



Health & Safety General Statement Of Safety

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Health & Safety

General Statement Of Safety

Following the publication of the Health & Safety at work Act, 1974, this Statement of Policy and basic good practice has been produced for application to all Personnel.

01 The policy has two basic objectives:

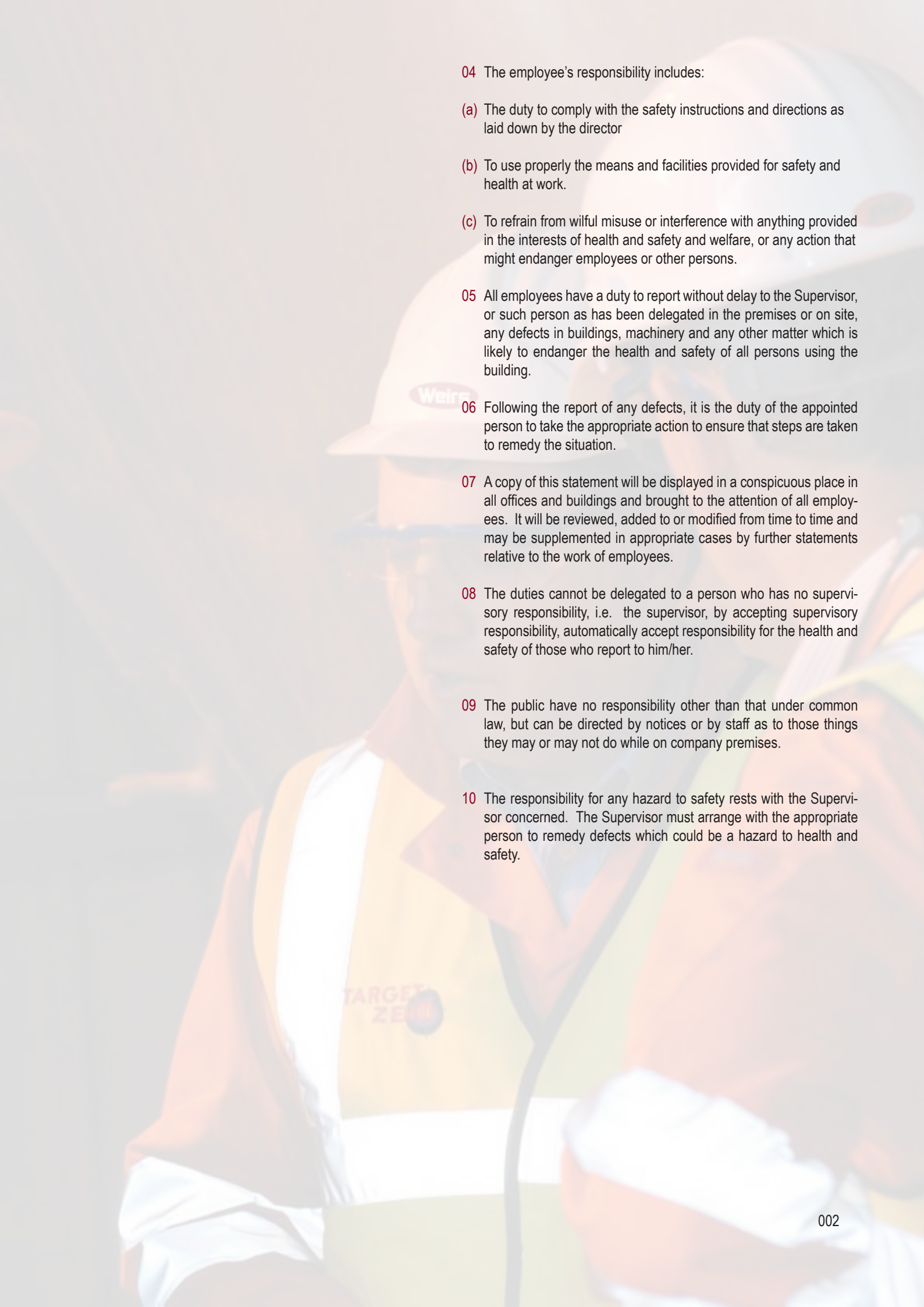
- (a) To provide a safe and healthy working environment and to ensure that all operations are carried out safely.
- (b) To secure the co-operation and involvement of all employees in achieving safe working practices.

