provision will be made to ensure the safety, including access and egress, of all users.

The Works Supervisor will ensure that all work in communal areas is planned in advance so as to cause the least disruption. Where passageways or staircases cannot safely be used while work is in progress, the Site Manager will decide for alternative access routes,

or for such work to be undertaken outside of normal working hours.

All surplus materials and waste will be cleared from the site daily.

All materials for use in communal areas will be stored away from the place of work, or in the work area whilst not being allowed to encroach into the area set aside for pedestrian access and egress.

Operatives will ensure that all work areas are cordoned off or identified by warning signs and/or barriers where practical at all times.

Where work in communal areas extends over several days, operatives will ensure that cordons and barriers are positioned and maintained so as to prevent accidental access to the work area.

## Management of Health and Safety at Work

The management of health and safety is covered by the Management of Health and Safety at Work Regulations 2010.

Further information is contained in the appropriate Approved Code of Practice.

The company will, in accordance with the above regulations, carry out the following activities to provide health and safety for their employees.

- Assess the risks to the health and safety of each employee and of anyone else who may be affected by the work activity. The identification of all foreseeable hazards and risks will enable the necessary preventive and protective control measures to be implemented.
- Each assessment will outline the hazards and risks associated with each working activity and highlight the controls to be instigated to minimize the risks and hazards identified.
- This risk assessment will be recorded, and copies issued to all those affected.
- Appoint a competent person(s) to assist in health and safety matters.
- Ensuring that effective arrangements are put in place for the planning, organization, control and monitoring & review of health and safety.
- Develop plans and procedures for dealing with emergencies and for work in dangerous areas.
- Provide adequate information and training, and consultation with employees on health and safety matters

The Works Supervisor will bring to the attention of the workforce all the necessary precautions detailed within the risk assessment.

The Works Supervisor will monitor the operations to ensure that each operative is acting in accordance with the details outlined in the written assessment.

The company will decide and/or liaise with contractors for putting into practice all the control measures which have been identified as being necessary in the risk assessment and any associated method statements.

A health surveillance program for employees will be provided where the risk assessment shows it to be necessary.

Emergency procedures will be set up to provide employees with information they can understand concerning health and safety matters.

The company will co-operate with other sub-contractors sharing the workplace and will ensure that operatives have adequate health and safety training and are capable enough at their jobs to avoid risks.

Temporary, new and young workers will be given particular health and safety information to meet their special requirements. All operatives have a duty to follow health and safety instructions and report any dangerous aspects.

Before commencing work on a new site, all employees will receive a site safety induction by a competent person. The competent person may be the Project Manager, Works Supervisor or the Principal Contractor.

## Control of Noise

Noise is covered by the Noise at Work Regulations 2006 and also the Health and Safety at Work etc Act.

British Standard Code of Practice – British Standard 5228 : 1984 Code of Practice for Noise Control on construction and demolition sites gives advice on methods of reducing noise nuisance on construction sites and also contains some advice on the protection of workers from the health risks of noise. The HSE Guidance IND(G) 127 - Noise in Construction and the CITB Construction Site Safety Notes (GE700 Module 8) - Control of Noise both provide useful sources of information on the control and assessment of noise in construction.

All tasks and work activities will be planned and arranged to take the above standards into account.

The Project Manager must ensure that information on the noise level of any plant, which it is intended to hire or purchase, is obtained and taken into account before hiring or purchase takes place. He will, in conjunction with any relevant sub-contractor required to use or work near such plant, ensure that any static plant to be installed on site, or in the workshop, is planned to be in a position which takes account of the effects of noise on workers, the general public or the end users of the facility.

Where personnel are required to work in situations where high levels of noise are likely to

be encountered, the Project Manager will ensure that full information is obtained on the levels and frequencies of noise. Any measures to reduce noise levels to below levels considered to be safe must be planned or, if this course is not practicable, suitable hearing protection equipment must be identified and provided for use by site personnel.

Regular monitoring of noise levels and frequencies will be planned as required.

Instruction and training will be provided to supervisors and operatives required to work in premises, or with plant, which is likely to result in exposure to high noise levels.

The Works Supervisor will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc., and that all equipment and noise reducing doors etc. are used. He will ensure that all noise control items fitted to plant, or in premises, are kept in good order and that any defects noted are reported to the responsible immediately.

The Works Supervisor will ensure that supplies of ear defenders, or other hearing protection, are made available for any operations where it is not practicable to reduce the noise level to a safe limit. These will be issued to operatives as required and must be worn at all times when an operative is exposed to noise.

The safe system of work to be adopted whenever noise is a potential problem is:

- Carry out a written noise assessment to establish levels and frequencies of noise for individual items of plant and machinery
- Consider if works can be re-programmed when the noise problem will no longer be present
- Consider alternative methods of working
- Provide suitable noise control mechanisms and personnel protective equipment
- Ensure suitable warning notices are clearly displayed around the affected area
- Regularly monitor noise levels and frequencies
- Give advice on noise control measures

## Health Hazards

A number of regulations impose requirements for the safe handling and use of substances which are known to be a risk to health e.g.:

- Asbestos Regulations 2004
- Chemical Substances at Work Regulations 2001 – including annex 1: Working with Metallic Lead and its compounds
- The Construction (Health, Safety and Welfare) Regulations 2010
- The Control of Chemical Substances at Work Regulations 2011

- Preventing Carcinogenic Risk at Work Regulations 2005
- The Management of Health and Safety at Work Regulations 2010
- The Personal Protective Equipment at Work Regulations 2010

The General Guidelines to be applied are covered in HSE Guidance Notes:

- EH 18 Toxic Substances, a precautionary policy
- EH 26 Occupational Skin Diseases Health and Safety Precautions
- EH 40 Occupational Exposure Limits
- EH 44 Dust in the Workplace: General Principles of Protection

This section covers health hazards generally, other sections of the policy deal with specific health hazards. All work will be planned to take the above standards into account.

The Project Manager will ensure that, before work starts on site, information is obtained on any material or substance to be used, or which is likely to be encountered and could be a hazard to the health of operatives. Where possible, arrangements should be made for an alternative, less hazardous material to be specified.

Any necessary protective clothing, equipment, enclosures, extraction equipment, hygiene facilities, medical examinations etc., must be planned and in place before any such work commences.

Works Supervisors must ensure that all operatives engaged in any process involving the use of handling of any hazardous substances are given full instructions and any necessary training on the health hazards and precautions, use of protective clothing, equipment, hygiene measures etc., as required before they start using the product.

The Works Supervisor will ensure that protective clothing and equipment will be issued to operatives or hygiene measures are provided and maintained, where procedures have been planned to handle or use any hazardous substances, and all measures necessary to protect other works and the general public from such substances or procedures will be provided and maintained.

Any necessary air sampling, medical examinations, testing etc, will be carried out as required and records will be kept on site during the operations.