02 The main areas in which the Policy is directed towards, are:

- (a) Prevention of all injuries.
- (b) A high standard of occupational health and hygiene.
- (c) The control of all situations likely to cause damage to property and equipment.

03 The Supervisor or such person as has been delegated, will be responsible for implementing policy regarding:

- (a) The provision and maintenance of plant and systems of work that are, so far as reasonably practicable, safe without risks to health,
- (b) Arrangements for ensuring so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- (c) The provision of such information, instruction, training and supervision that is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees.
- (d) The provision and maintenance, so far as is reasonably practicable, of a safe place of work and proper access to that place of work.
- (e) The provision and maintenance of a working environment that is, so far as reasonably practicable, safe without risk to health and adequate as regards facilities and arrangements for welfare at work.
- (f) Compliance with the statutory requirements for safety, health and welfare.
- (g) The provision of reasonable welfare and first aid facilities handling techniques.

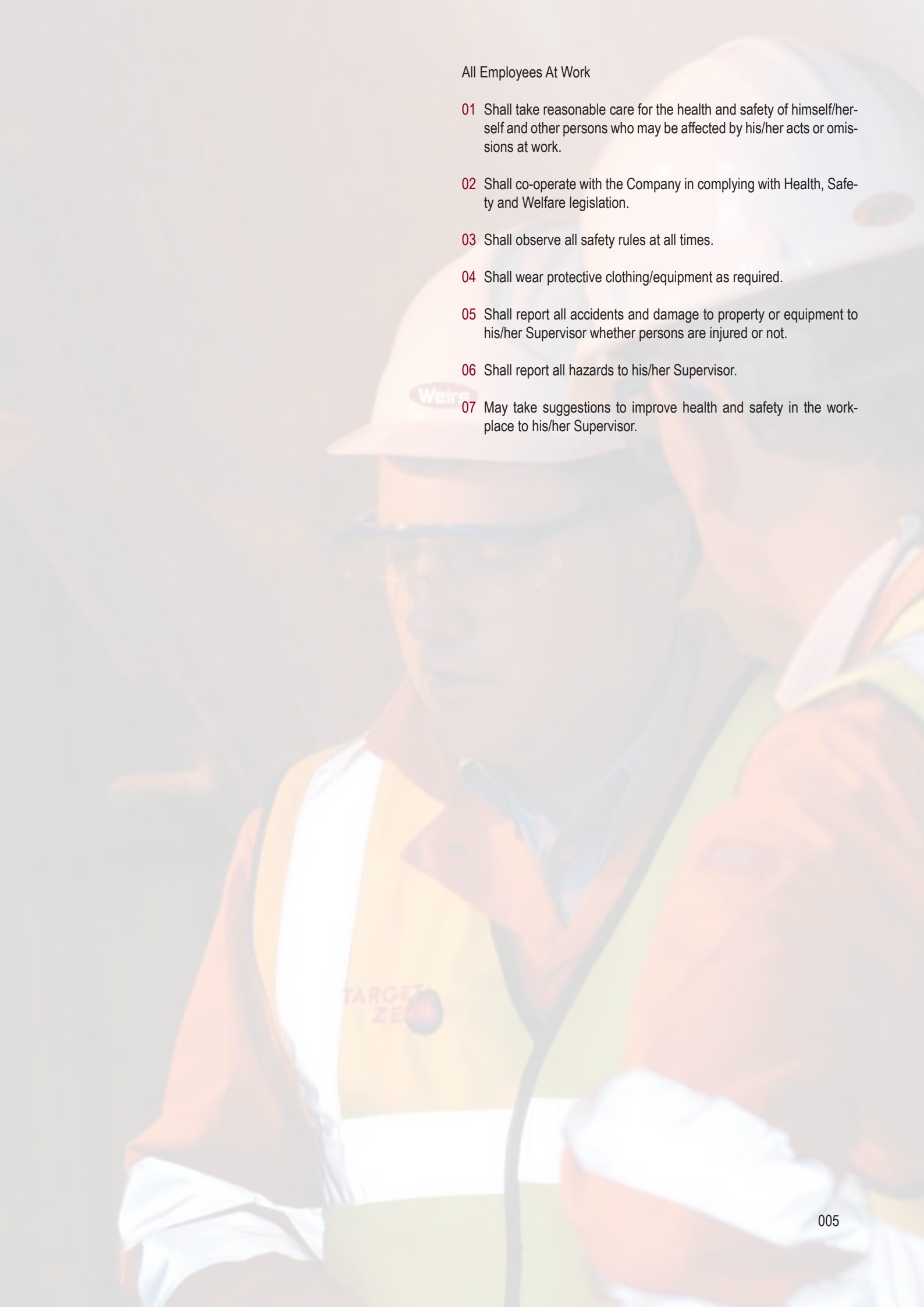
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- 04 The employee's responsibility includes:
- (a) The duty to comply with the safety instructions and directions as laid down by the director
 - (b) To use properly the means and facilities provided for safety and health at work.
 - (c) To refrain from wilful misuse or interference with anything provided in the interests of health and safety and welfare, or any action that might endanger employees or other persons.
- 05 All employees have a duty to report without delay to the Supervisor, or such person as has been delegated in the premises or on site, any defects in buildings, machinery and any other matter which is likely to endanger the health and safety of all persons using the building.
- 06 Following the report of any defects, it is the duty of the appointed person to take the appropriate action to ensure that steps are taken to remedy the situation.
- 07 A copy of this statement will be displayed in a conspicuous place in all offices and buildings and brought to the attention of all employees. It will be reviewed, added to or modified from time to time and may be supplemented in appropriate cases by further statements relative to the work of employees.
- 08 The duties cannot be delegated to a person who has no supervisory responsibility, i.e. the supervisor, by accepting supervisory responsibility, automatically accept responsibility for the health and safety of those who report to him/her.
- 09 The public have no responsibility other than that under common law, but can be directed by notices or by staff as to those things they may or may not do while on company premises.
- 10 The responsibility for any hazard to safety rests with the Supervisor concerned. The Supervisor must arrange with the appropriate person to remedy defects which could be a hazard to health and safety.