III health effects can be obtained from hazardous or toxic substances through:

- **External contact** – corrosive, skin absorption, dermatitis etc (eg: cement, acids, epoxy resins etc)
- **Inhalation** – gases, fumes, dusts, vapours
- **Ingestion** – swallowing

## Control of Substances Hazardous to Health

Regulations which cover the control and the safe use of all materials, chemicals and substances are covered by the Control of Chemical Substances at Work Regulations

2011 and Chemical Substances at Work Regulations 2001.

General Guidelines to be applied are covered in HSE Guidance Notes of which there are a great variety published. Those more specific to the Construction Industry include:

- EH 7 Petroleum based adhesives in building operations
- EH 22 Ventilation of the workplace
- EH 44 Dust, general principles of protection
- EH 54 Assessment of exposures to fumes from welding and allied processes
- GS 5 Entry into confined spaces
- GS 46 In-situ timber treatment using timber preservatives

No assessment can be carried out without reference to EH 40 – Occupational Exposures Limits. Such limits are constantly reviewed and the latest limits should always be checked when undertaking any assessment. A standard COSHH Risk Assessment Pro Forma is attached within Appendix A.

Other information is contained in the Construction Industry Advisory Committee publications, the HSE Construction Information Sheets and the HSE COSHH Essentials Website.

All work will be planned to take the above standards and guidance into account.

The company will provide written assessments for all those products that have been assessed as hazardous to health. Before work starts the Project Manager will ensure that any special protective clothing or equipment required is available for use on site, together with a copy of the completed assessment.

The Works Supervisor will ensure that, before operatives are set to work, they are instructed in the safe use of any product they are using in accordance with the written assessment and manufacturers' instructions. He will take into account the circumstances and conditions in which the substance is being used when instructing the workforce. He will ensure that any necessary protective clothing or equipment is provided and used.

Managing hazardous substances and complying with the COSHH Regulations requires the Company to take the following steps to comply with the regulations:

1. Identify the problem
2. Assess it, measure it and establish the likely risks and hazards.
3. Decide on the method of solving the problem. (i.e.: Alternative product, method of working or personnel protective equipment)
4. Implement the chosen method of solving the problem, ensuring that all necessary equipment is present, and precautions are implemented.
5. Check and control the works to ensure that the method is being implemented properly. Monitor the outcome to ensure compliance with the requirements and objectives.

Staff will be made aware of the hazards of any materials they will be asked to use; material safety data sheets will be issued for each product and control methods will be devised.

The company will keep records of all assessments, data sheets and medical surveillance as required in the regulations. These assessments will be reviewed at regular intervals to ensure that they are up to date and still relevant.

The company will review the situation at regular intervals to ensure that the systems are working and that they remain adequate.

## Asbestos

Exposure to Asbestos represents one of the greatest health risks to face today's construction workers. This is primarily due to the widespread use of the material during the construction and refurbishment of buildings during the 1940-80's, though asbestos was also used both before and after these dates. Asbestos may be present in a wide variety of products including: ceiling/wall boards; suspended ceiling tiles; floor tiles; soffit boards; roof panels; fire insulation; pipe lagging; boiler lagging; bitumen adhesives; door panels etc.

If any worker suspects that a material he is working on or is about to work on may contain asbestos, then he should stop work immediately and inform his supervisor so that further investigations may be carried out.

All work involving asbestos is covered by the Asbestos Regulations 2004 and work involving asbestos should only be carried out by persons who have received the proper training and who have the necessary protective equipment and respirators.

## Personal Protective Clothing and Equipment

The following regulations have specific requirements for the provision, maintenance and use of protective clothing and equipment:

- The Personal Protective Equipment at Work (PPE) Regulations 2010
- The Construction (Health, Safety & Welfare) Regulations 2010
- Asbestos Regulations 2004
- Chemical Substances at Work Regulations 2001 – including annex 1: Working with Metallic Lead and its compounds
- Noise at Work Regulations 2006

Other regulations may also apply and are referred to in other sections of this policy. All safety equipment purchased for use on company sites will be in accordance with the appropriate European Standard.

All work will be planned to take the above standards into account.

Before work starts, the Project Manager will ensure that adequate supplies of all necessary protective clothing, or equipment is available on site for issue, as required, and that when issued to employees a record is kept.

The Works Supervisor will ensure that when sub-contractors employees are set to work

they have been provided with any necessary protective clothing and equipment.

Any person on site observed carrying out any process which requires the use of protective clothing, or equipment, will be informed of statutory and/or company policy requirements and instructed not to continue working until protective clothing and/or equipment is obtained.

Those persons issuing protective clothing, or equipment, will ensure that it is suitable for the specific process for which it is provided.

All supervisory and management staff will set a good example by wearing safety helmets, protective footwear etc., and will use all protective clothing and equipment where required.

All staff is required to wear suitable footwear while at work or visiting company sites, typically this requires footwear to be fitted with steel toe cap, though in certain circumstances steel sole plates and chemically resistant soles may be required.

All persons issued with protective clothing or equipment are responsible for maintaining it in a satisfactory condition and must immediately report to their Supervisor any loss or defect in the equipment.

## Safety Helmets

The Personal Protective Equipment regulations 2010 require the provision and use of head protection on sites where there is a risk of head injuries. Employers must provide safety helmets, issue instructions on the wearing of helmets and take action if helmets are not worn as required. Personnel issued with safety helmets must wear the helmets as instructed by the employer. Turban wearing Sikhs are exempt from these regulations.

Safety helmets provided must be to BS EN 397 and replaced whenever damaged or in accordance with the manufacturers recommendations.

All work will be negotiated in accordance with the above standards.

The Project Manager will ensure that Works Supervisors and sub-contractors are aware of company policy and the requirements on the wearing of safety helmets before the commencement of each new site.

Helmets will be provided to each site for the use of visitors to the site.

Signs warning that safety helmets to be worn will be displayed at access point to working areas.

Instruction on the provision and use of helmets will be included in training courses provided for staff.

The Works Supervisors will ensure that signs and helmets for visitors are available and that sub-contractors are aware of company policy. The Works Supervisors will ensure that other company staff visiting sites will wear a safety helmet at all times on site.

The Project Manager will ensure that it is a condition of the Sub-Contract Agreement that all contractors will provide safety helmets to all their employees, and that they are instructed in the requirements of this company's policy.

The Works Supervisors will report any disregard of this policy by sub-contractors employees to the contractor concerned. The contractor will be obliged to remove from site any employee who continually fails to comply with this requirement.

Safety helmets which are damaged, have received a heavy blow, have parts missing, have been weakened by drilling holes or painting, or have been in use for more than three years must be replaced.

Safety helmets will be worn by all staff, sub-contractors, employees, visitors, purchasers etc at all times and in all areas of the site. However, helmets need not be worn in the following areas if construction operations are not taking place in these areas:

- Site office and welfare facilities
- Areas where premises are occupied
- Inside buildings after second fix complete

All persons working in such "exempt areas" will, however, be required to always have their safety helmets with them so that they can wear them immediately they exit such areas.