Directors Responsibilities

- 01 Shall fully familiarise himself/herself with the Company's Safety Policy and safety procedures relating to his/her area of work.
- 02 Shall ensure that all persons in his/her area are adequately trained and full aware of any hazards in the area.
- 03 Shall ensure that all employees in his/her area know what to do in the event of fire and know location of, and how to use, fire equipment, where necessary.
- 04 Shall ensure that all employees in his/her area know the whereabouts of First Aid facilities.
- 05 Shall continually develop safe practices and codes of practice in his/her area to ensure maximum safety for all persons at all times.
- 06 Shall ensure that adequate supervision is available at all times, particularly where young inexperienced workers are concerned.
- 07 Shall complete accident report forms and registers for all accidents involving injury, damage or lost time in his/her area as per accident reporting procedure.
- 08 Shall immediately inform his/her Supervisor of all accidents and dangerous occurrences in his/her area..
- 09 Shall ensure that all safety procedures are observed and that protective is supplied and worn as appropriate.
- 10 Shall ensure that by frequent inspections, all machinery and equipment is maintained and safe to use.
- 11 Shall ensure that all safety devices are always fitted and working properly.
- 12 Shall ensure that all hazards and defects in his/her area are properly reported and rectified or removed.
- 13 Shall maintain good housekeeping in his/her area at all times.
- 14 Shall inform the safety officer of any safety suggestions made to him/her by employees.

Managerial Staff Responsibilities

- 01 Shall carry out the Company's Safety Policy effectively.
- 02 Shall ensure that all personnel conform to the appropriate Safety Acts at all times.
- 03 Shall ensure that all Accident and First Aid records are kept and that all notifiable occurrences are reported.
- 04 Shall periodically check First Aid facilities and all records.
- 05 Shall ensure that protective clothing and safety equipment is supplied to employees as required.
- 06 Shall ensure cleanliness, orderliness and good housekeeping is maintained at all times.
- 07 Shall consult the Safety officer when installing any new type of machinery, opening new premises or purchasing new safety equipment.
- 08 Shall co-operate with the Safety officer in the investigation of accidents and any remedial action required.



All Employees At Work

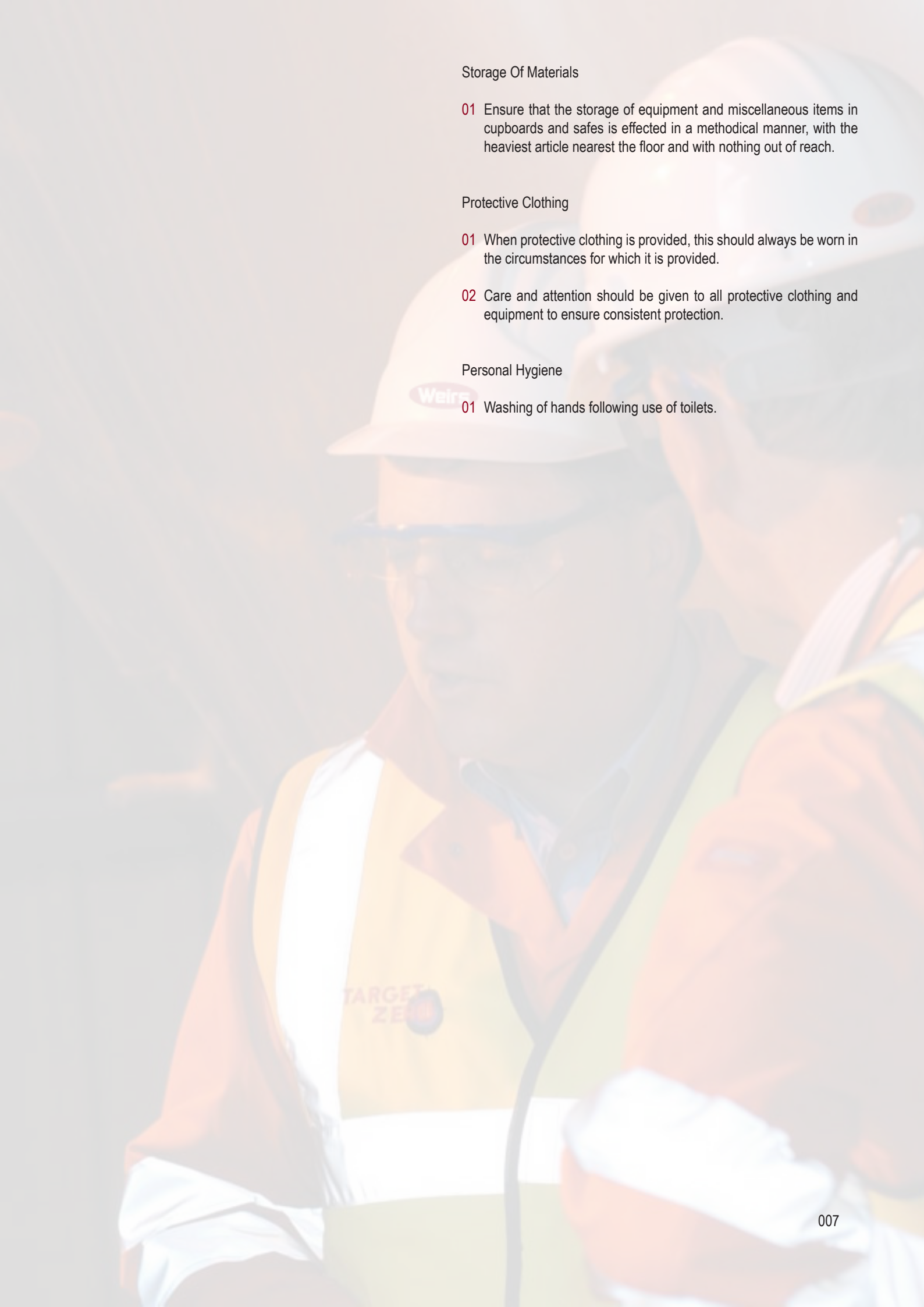
- 01 Shall take reasonable care for the health and safety of himself/herself and other persons who may be affected by his/her acts or omissions at work.
- 02 Shall co-operate with the Company in complying with Health, Safety and Welfare legislation.
- 03 Shall observe all safety rules at all times.
- 04 Shall wear protective clothing/equipment as required.
- 05 Shall report all accidents and damage to property or equipment to his/her Supervisor whether persons are injured or not.
- 06 Shall report all hazards to his/her Supervisor.
- 07 May take suggestions to improve health and safety in the workplace to his/her Supervisor.