## Manual Handling and Lifting

The following regulations apply to the manual handling or lifting of materials:

The Manual Handling Operations Regulations 1992

The current regulations require the following three steps:

1. Avoid hazardous manual handling operations where reasonably practicable. Consider whether the load should be moved at all and, if it must, whether it can be moved mechanically for example by forklift truck or with some form of craneage.
2. Assess adequately any hazardous operations that cannot be avoided. You should consider the shape and size of the load in addition to its weight. You should also consider the way a task is carried out, for example the handler's posture, the working environment, e.g. is it cramped or hot, and the individual's capability, e.g. is unusual strength required. Unless the assessment is very simple a written record is required.
3. The general guidance will include some guidelines to help with the assessment and reduce the risk of injury as far as reasonably practicable.

A good assessment will not only show whether there is a problem but will also point to where the problem lies.

The Works Supervisor will ensure that all operatives have been instructed in the correct

handling and lifting of loads, as required, he will also ensure that a supply of suitable gloves or equipment is available for use, as required, for the handling of materials which could cause injuries.

The company will ensure that all persons on site wear safety footwear and the Works Supervisor will caution any sub-contractor employee's wearing unsuitable footwear.

The company does not require any operative, particularly a young person, to lift without assistance, a load that is likely to cause injury.

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc
- Hernias
- Lacerations, crushing of hands or fingers
- Tenosynovitis, beat conditions
- Bruised or broken toes or feet
- Various sprains, strains, etc

The selection of persons to carry out manual handling or lifting tasks must be based on the training given, age, physical build etc. Where loads have to be manually handled, the need to ensure that accesses are safe is especially important.

The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

## Construction Design and Management

Dominion Steelcon A/S will fulfill its duties under the Construction (Design and Management) Regulations 1994 (known as CDM), this may be as the Principal Contractor, but will more often involve us a contractor working for the Principal Contractor. We will also on certain projects act as a Designer.

A series of HSE guidance notes have been issued, together with more detailed information is contained in the Approved Code of Practice.

All work will be tendered for, negotiated and planned in accordance with the CDM Regulations.

A pre-tender Health and Safety Plan may be required, depending on our role, where required this will be issued by the client's Planning Supervisor and all tenders must include enough resources and time allocation to carry out the work safely and in accordance with the plan.

The appointed Principal Contractor will develop the Health and Safety Plan by preparing Risk, Noise, COSHH and Manual Handling Assessments and will also include Method Statements from contractors carrying out specific work packages. Where we act as a contractor, we will assist the Principal Contractor in planning the works in a safe and controlled manner, notifying him of any specific requirements and/or hazards which are

likely to be encountered.

The company will also ensure that all sub-contractors are competent and adequately resourced for any work allocated to them. This applies equally to sub-contracted design work as it does to construction work.

The Works Supervisor will ensure that any information relevant to the Health and Safety Plan/File is complied with throughout the contract and issued to the Principal Contractor/Planning Supervisor. The Principal Contractor is responsible for developing the Health and Safety Plan and passing any relevant information to the Planning Supervisor for the Health and Safety file.

The General Manager will ensure that all the necessary precautions have been taken to comply with this legislation.

Support will be given to the Works Supervisor to ensure that any necessary additions to the Safety Plan and information for the Health and Safety file are passed to the Principal Contractor/Planning Supervisor.

All other contractors on site will be informed of the contents of the Health and Safety Plan and will be made aware of any risks on site. Contractors will be consulted regarding safety matters and will be informed of details regarding the Client, Planning Supervisor, Principal Contractor etc. These details will be highlighted in a notice prominently displayed on site.

# Section 4

Safety Procedures

## List of Current Safety Procedures

1. Site Tidiness
2. Demolition
3. Scaffolding
4. Step-Ladders, Trestles & Staging
5. Ladders
6. Lifting Operations
7. Lifting Gear
8. Roof Work
9. Electrical Power Tools
10. Electricity
11. Compressed Air Power Tools
12. Abrasive Wheels
13. Entry into Confined Spaces
14. Highly Flammable Liquids (HFL's)
15. General Welding & Cutting Operations
16. Electric Arc Welding
17. Gas Welding
18. Mobile Access Equipment
19. Cartridge Operated Fixing Tools

Further procedures will be developed and added to this list as and when a requirement for such a procedure is identified.

## 1. Site Tidiness

Dominion Steelcon A/S strongly adhere to the belief that a 'Safe Site is a Tidy Site'. In this respect every effort shall be taken to keep sites always clean and tidy. Waste materials and rubbish will be cleared from the working area and placed in designated areas for disposal off-site.

Several regulations deal with the need for workplaces and accesses to be kept clean and clear of debris and other materials, some examples are:

- Construction (Health, Safety and Welfare) Regulations 2010
- Management of Health and Safety at Work Regulations 2010
- The Health and Safety at Work etc. Act 2010
- Safety Signs and Signals. Regulation 1994

In addition to the statutory requirements, some of which are outlined above, a tidy site and workplace results in increased efficiency and better public relations, therefore tidiness is to receive priority on the company sites.

The Project Manager will ensure that, before the site commences, access routes are planned, deliveries are programmed and that excess materials are not stored on site, storage areas are defined, compounds are planned and sub-contractors are made aware of the company requirements about storage, clearing up, tidiness etc.

The Works Supervisor will ensure that all sub-contractors and operatives are made aware of the need to maintain the site in a tidy condition throughout the contract.

Every operative has a duty to ensure that his workspace and that of those around him are kept in a clean and tidy state.

Particular emphasis is to be placed on instructions to all employees and sub-contractors on the safe disposal of steel and nylon banding used to contain bundles of material delivered to site. Similar requirements will be placed on cables, ropes and other materials that have the potential to cause tripping hazards and become entangled around plant, materials or even site operatives.

The Works Supervisor will ensure that:

- stacking areas are prepared and that materials are called off in quantities which will not create difficulties on site.
- all waste materials are cleared and disposed of safely as work proceeds.
- all materials delivered to site will be stored safely - accesses are not obstructed.
- all openings in floors must be clearly marked and securely covered/barricaded to show that there is an opening below.
- debris and materials must not be thrown or dropped from scaffolds or buildings unless a chute is provided, or other suitable safe method used.
- sufficient labor and plant are arranged to enable clearing up and maintenance of safe accesses, cleaning of welfare facilities etc. to be carried out in accordance with these standards.

## 2. Demolition

All regulations which apply to construction work also apply to demolition work. All demolition work will be completed in accordance with current legislation whilst complying with the requirements of the British Standard Code of Practice BS6187 "Code of Practice for Demolition", which gives guidance on the planning and execution of demolition work and will be complied with on any site where all or part of any building or structure are to be demolished. It should be noted that all demolition works without exception are notifiable to the HSE under the CDM Regulations.