Code Of Practice

- 01 All employees in office premises must ensure that they take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.
- 02 Do not interfere with or misuse anything provided in the interest of health and safety.
- 03 Take care to see that the public are not exposed to any hazards from work processes.
- 04 Familiarise themselves with fire Drill and evacuation procedures; the position and operation of fire extinguishers and alarms; inform their immediate Supervisor when an extinguisher is discharged or damaged; and of any other defects in fire fighting equipment.
- 05 Do not do anything to obstruct fire exits or fire fighting equipment. Do not prop open fire exits.
- 06 Know the location of the nearest First Aid box and the nearest trained First Aider.
- 07 Before using a machine, ensure that moving parts are securely guarded unless already rendered safe by position or construction. Guards must not be removed during operational use. Under no circumstances must unauthorised persons remove guards at any time.
- 08 Report all defects in electrical/mechanical equipment to their immediate Supervisor.
- 09 If an accident occurs, ensure that an Accident Form is completed and details entered in the Accident Book B.1510.

Fire

- 01 Ensure that there is no careless smoking in offices, toilets or close to explosive substances or gas cylinders.
- 02 Ensure that no frayed and bent or twisted cables are attached to electrical appliances, typewriters or other machines.
- 03 Knowledge of the established fire routine, including the location of fire exits etc.
- 04 Acquaint themselves with knowledge of the location of fire appliances and their method of use.
- 05 Ensure that all fire doors are kept closed at all times.