Health and Safety Executive Guidance Notes GS 29 Parts 1-4 cover health and safety in demolition work –preparation and planning, legislation, working methods, health hazards. The recommendations in these guidance notes will be applied to work carried out by the company.

All work will be planned to take the above standards into account.

All preliminary procedures required by the Code of Practice and Guidance Note GS 29/1 will be carried out by the Project Manager in conjunction with a specialist contractor, if used, who will draw up a Method Statement and a Program of Works detailing the methods to be used, plant, safe systems of work, special requirements for dealing with health hazards, precautions and sequence of work etc. This Method Statement and Program will be issued to the Supervisor responsible for the work on site.

The Works Supervisor appointed will be responsible for ensuring that the work is carried out in accordance with these standards and will be responsible for carrying out any inspections of scaffolding etc. which may apply on site.

The Project Manager will ensure that an appointed competent supervisor shall always remain on site that demolition works are being carried out. The person appointed shall be experienced in the work and will receive full training to enable him to carry out any of the responsibilities required by this policy.

The Project Manager will ensure that protective measures for the safety of the public or visitors on site shall be provided and maintained. These measures must take into account the prevention of accidents, especially to children.

All operatives on demolition sites will be required to wear safety helmets and protective footwear. All plant used on demolition sites will be suitable for demolition work and will be provided with any necessary safeguards to protect the operator.

The location and disconnection of any services into the site. Confirmation of disconnection in writing must be required from the appropriate service authority.

The existence of any hazardous substances, e.g. asbestos, lead painted steelwork etc. on Site must be determined from the documents provided and from a physical survey of the site, carrying out any sampling required.

Where the building or structure to be demolished contains unusual, or possibly hazardous design features, or is in a dangerous structural condition, e.g. pre-stressed or

post-tensioned concrete, fire damaged building, cantilevered balcony etc., then advice must be obtained from a qualified consulting structural engineer.

On all sites where demolition work of any kind is to be carried out, a Method Statement must be prepared.

### 3. Scaffolding

All scaffold erected on company sites, or used by employees, will be erected in accordance with the Construction (Health, Safety and Welfare) Regulations 2010 and Use of Technical Equipment (Health, safety and Welfare) Regulations 1992, SG4.0, British Standard Code of Practice 5973, British Standard 5974 and British Standard 2482.

All work involving the erection and use of scaffolding will be planned to take the above standards into account and erected using competent trained scaffolders.

The Project Manager will arrange for full details of the required usage and loading of the scaffold, to be provided to the scaffolding contractor.

As with the erection of the scaffolding, alterations and dismantling will only be undertaken by a competent trained person.

Before accepting a scaffold erected by a specialist scaffolding contractor for use by the company's employees, the Works Supervisor will ensure that the scaffold is thoroughly inspected and a signed handing-over certificate obtained from the scaffolding contractor. No scaffolding shall be used until such a certificate has been received.

The Works Supervisor will ensure that all scaffolds are erected in accordance with the above standards and, at the beginning of each week, will ensure that the scaffold is inspected by a competent person and any defect is rectified. A written report of each inspection will be retained on file and a record of the inspection entered in the Site Inspection Register and signed by the person carrying out the inspection. A similar inspection will also be carried out after high winds or other adverse weather conditions.

All materials used for scaffolding will be provided in accordance with the relevant British Standards and will be checked before use by a competent scaffold. All materials will be properly stored and maintained on site.

No person, other than a competent scaffold, will be permitted to alter, erect, dismantle or otherwise interfere with any scaffold erected on company sites or for use by company employees.

The Works Supervisor will ensure that all scaffolds are erected on ground or surfaces that have been prepared, leveled and consolidated.

All scaffolders erecting scaffolds on company sites must hold a current CITB, CSCS or equivalent card. All scaffolds must be tied in accordance with the Code of Practice requirements. Where the provision of ties is impracticable, then the method of ensuring that the scaffold is adequately supported must be clearly specified and recorded.

Any scaffold being erected, altered or dismantled, or otherwise not suitable for use, must have a notice erected warning that it is incomplete and not suitable for use.

All scaffolds must be checked at the end of each working day to ensure that access onto the scaffold by children has been prevented.

## 4. Step-Ladders, Trestles and Stagings

All step-ladders, trestles and stagings will be provided and used in accordance with the Construction (Health, Safety and Welfare) Regulations 2010 and Use of Technical Equipment Regulations (Health, Safety and Welfare) 1992. Only British/European Standard approved and equipment design for the required usage will be used.

Where necessary a risk assessment should be carried out in accordance with the requirements of the Management of Health and Safety at Work Regulations 2010.

All work will be planned to take the above standards into account.

Training provided to the Works Supervisor and operatives will include the hazards and precautions relating to this equipment, its use and working at height in general.

All equipment will be checked by a competent person before use to ensure that there are no defects and will then be checked, at least weekly, while on site.

Where a defect is noted, or the equipment is damaged, it will be taken out of use immediately and replaced or where possible repaired by a competent person.

The Works Supervisor will check that the equipment is being used correctly and is not being used where a safer or more practical method should instead be provided.

The Works Supervisor will ensure that proper storage is provided for step-ladders, trestles or stages, undercover where possible.

The main hazards associated with step-ladders, trestles and stagings are:

- Unsuitable base, e.g. unlevelled, packing pieces, loose material etc.
- Unsafe use of equipment (i.e.: placed onto on scaffold platforms, roofs etc., where special precautions are not taken)
- Overloading
- Use of equipment where safer method should be provided
- Overhanging of boards or staging at support ("Trap Ends")
- Using defective equipment
- Excessive span of scaffold boards when used with trestles (must not exceed 1.5m where 38mm board used)
- The minimum width of all working platforms should be 600mm

## 5. Ladders

All ladders must be provided and used in accordance with the Construction (Health, Safety and Welfare) Regulations 2010 and Use of Technical Equipment (Health, Safety and Welfare) Regulations 1992.

Only ladders constructed in accordance with current British/European Standards and have been designed specifically for the intended use will be used.

Where necessary a risk assessment should be carried out in accordance with the requirements of the Management of Health and Safety at Work Regulations 2010 and Use of Technical Equipment (Health, Safety and Welfare) Regulations 1992.

All work will be planned to take the above standards into account.

The Project Manager will arrange for the required number and type of ladders to be provided, taking into account the above standards and the work to be carried out.

The means of securing ladders will be planned as far as possible and sufficient materials made available.

Training provided to Works Supervisor and operatives will include the hazards and precautions relating to ladders and their use, as well as the hazards of working at height in general.

Ladders must be checked by the Works Supervisor before use to ensure that there are no defects, and will be checked at least weekly while in use on the site. Where a defect is noted, or a ladder damaged, it will be taken out of use immediately. The Works Supervisor will ensure that proper storage is provided for ladders, under cover where possible, and with the ladder properly supported throughout its length.