Storage Of Materials

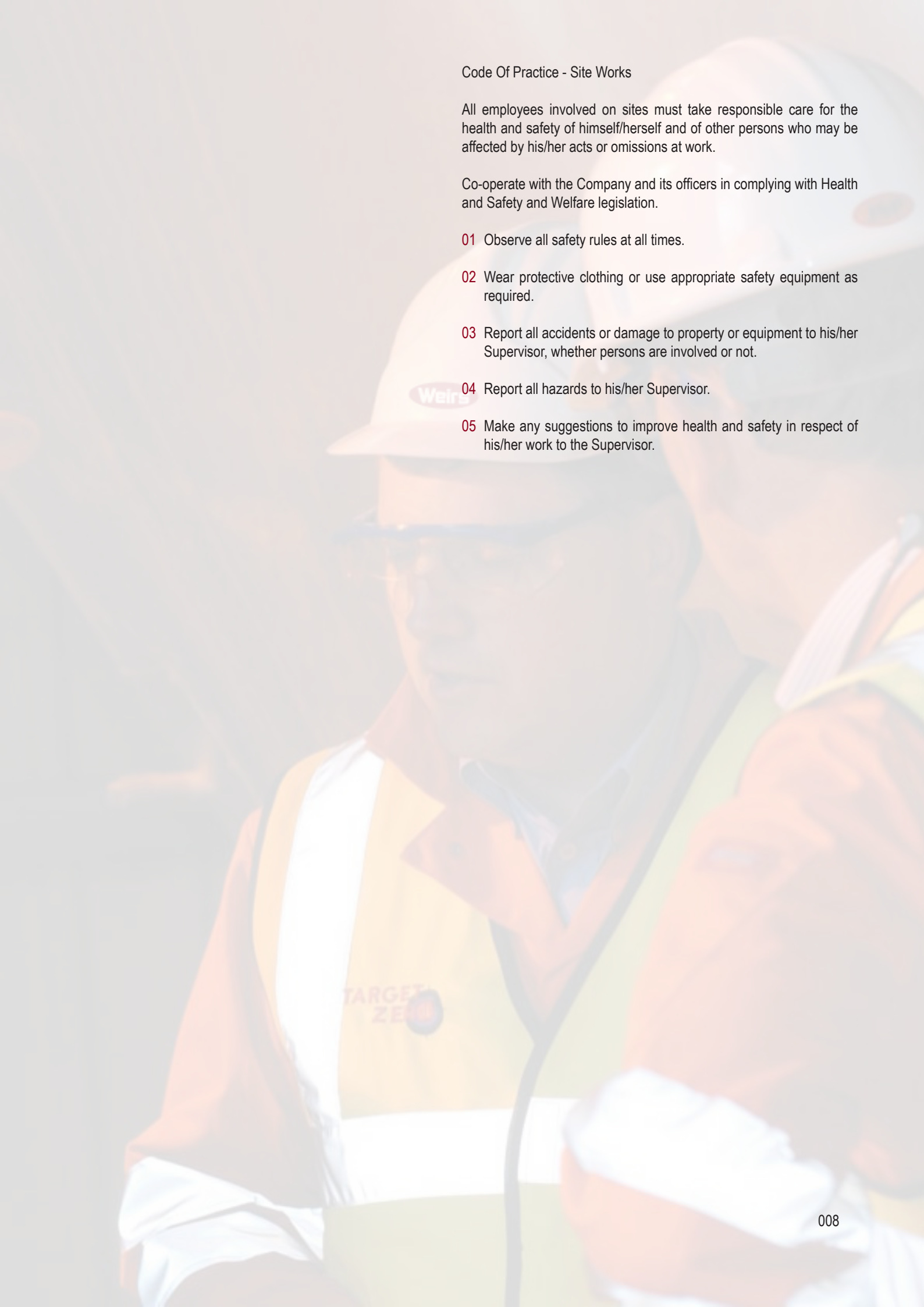
- 01 Ensure that the storage of equipment and miscellaneous items in cupboards and safes is effected in a methodical manner, with the heaviest article nearest the floor and with nothing out of reach.

Protective Clothing

- 01 When protective clothing is provided, this should always be worn in the circumstances for which it is provided.
- 02 Care and attention should be given to all protective clothing and equipment to ensure consistent protection.

Personal Hygiene

- 01 Washing of hands following use of toilets.

The background of the page is a faded photograph of two workers. They are wearing white hard hats, safety glasses, and high-visibility vests. One worker's vest has a 'Weir' logo and a 'TARGET ZERO' badge. They appear to be looking at a set of documents or plans together.

Code Of Practice - Site Works

All employees involved on sites must take responsible care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work.

Co-operate with the Company and its officers in complying with Health and Safety and Welfare legislation.

01 Observe all safety rules at all times.

02 Wear protective clothing or use appropriate safety equipment as required.

03 Report all accidents or damage to property or equipment to his/her Supervisor, whether persons are involved or not.

04 Report all hazards to his/her Supervisor.

05 Make any suggestions to improve health and safety in respect of his/her work to the Supervisor.

Site Supervision And Inspection

You will not enter any site where construction or demolition works are in progress or carry out an inspection of buildings without the protection of a safety helmet. (Exceptions should be occupied properties visited for repair work).