The Works Supervisor will check that ladders in use are secured, have a solid, level base and are being used correctly. Ladders will not be used to provide access, or a working position, if the type of work cannot be carried out safely from a ladder, (e.g. carrying large items, work requiring both hands etc.).

Methods of use, which will result in damage to the ladder, will not be permitted, e.g. securing ladder with scaffold clip, placing board on rungs to form working platform, or ramp etc.

The main hazards associated with ladders are:

- Not securing the ladder properly
- Unsafe use of ladder (over-reaching, sliding down, etc.)
- Using a ladder where alternative working method should have been adopted
- Using a ladder with defects
- Unsuitable base to ladder
- Insufficient handhold at top of ladder, or at stepping off position
- Insufficient foothold at each rung

- Using ladder near overhead electrical cables, crane contacts etc.
- Ladder at unsuitable angle, swaying, springing etc. (recommended angle one in four or 70°)
- Insufficient overlap of extension ladders

Ladders will be removed to storage, or made inaccessible by some means, at the end of each working day, to ensure that unauthorized access to scaffolds etc. by others, particularly children, is prevented.

## 6. Lifting Operations

All lifting operations will be planned and carried out in accordance with:

- Use of Technical Equipment Regulations (Health, Safety and Welfare) 1992.
- Hoist and Winches Regulations 1992
- The Manual Handling Operations Regulations 1992 (MHOR)

The information and recommendations of British Standard BS7121 - Code of Practice for Safe Use of Cranes will be adhered to where applicable.

All work involving lifting operations will be planned to take the above standards into account.

The Project Manager will ensure that a suitably qualified and experienced 'Appointed Person' coordinates and plans all lifting operations, taking into account the siting of lifting appliances, provision of suitable lifting gear, the weights and positions of loads to be handled etc. Suppliers will be asked to provide information on weights, lifting points, safe sling procedures, etc. of materials or articles supplied.

Any height, weight, overhead service or other restrictions on or adjacent to the site will be considered before work starts, especially taking into account the safety of the public.

Servicing and maintenance of all lifting appliances must be planned before being taken into use on site. Training will be provided for operators of lifting appliances and banksmen, slingers and riggers.

The Works Supervisor will ensure that any lifting appliance and lifting gear provided or delivered for use on site has been tested, thoroughly examined and inspected in accordance with the above standards and that copies of certificates, register entries, etc are available on site. Any unapproved or uncertified equipment will not be used to carry out lifting operations.

The Works Supervisor will check that lifting appliances, such as gin wheels, pulley blocks, etc. are correctly erected and used.

Only authorized competent operatives will be permitted to operate lifting appliances, sling loads, or give signals. The authorized persons must be over the age of eighteen and be competently trained to carry out the duties. Where there is any doubt of the

competency of the authorized operatives, the Project Manager must be informed immediately.

Any defect noted in any lifting appliance machine, gear or tackle, must be reported immediately and the equipment taken out of use if the defect could affect its safe use.

Where adverse weather conditions could affect the safety of lifting operations, the Works Supervisor will stop operations until conditions improve.

The Works Supervisor will ensure that all lifting appliances are inspected weekly and a record of the inspection made in the Site Register.

The main hazards associated with lifting operations are:

- Overloading of lifting appliance
- Overloading or incorrect use of lifting gear
- Incorrect positioning of lifting appliance
- Insecure attachment of load
- Contact with overhead electricity cables (see separate section)
- Improper use of equipment
- Failure of equipment due to lack of maintenance
- Incorrect signals

All personnel working with, or near, lifting appliances must wear safety helmets.

All lifting appliances must be secured and left in safe condition at the end of each working period, taking into account the safety of children.

Areas where lifting operations are to be carried out must be cleared and loads must not be carried over personnel. If it is necessary to inspect the bottom faces of heavy loads, purpose made, tested standards must be used.

Loose items must be secured, or covered, when being handled by a lifting appliance.

If any lift, hoist, crane or excavator collapses or overturns on site or any load bearing part fails, the company must be contacted immediately and the procedures detailed for dangerous occurrences in this policy must be carried out.

## 7. Lifting Gear

All lifting operations will be planned and carried out in accordance with:

- Use of Technical Equipment Regulations (Health, Safety and Welfare) 1992.
- Hoist and Winches Regulations 1992
- The Manual Handling Operations Regulations 1992 (MHOR)
- The Management of Health and Safety at Work Regulations 2010
- The Construction (Health, Safety and Welfare) Regulations 2010

All work will be planned to take the above standards into account.

The Project Manager will ensure the provision of lifting gear is planned, taking into account the size, weight and type of loads to be lifted and the conditions in which the lifting gear is to be used. All lifting equipment should be supplied in accordance with current British/European Standards and be accompanied by the relevant inspection certificates.

Training must be provided for operators, slingers and supervisors.

The Works Supervisor will ensure that all lifting gear provided for use on site is in good order, has a test certificate and has been thoroughly examined within the previous six months.

The Works Supervisor will arrange for proper storage of all lifting gear and accessories.

Only authorised slingers, over eighteen years of age, are permitted to use lifting gear.

Where defects are noted or reported, the equipment must be taken out of use immediately and reported to the Works Supervisor/Project Manager.

The main hazards associated with lifting gear are:

- Overloading
- Incorrect use (i.e.: too wide an angle between legs of sling, use of eyebolt at an angle etc.)
- Abuse (i.e.: use of sling as towing rope etc.)
- Use of defective equipment
- Damage to slings, i.e. lack of packing to load
- Incorrect slinging method

All personnel working with or near lifting appliances must wear safety helmets and where necessary protective gloves.

Repairs to lifting gear must not be carried out on site. A test certificate must be obtained for any repaired item of lifting gear.

Slings and other lifting gear must not be used for operations for which they were not intended and must not be altered or adapted by unsafe methods, ie knots, bolt through links, etc.

Sufficient materials for packing between sling and load must be provided.

## 8. Roof Work

Before undertaking any work on roofs, or at heights, a risk assessment of the required work needs to be completed in accordance with the Management of Health and Safety at Work Regulations 1999. Other relevant legislation includes:

- The Personnel Protective Equipment at Work Regulations 2010

- The Construction (Health, Safety and Welfare) Regulations 2010
- Safety Signs and Signals Regulations 1994
- Use of Technical Equipment Regulations (Health, Safety and Welfare) 1992.

Relevant Health and Safety Executive Guidance Notes include:

- GS28 Safe Erection of Structures
- HSG 33 Health and Safety in Roofwork
- HSG 150 Health and Safety in Construction

All work will be planned to take the above standards into account.

The Project Manager, in conjunction with the contractor, will plan the following arrangements:

- Edge protection barriers or scaffolds to prevent falls
- Protection of the public, or other operatives who may be at risk
- Safe means of access to the roof
- Where necessary, roof ladders, staging etc. to provide safe access to roof, taking into account pitch of roof, surface conditions etc.