Ladders

01 Before using ladders check for:

- (a) Weak or damaged treads or rungs;
- (b) Weak or damaged stiles;
- (c) Insecure tie rods;
- (d) Defective hinges, ropes, missing or loose screws.

02 Do not erect or use a ladder:

- (a) On sloping ground;
- (b) On top of movable objects
- (c) Against a slippery or unstable surface;
- (d) At too steep an angle;
- (e) In a high wind;
- (f) In front of a door which may be opened;
- (g) In close proximity to overhead power cables;
- (h) Never use folded steps against a wall as a ladder.

03 Measurement Requirements:

- (a) The maximum height shall be 9.144m (30'0") measured from the ground to the users feet.
- (b) 1.067m (3'6") of ladder shall be above the stepping off point at scaffolding, roofs etc.
- (c) 1.067m (3'6") of ladder shall be above the users feet, if possible, at all other positions.
- (d) All ladders used over 3.048m (10'0") in length shall be securely tied, or if this is not possible, be footed.
- (e) The regulations on tying and footing do not apply to ladders of 3.048m (10'0") or less

YOU MUST NOT USE A LADDER UNLESS IT IS SECURED

Survey Work

When surveying, levelling or carrying out any other work on any road, you must utilise the warning signs available.

Prior to entering any field or open space, you must, notwithstanding any prior consent from the owner, check for the presence of any animals or working plant which could constitute a danger.

Working In Trenches And Excavations

When working in trenches and other excavations, you must firstly ensure that:

01 Soil conditions are stable.

02 Excavations are adequately supported by timber or metal sheeting and that a stable means of access is available.

You must not stand on the edge of an excavation in loose material and shall refrain from any action, which could dislodge loose material onto those who may be working within the excavation.

You must not enter any excavation, which has been abandoned, even temporarily, without having someone in attendance.

Should you find that an excavation is inadequately supported or in any way presents a danger to members of the public, you should bring this to the attention of a responsible person on site.

Working In Chambers, Pipes, Culverts And Other Confined Spaces

When working on a project that has confined spaces etc. you should:

- 01 Check ground conditions for hazards and gas sources such as organic strata; refuse sewers, gas mains and the interaction between carbonate and acid, which occurs particularly in chalk, limestone and greensands.
- 02 Ensure that safety and supervisory staff are properly trained.
- 03 Have breathing apparatus, lifelines and other safety equipment readily available.
- 04 Do not set production targets, which conflict with safety procedures.

Before entering a confined space:

- 01 Ensure that the space has been properly ventilated.
- 02 Monitor the atmosphere for oxygen deficiency and explosive or toxic gases.
- 03 Make sure you have a means of exiting the space if the atmosphere deteriorates.
- 04 Do not enter the space if tests show the atmosphere to be dangerous, unless you have breathing apparatus.

When working in a confined space:

- 01 Keep the space well ventilated.
- 02 Make frequent checks on the atmosphere.
- 03 Use safe electrical equipment.
- 04 Make sure there is direct communication between everyone involved in the work.
- 05 Do not smoke.

If there is an emergency:

- 01 Do not enter the space to help a colleague in trouble unless you have a breathing kit. It will be very difficult to stop yourself, but failure to observe this rule could kill you.
- 02 Do not purge a confined space with pure oxygen because an oxygen rich atmosphere is highly explosive.
- 03 Always use a harness and safety line when entering the space and pulling out victims.

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Do not enter any chamber or pipe etc. forming part of a main foul or surface water drainage system being the responsibility of the council.

Ensure that any covers to chambers disturbed by you are properly replaced and do not disturb any cover that is the property of the councils without that councils consent.

Do not enter any enclosed chamber, pipe or culvert without being in possession of adequate safety lighting. Test any torch before entering.

In the interest of safety to the general public, ensure notification to your Supervisor of any deficiencies, e.g. missing covers, which you may notice.



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