Short duration work will also be carefully planned to identify hazards and arrange equipment as necessary. Training will be provided for supervisors and operatives required to work on roofs.

The Works Supervisor will not permit work to commence on a roof until the planned safety precautions have been provided. Work on roofs must not be permitted when high winds or gusting is experienced. The roof surface must be checked at the commencement of work after rain, frost or snow.

Materials must not be dropped or thrown down from roofs, other than by means of a chute, or suitable safe method.

The main hazards associated with work on tiled/slated roofs are:

- Falls from the edge of the roof
- Falls between rafters/trusses of roofs before tiles/slates fixed
- Materials, tools falling from roof
- Contact with overhead electric cables (see separate section)
- Falls through roof lights or other fragile material

Timber battens must not be used as a foothold for access on a roof if they are fixed to rafters, or trusses, more than 400mm apart, or are not of the quality specified in Guidance Note GS 10.

Only properly constructed roof ladders are to be used which do not rely for anchorage on the ridge capping or ridge tile. All personnel required to work near or below roof tiling/slating operations must wear safety helmets.

Access to the roof must be prevented to unauthorised persons, particularly children, after working hours.

All roof work, no matter how small, e.g. small areas of flat roof on porches etc., will be carried out to the above standards.

## 9. Electrical Power Tools

The following regulations apply to the use of electrical power tools on site or other workplace:

- Use of Technical Equipment Regulations (Health, Safety and Welfare) 1992.
- The Construction (Health, Safety and Welfare) Regulations 2010
- Personal Protective Equipment at Work Regulations 2010

Guidance on the safe use of electricity on construction sites is found in the following Health and Safety Executive Guidance Notes:

- PM 29 Electrical Hazards from Steam/Water Pressure Cleaners
- PM 32 The Safe Use of Portable Electrical Apparatus
- GS 24 Electricity on Construction Sites
- HS(G) 107 Maintaining portable and transportable electrical equipment

All work will be planned to take the above standards into account and all electrical equipment on company sites, or other workplaces, will be supplied, installed, maintained and used in accordance with the above standards.

All portable electrical equipment used on site must be tested for safe working and tagged in accordance with the Regulations.

The Project Manager must ensure that all power tools provided for use on site, or other workplace, are in accordance with the relevant British Standards.

No power tools or electrical equipment of greater voltage than 110 volt shall be used on sites, unless special arrangements are made and discussed with the Health and Safety Executive. Lower voltage tools, lighting etc, may be required in damp or confined situations.

The Works Supervisor will ensure that the temporary electrical supply is installed and tested as planned, while also ensuring that all sub-contractors equipment is in good condition and tested.

The Works Supervisor must ensure that any portable generator, or other electrical equipment fitted with an earth rod, has the earth rod and connection maintained in good condition.

Only authorized persons are permitted to repair or alter electrical equipment. Any defect noted in electrical equipment must be reported to the Supervisor so that immediate steps can be taken to have defects remedied by an electrical or hire company.

All cable connections must be properly made. Under no circumstances is insulation tape to be used for any repair or joint in extension cables.

On festoon lighting all bulb sockets are live, steps are therefore, to be taken to protect open sockets when a bulb is not fitted. As well as the fragments of glass of broken bulbs being a hazard, it must be remembered that the protruding filament wires are still live.

Power tools must be maintained in good condition, with casing intact and a label fitted showing voltage and other information. Regular inspections of all electrical equipment on site will be carried out by a competent electrician.

## 10. Electricity

In addition to the general duty of care every employer has to employees and members of the public outlined in of the Health and Safety at Work etc Act 2010, specific responsibilities for electrical safety are covered by the Use of Technical Equipment Regulations (Health, Safety and Welfare) 1992. The Management of Health and Safety at Work Regulations 2010 and the Construction (Health, Safety and Welfare) Regulations 2010 are also applicable to work involving electricity.

Further information is available from the following HSE Guidance Notes:

- HS(G)85 Electricity at Work: Safe Working Practices
- OS 38 Electrical test equipment for use by electricians
- HS(R)25 Memorandum of guidance on Electricity at Work Regulations 1989

All work will be planned to take the above standards into account.

All electrical work will be planned and carried out by qualified competent electricians.

The Project Manager will ensure that only bona-fide electrical contractors will be employed to install, construct and maintain electrical supplies. Proof of competence is required.

The Project Manager, in conjunction with the Works Supervisor and electrical contractor, will plan any temporary electricity supply and distribution on site in accordance with the above standards.

When cutting-off, shutting down or decommissioning an electrical supply, the appropriate permit to work or certificate will be obtained.

No unqualified operative will undertake any installation, maintenance or alteration work to any electricity supply line.

All electrical supplies to tools and equipment used on site will be taken from a 110V source. 240V supplies will not be used.

Should an operative encounter mains electricity cables during the process of work he will notify the Site Manager immediately.

## 11. Compressed Air Power Tools

The following regulations apply to the use of compressed air equipment on site:

- The Manual Handling Operations Regulations 1992
- The Management of Health and Safety at Work Regulations 2010
- The Construction (Health, Safety and Welfare) Regulations 2010
- The Personal Protective Equipment at Work Regulations 2010
- Use of Technical Equipment Regulations (Health, Safety and Welfare) 1992.

Health and Safety Executive Guidance Note PM 17, Pneumatic Nailing and Stapling Tools, give advice on precautions required with this equipment.

All work will be planned to take the above standards into account.

The Project Manager will ensure that any compressor and compressed air tools, which are purchased or hired for use on site, are in accordance with the above standards and are selected in accordance with the company policy on noise.

The Works Supervisor will ensure that any compressor or compressed air tools provided for use are fitted with all necessary guards and safety devices, (jockey wheel, brake, engine cover stays, etc.) and noise control measures; and that instructions have been given to operatives in the correct use of the equipment to reduce noise, injuries, damage, etc.

The Works Supervisor will ensure that all necessary safety equipment, eg eye protection, hearing protection, is available and provided and used as required.

The Works Supervisor will ensure that any defects in the compressor, hoses or tools are reported immediately to the Project Manager or hire company.

The Works Supervisor will ensure that all operatives wear suitable protective footwear when using compressed air equipment, brakers, rammers etc.

Compressed air will not be used to blow down clothing etc.

When moving compressors on site, care must be taken to ensure that the jockey wheel, or towing arm stand, are not damaged.

When changing tools connected to compressed air lines not fitted with automatic cut off valves, air must be turned off at source (lines must not just be folded and held or tied).

## 12. Abrasive Wheels

The following regulations cover the provision and use of abrasive wheels or portable tools:

- Use of Technical Equipment Regulations (Health, Safety and Welfare) 1992.

- The Personal Protective Equipment at Work Regulations 2010
- The Management of Health and Safety at Work Regulations 2010
- The Construction (Health, Safety and Welfare) Regulations 2010

Health and Safety at Work Booklet No 4— Safety in the Use of Abrasive Wheels and Guidance Notes from the Health and Safety Executive No PM 22, Training Advice on the Mounting of Abrasive Wheels gives advice on the precautions required.

British Standard 2092 Industrial Eye Protection gives advice on the correct type and grade of eye protection required.

All work will be planned to take the above standards into account.

The Project Manager will ensure that any abrasive wheel machine, hired or used by any operative, will be provided and maintained in accordance with the regulations.

All operatives will be trained, in accordance with the Abrasive Wheels Regulations, in the mounting of abrasive wheels and discs and the type of machine to be used. The names of all trained persons will be held on site. Only certificated operatives will be employed to mount abrasive wheels or discs.

The Works Supervisor will ensure that any operative required to change discs or wheels on abrasive wheel tools has been trained and appointed in accordance with the regulations. The Works Supervisor will ensure that the required statutory notices are prominently displayed.

The Works Supervisor will ensure that suitable storage facilities are available for abrasive wheels and that sufficient quantities of suitable eye protection, and other protective equipment, is available and issued when required.

Any person required to use an abrasive wheel machine or tool, must be suitably trained to the standards of the above regulations.

Supervisory staff will ensure that any abrasive wheel machine or tools being used with any defect, which could give rise to injury, are taken out of use immediately.

The main hazards associated with abrasive wheels are:

- Busting of the wheel or disc
- Injuries from flying particles
- Cuts to hands, legs etc
- Dusts inhaled from certain types of materials
- Loose clothing tangled in disc
- Electric shock
- Noise, fire and explosion

When there is any doubt as to the precautions required, or where unusual circumstances are to be encountered, advice must be sought.

## 13. Entry into Confined Spaces

The work in excavations, pits, tunnels and other enclosed or confined spaces requires that ventilation be provided to ensure a safe and healthy atmosphere. Testing of the atmosphere must take place before entry into any confined space and suitable respiratory and rescue equipment must be available.

Legislation includes:

- The Personal Protective Equipment at Work Regulations 2010
- The Management of Health and Safety at Work Regulations 2010
- The Construction (Health, Safety and Welfare) Regulations 2010
- The Control of Substances Hazardous to Health Regulations 2011

Health and Safety Executive Publication GS 55 Work in Confined Spaces provides information on the hazards involved, precautions and procedures required.

All work will be planned to take the above standards into account.

Before work commences, the Project Manager must establish if work in confined spaces is to be carried out and, if so, must arrange for any necessary equipment, working procedures, training etc. to have been provided, taking into account the hazards likely to be encountered.

All personnel required to carry out testing and monitoring of atmospheres must have been suitably trained, as well as operatives required to use breathing apparatus, reviving apparatus, rescue and permit procedures etc.

Method Statements must be prepared before any work in confined spaces can commence, and all such work must be carried out with a valid permit to work.

The Works Supervisor will ensure that all operatives have the necessary equipment available on site, in accordance with the planned procedures, including the permit to work system, and that only authorised persons are permitted to enter the confined space.

The Works Supervisor will ensure that operatives follows the planned procedures and permit to work system, and that only authorised persons are permitted to enter the confined space.

All changes in working methods or conditions, which were not included in the Planning Procedure must be referred to the Project Manager before work recommences.

All safety equipment must be regularly checked, calibrated and maintained. Any defects in equipment must be attended to immediately.

The main hazards associated with confined spaces are:

- Asphyxiation due to oxygen depletion
- Poisoning by toxic substance or fumes
- Explosions due to vapours, gases, fumes or dusts
- Fire due to flammable liquids, oxygen enrichment etc
- Electrocution from unsuitable equipment
- Difficulties of rescuing injured personnel
- Drowning
- Fumes from plant or processes entering confined spaces
- Infection (ie: Leptospirosis)

When conditions make it necessary, advice should be sought on carrying out sampling and air monitoring, preparing safe systems of work, permit to work systems etc, information provided on ventilation equipment, breathing apparatus, reviving apparatus, ropes, harnesses, monitoring equipment etc as requested.

## 14. Highly Flammable Liquids (HFL's)

Highly flammable liquids are covered by the Working in areas with risk of explosive atmosphere Regulations 2003 and Chemical Substances at Work Regulations 2001, and must be stored and used in accordance with those regulations. This section also applies to the storage of petrol and products containing petroleum on site or other premises.

Health and Safety Executive Note CS 2, The Storage of Highly Flammable Liquids, gives advice on the requirements necessary to comply with the regulations and will be complied with on the company sites.

All work will be planned to take the above standards into account.

The Project Manager will ensure that suitable storage facilities are provided for highly flammable liquids, in accordance with the above standards, and will arrange for a licence for the storage of petroleum or petroleum mixtures where applicable.

The contractor will ensure that suitable storage facilities are provided for liquids which are not defined as highly flammable, but which could be a fire hazard and will arrange for any necessary fire fighting equipment or materials to be available before work starts.

The Works Supervisor will ensure that the planned storage facilities are provided and maintained and that all highly flammable liquids are kept in storage facilities until required for use.

The Works Supervisor will ensure that fire resistant, absorbent material is available to soak up any spillage of highly flammable liquids and that this material is immediately disposed of safely after use.

The Works Supervisor will ensure that any fire fighting equipment, storage facilities, signs, notices, containers etc, are checked at weekly intervals and that any action is taken to rectify and that defects are noted.

Advice will be sought when there is any doubt about precautions required, or where highly flammable liquids are used in large quantities or in unusual situations.

## 15. General Welding & Cutting Operations

The following regulations contain requirements to be complied with whilst undertaking any cutting or welding process:

- Health and Safety at Work Act 2010
- The Management of Health and Safety at Work Regulations 2010
- The Personal Protective Equipment Regulations 2010
- Use of Technical Equipment Regulations (Health, Safety and Welfare) 1992.
- The Control of Chemical Substances at Work Regulations 2011
- Preventing Carcinogenic Risks at Work Regulations 2005

Site management must carry out a risk assessment and ensure that all necessary protective clothing, ventilation equipment, respirators, fire resistant sheets, fire extinguishers, screens etc. are provided before any such works are permitted to commence.

Welders and any person assisting them must be provided with eye protection to BS 679 or BS 1542. Suitable screens must be used to prevent injury to other persons working or passing near welding or cutting operations. Any Permit to Work, or Hot Work Permits must be complied with in full, together with the provision and rules on fire prevention, detection and fighting.

Only trained and experienced operatives are permitted to carry out welding or other cutting operations. All welding/cutting equipment must be checked daily, prior to commencement of work by a competent person and any defective parts repaired or replaced before use.

## 16. Electric Arc Welding

The following regulations contain requirements to be complied with whilst undertaking any cutting or welding process:

- Health and Safety at Work Act 2010
- The Management of Health and Safety at Work Regulations 2010
- The Personal Protective Equipment Regulations 2010
- Use of Technical Equipment (Health, Safety and Welfare) Regulations 1992.
- The Control of Chemical Substances at Work Regulations 2011
- Preventing Carcinogenic Risks at Work Regulations 2005

Further information:

- HSE Guidance Notes
- OS 4 Safety in Pressure Testing
- HS(G)39 Compressed Air Safety
- HS(G)5 Hot Work: Welding and Cutting on Plant containing Inflammable Materials
- HS(R)30 A Guide to the Pressure Systems and Transportable Gas Containers Regulations 1989
- PM 64 Electrical Safety in Arc Welding

- EH 54 Assessment of Exposure to Fume from Welding and Allied Processes
- EH 55 The Control of Exposure to Fume from Welding Brazing and Similar Processes
- HSE 8 Oxygen : Fire and Explosion Hazards in the Use and Misuse of Oxygen

All work will be planned to take the above standards into account.

The Works Supervisor shall ensure that all electric arc welding operations are properly planned and executed

The company will ensure that suitable maintenance systems are operated so as to ensure that all equipment issued for use is in good condition at the time of issue. In the event that electric arc welding has to be carried out in a flammable atmosphere, then a permit to work will be introduced and rigidly enforced.

The Works Supervisor will pay special attention to the adequacy of the ventilation facilities in areas where electric arc welding is in progress.

The Works Supervisor will check to ensure the equipment being used, the electricity supply and earthing arrangements are to the standards required.

The Site Manager will ensure that operatives using electric welding equipment have undergone suitable training.

Any doubt concerning ventilation of work areas must be brought to the immediate attention of a supervisor.

Only properly trained personnel will be allowed to use electric arc welding equipment and such persons will bring to the attention of their supervisors any defects they may discover in the equipment. Operatives will check the adequacy of the electrical supply and earthing arrangements prior to starting work.

All necessary protective clothing will be provided and operatives will co-operate with the company in using such equipment/clothing at all times when engaged in electric arc activities.

## 17. Gas Welding

The following regulations contain requirements to be complied with whilst undertaking any cutting or welding process:

- Transportable Pressure System and Containers Regulations 2001
- The Control of Chemical Substances at Work Regulations 2011
- Health and Safety at Work Act 2010
- The Management of Health and Safety at Work Regulations 2010
- The Personal Protective Equipment Regulations 2010

Further information:

- HSE Guidance Notes
- GS 4 Safety in Pressure Testing
- HS(G)39 Compressed Air Safety
- HS(G)5 Hot Work: Welding and Cutting on Plant containing Inflammable Materials
- HS(R)30 A Guide to the Pressure Systems and Transportable Gas Containers Regulations 1989
- EH 54 Assessment of Exposure to Fume from Welding and Allied Processes
- EH 55 The Control of Exposure to Fume from Welding Brazing and Similar Processes
- HSE 8 Oxygen : Fire and Explosion Hazards in the Use and Misuse of Oxygen

All work will be planned to take the above standards into account.

The Supervisor in charge will ensure that all gas welding or cutting operations are properly planned and executed.

Gas welding or cutting will never be undertaken in flammable areas until a permit to work system is instigated.

The Works Supervisor will pay special attention to the adequacy of the ventilation facilities in areas where gas welding is in progress.

The Works Supervisor will check to ensure the equipment being used is to the standards required.

The Works Supervisor will ensure that operatives using any gas welding equipment have undergone suitable training.

Only suitably trained operatives will be allowed to use gas welding equipment.

Suitable and adequate maintenance systems will be operated by the company for all gas welding or cutting equipment.

Operatives will, if they discover a fault in any of the equipment issued to them, report this to their immediate supervisor.

The company will provide all necessary protective clothing and equipment for use when gas welding or cutting is in operation. Operatives must properly utilise all protective clothing and equipment issued by the company.

## 18. Mobile Access Equipment

All mobile access equipment (including Mobile Elevating Work Platforms (MEWP's), Telescopic and Articulated Boom Platforms and Mast Platforms) will be used in accordance with:

- The Use of Technical Equipment (Health, Safety and Welfare) Regulation 1992

- The Manual Handling Operations Regulations 1992
- The Management of Health and Safety at Work Regulations 2010
- The Construction (Health, Safety and Welfare) Regulations 2010

All work will be planned to take the above standards into account.

Mobile access equipment shall be operated only by persons trained, certificated and competent to do so. Emergency procedures to deal with power failure, fire, injury to or collapse of the operator should be established and personnel made familiar with them.

Equipment must be suitable for its intended use, be soundly constructed and regularly maintained with records of the maintenance kept.

The safe working load (SWL) shall be clearly displayed and must not be exceeded.

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

Equipment shall be installed, modified and dismantled only by competent persons.

Adequate barriers shall be installed to prevent persons, property or vehicles being struck by the moving platform, or from falling materials.

No part of the equipment shall be allowed closer than 15m to an overhead electricity cable carried on a steel tower, or 9m to a cable on a wooden pole, except by arrangement with the electricity company. Suitable precautions shall be taken to prevent any part of the equipment from touching any overhead electricity cable or from approaching close enough to allow arcing.

Base units and outriggers (where fitted) shall be protected from damage or disturbance. Due consideration shall be given to the effects of inclement weather, including high winds in siting and using the equipment.

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

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

Care must be taken when travelling with the platform elevated to avoid overturning, collision, or displacement of the occupants or anything carried on the platform. Only platforms which have been designed to travel whilst elevated shall be used in such a manner.

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

## 19. Cartridge Operated Fixing Tools

The following regulations contain requirements to be complied with whilst using any cartridge operated fixing tool:

- Health and Safety at Work Act 2010
- The Management of Health and Safety at Work Regulations 2010
- The Personal Protective Equipment Regulations 2010
- The Use of Technical Equipment (Health, Safety and Welfare) Regulation 1992
- Noise at Work Regulations 2006
- The Construction (Health, Safety & Welfare) Regulations 2010

Further information:

- HSE Guidance Notes
- CITB Site Safety Notes - GE700/18
- BS 4078 Powder Actuated Fixing Systems
- BS EN 166B Personal Eye Protection Specifications

All works will be planned to take the above standards into account.

Only low velocity, Captive piston type tools may be used on site. All tools should incorporate a contact pressure safety device and drop-firing safety device to prevent accidental firing of the tool.

No one shall be permitted to use a cartridge operated tool unless:

- They have been trained in the use of the tool by the supplier.
- They have been issued, by the person carrying out the training, with a certificate of competence.
- Eye protection to BS EN 166B, Grade 1 impact, together with ear protection to BS EN 352 are used.
- Authorisation from management has been received to use the tool.

The Works Supervisor must ensure that tools are securely stored and that all tools and cartridges issued (spent or unused) are return to store on completion of the works or at the end of each working shift.

Regular maintenance in accordance with the manufacturer's instructions must be carried out.

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